



Medical Policy

2026 - 27

Committee to Approve Policy	LCGB Standards Committee
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Chair of Trustee Board / Academy Committee	
Signature	
Accounting Officer	
Signature	
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Version Control			
Version	Date Approved	Changes	Reason for Alterations
		N/A	

Rationale

This school is an inclusive community that aims to support and welcome pupils with medical conditions. The school has a duty under Section 100 of the Children and Families Act 2014 to make arrangements for supporting pupils at school with medical conditions. The governing body will ensure that arrangements are in place to support pupils with medical conditions in doing so they should ensure that such children can access and enjoy the same opportunities at school as any other child. The governing body will therefore ensure that the focus is on the needs of each individual child and how their medical condition impacts on their school life. The governing body will ensure that arrangements give parents and pupils confidence in the school's ability to provide effect support for medical conditions in school. The arrangements will show an understanding of how medical conditions impact on a child's ability to learn as well as increase their confidence and promote self-care. They will ensure that staff are

properly trained to provide the support that pupils needs. The medical conditions policy is supported by a clear communication plan for staff, parents and students to ensure its full implementation

Parents are informed about the medical conditions policy:

- At the start of the school year when communication is sent out about healthcare plans
- When their child is enrolled as a new pupil
- Via the school's website, where it is available all year round

School staff are informed and reminded about the medical policy

- At scheduled medical conditions training

PURPOSE

Children with medical conditions are entitled to a full education and have the same rights of admission to school as other children. This means that no child with a medical condition should be denied admission (see School Admissions policy) or prevented from taking up a place in school because arrangements for their medical condition have not been made. However, in line with their safeguarding duties, governors do not have to accept a child in school at times where it would be detrimental to the health of that child or others to do so.

INDIVIDUAL HEALTHCARE PLANS

Care Plans will help school effectively support pupils with medical conditions. They will provide clarity about what needs to be done, when and by whom.

- Plans will be drawn up in partnership between school, parents and a relevant healthcare professional eg School or Specialist Nurse. Pupils will be involved wherever appropriate.
- Plans will be reviewed at least annually or earlier if evidence is presented that the child's needs have changed.
- Where a child has a special educational need identified in a statement or Educational Health and Care Plan (EHC), the Care Plan will be linked to, or become part of that statement or EHC.

Points considered when developing a Care Plan

- The medical condition, its triggers, signs, symptoms and treatments
- Specific support for the child's educational, social and emotional needs eg how absences will be managed, requirements for extra time to complete tests, use of rest periods or additional support in catching up with lessons, counselling sessions
- The level of support needed (some children will be able to take responsibility for their own health needs), including in emergencies. If a child is self-managing their medication this should be clearly stated with appropriate arrangements for monitoring
- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a Health Professional, and cover arrangements for when they are unavailable
- Who in the school needs to be aware of the child's condition and the support required
- Arrangements for written permission from parents and the Headteacher, or delegated person, for medication to be administered by a member of staff or self-administered by the child during school hours
- Separate arrangements or procedures for school trips or other school activities outside of the normal school timetable that will ensure that the child can participate, eg risk assessments
- Where confidentiality issues are raised by the parent of a child the designated individuals to be entrusted with information about the child's condition
- What to in an emergency, including whom to contact and contingency arrangements

ROLES AND RESPONSIBILITIES

Supporting a child with a medical condition during school hours is not the sole responsibility for one person. School will work in partnership with healthcare professional, social care professionals, Local Authorities, parents and pupils

Employer

Moorpark's employer has a responsibility to:

- Ensure the health and safety of their employees and anyone else on the premises or taking part in school activities (this includes all pupils). This responsibility extends to those staff and others leading activities taking place off-site, such as visits, outings or field trips.

- Make sure the medical policy is effectively monitored and evaluated and regularly updated.
- Provide indemnity to staff who volunteer to administer medication to pupils with medical conditions. **These staff must be appropriately trained.**

Maladministration of Medication

Maladministration of medication in schools refers to errors in administering prescribed drugs, such as incorrect dosages, wrong timing, administering to the wrong pupil, or missed doses.

Immediate Steps to Take if an Error Occurs

If a medication error is suspected or discovered, schools must act quickly to protect the pupil.

- **Seek Medical Advice:** Contact emergency services (999) if the child shows severe adverse reactions. Otherwise, contact the parent or carer immediately to notify them and seek their advice.
- **Report the Incident:** Log the error immediately with the headteacher or designated safeguarding lead.
- **Investigate:** The school leadership team will conduct a fact-finding investigation to determine the root cause of the error (e.g., poor labelling, lack of training, distraction) and take corrective actions.

Headteacher

Moorpark's headteacher has a responsibility to:

- Ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks.
- Liaise between interested parties including pupils, school staff, special educational needs coordinators, pastoral support/welfare officers, teaching assistants, school nurses, parents and governors.
- Ensure the policy is put into action, with good communication of the policy to all.
- Ensure every aspect of the policy is maintained.
- Ensure information held by the school is accurate and up to date and that there is good information sharing systems in place using pupil's healthcare plans.
- Ensure pupil confidentiality.
- Assess the training and development needs of staff and arrange for them to be met.
- Ensure all supply staff and new teachers know the medical conditions policy.
- Update the medical policy at least once a year according to review recommendations and recent local and national guidance and legislation.

All school staff

All staff at Moorpark have a responsibility to:

- Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency.

- Understand the medical policy.
- Know which students in their care have a medical condition.
- Allow all students to have immediate access to their emergency medication.
- Maintain effective communication with parents including informing them if their child has been unwell at school.
- Ensure pupils who carry their medication with them have it when they go on a school visit or out of the classroom.
- Be aware of pupils with medical conditions who may be experiencing bullying or need extra social support.
- Ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in.
- Ensure pupils have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

Teaching staff

Teachers at this school have a responsibility to:

- Ensure students who have been unwell catch up on missed school work.
- Be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it.
- Liaise with parents, the pupil's healthcare professional and special educational needs coordinator if a student is falling behind with their work because of their condition.

Our Health 5-19

The school nurse allocated by the nursing hub is responsible for:

- Provide regular training for school staff in managing the most common medical conditions in school.
- Provide information about where the school can access other specialist training.
 - ☐ Ensure healthcare plans are completed and reviewed annually.

First aiders

First aiders at this school have a responsibility to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards within the school.
- When necessary ensure that an ambulance or other professional medical help is called.

Special educational needs coordinators

The SENDCo at this school have a responsibility to:

- Help update the school's medical condition policy.
- Know which pupils have a medical condition and which have special educational needs because of their condition.
- Ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in exams or coursework.

Pupils

The pupils at this school have a responsibility to:

- Treat other students with and without a medical condition equally.
- Tell their parents, teacher or nearest staff member when they are not feeling well.
- Let a member of staff know if another pupil is feeling unwell.
- Treat all medication with respect.
- Know how to gain access to their medication in an emergency.
- Ensure a member of staff is called in an emergency situation.
- **The parents of a student at this school have a responsibility to:**
- Tell the school if their child has a medical condition.
- Ensure the school has a complete and up-to-date Care Plan for their child.
- Inform the school about the medication their child requires while taking part in visits, outings or field trips and other out-of-school activities.
- Tell the school about any changes to their child's medication, what they take, when and how much.
- Inform the school of any changes to their child's condition.
- Ensure their child's medication and medical devices are labelled with their child's full name.
- Provide the school with appropriate spare medication labelled with their child's name.
- Ensure medication is within expiry dates.
- Keep child at home if they are not well enough to attend school.
- Ensure their child catches up on any school work they have missed.
- Ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional.

*The term 'parent' implies any person or body with parental responsibility such as foster parent or carer

STAFF TRAINING AND SUPPORT

- The relevant healthcare professional will normally lead on identifying and agreeing with the school, the type and level of training required and how this can be obtained. However school may wish to choose to arrange training and ensure this remains up to date
- Training will be sufficient to ensure that staff are competent and have confidence in their ability to support children. This includes an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures.
- A record of the staff training will be kept (See Annex A)
- Staff will not give prescription medicines or undertake healthcare procedures without appropriate training – the training will be updated to reflect any Care Plans. A first-aid certificate does not constitute appropriate training in supporting children with medical needs
- Healthcare professionals, including the school nurse, can provide confirmation of the proficiency of staff in a medical procedure, or in providing medicine
- School will have arrangements in place for whole school awareness training regarding supporting children with medical conditions (eg non-pupil day, induction arrangements) to help ensure that all medical conditions affecting pupils in the school are understood fully, this includes preventative and emergency measures so that staff can recognise and act quickly when a problems occurs
- The family of a child will be key in providing relevant information to school staff about how their child's needs can be met

THE CHILD'S ROLE IN MANAGING THEIR OWN MEDICAL NEEDS

- The governing body will ensure that arrangements are made, for children who are competent, to manage their own health needs and medicines. This should be reflected in their Care Plan
- Wherever possible children will be allowed to carry their own medicines and relevant devices or should be able to access their medicines for self-medication quickly and easily. Some children may require an appropriate level of supervision. If it is not appropriate for a child to self-manage, then relevant staff should help to administer medicines and manage procedures for them.

- If a child refuses to take medicine or carry out a necessary procedure, staff will not force them to do so. Parents will be informed when the medication has not been administered for this reason

MANAGING MEDICINES ON SCHOOL PREMISES

- Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so
- No child will be given prescription or non-prescription medicines without their parent's written consent. Forms are available from the office (See Annex B)
- School will only accept prescribed medicines that are in date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage (exception to this is insulin, which must still be in date but may be available inside an insulin pen or a pump, rather than in its original container)
- All medicines will be stored safely. Children will be informed where their medicines are and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to children in their class (consideration of this will be taken when off school premises eg school trips)
- When no longer required, medicines will be returned to the parent to arrange for safe disposal. Sharp boxes will always be used for the disposal of needles and other sharps
- Parents at Moorpark understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately.
- RECORD KEEPING Written records will be kept of all medicines administered to children.

Parents will be informed if their child has been unwell in school

- EMERGENCY PROCEDURES Where a child has an Care Plan this will clearly define what constitutes an emergency and explain what to do including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other children in the school should know what to do in general terms such as informing a teacher immediately if they think help is needed
- If a child needs to be taken to hospital, staff should stay with the child until the parent arrives or accompany a child to hospital in an ambulance
- When local emergency services are called staff will give precise details of which entrance to use (See Annex C)

DAY TRIPS, RESIDENTIAL VISITS AND SPORTING ACTIVITIES

- The Governing body will ensure that arrangements are clear and unambiguous about the need to support actively children with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.
- School will make arrangements for the inclusion of children in such activities with any adjustments as required unless evidence from a clinician states that this is not possible
- A risk assessment will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included

POINTS FOR CONSIDERATION

- School does not assume that every child with the same condition requires the same treatment
- School will not send children with medical conditions home frequently, or prevent them from staying for normal school activities, unless this is specified in their Care Plan
- If a child becomes ill, they will not be sent to the school office or medical room unaccompanied
- School take into consideration hospital appointments when monitoring attendance
- School does not prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively

Data Collection sheets

- ☐ Parents at Moorpark are asked if their child has any health conditions on the Data collection sheet form, which is filled out at the start of each school year. Parents of new pupils starting at other times during the year are also asked to provide this information on enrolment forms.

LIABILITY AND INDEMNITY

- School has an Insurance Policy that provides liability cover relating to the administration of medication.
- Any parents of pupils dissatisfied with the support provided should discuss their concerns directly with the school. If this cannot be resolved parents may make a formal complaint via the schools complaints procedure

- The Headteacher will have overall responsibility that this Policy is implemented and that risk assessments for school visits are undertaken.
- The SENDCo, Business Manager and School First Aider will ensure that sufficient staff are suitably trained, cover arrangements are in place, supply teachers are briefed and Care Plans are monitored

Appendix 1 - Form 1

Asthma awareness for school staff

- Persistent cough (when at rest)
- A wheezing sound coming from the chest (when at rest)
- Difficulty breathing (the child could be breathing fast and with effort, using all accessory muscles in the upper body)
- Nasal flaring
- Unable to talk or complete sentences. Some children will go very quiet.
- May try to tell you that their chest 'feels tight' (younger children may express this as tummy ache)

CALL AN AMBULANCE IMMEDIATELY AND COMMENCE THE ASTHMA ATTACK PROCEDURE WITHOUT DELAY IF THE CHILD

- Appears exhausted
- Has a blue/white tinge around lips
- Is going blue
- Has collapsed

ASTHMA ATTACK PROCEEDURE

- Keep calm and reassure the child
- Encourage the child to sit up and slightly forward
- Use the child's own inhaler – if not available, use the emergency inhaler
- Remain with the child while the inhaler and spacer are brought to them
- Immediately help the child to take two puffs of salbutamol via the spacer
- If there is no immediate improvement, continue to give two puffs at a time every two minutes, up to a maximum of 10 puffs
- Stay calm and reassure the child. Stay with the child until they feel better. The child can return to school activities when they feel better
- If the child does not feel better or you are worried at ANYTIME before you have reached 10 puffs,
Dial 99 (outside line) and then CALL 999 FOR AN AMBULANCE
- If an ambulance does not arrive in 10 minutes give another 10 puffs in the same way

Appendix 1 – Form 2

Epilepsy awareness for school staff

Complex partial seizures

- Common symptoms
- The person is not aware of their surroundings or of what they are doing
- Plucking at their clothes
- Smacking their lips
- Swallowing repeatedly
- Wandering around
- Dial 99 (outside line) and then call 999 immediately if.... You know it is the person's first seizure
- The seizure continues for more than five minutes

- The person is injured during the seizure
- You believe the person needs urgent medical attention

Do... • Guide the person from danger • Stay with the person until recovery is complete • Be calmly reassuring	Don't... • Restrain the person • Act in a way that could frighten them, such as making abrupt movements or shouting at them • Assume the person is aware of what is happening, or what has happened • Give the person anything to eat or drink until they are fully recovered • Attempt to bring them round • Explain anything that they may have missed
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Tonic-clonic seizures

Common symptoms:

- the person goes stiff,
- loss of consciousness
- falls to the floor

Do... • Protect the person from injury (remove harmful objects from nearby) Cushion their head • Look for an epilepsy identity card/identity jewellery • Aid breathing by gently placing the person in the recovery position when the seizure has finished • Stay with them until recovery is complete • Be calmly reassuring	Don't... • Restrain the person's movements • Put anything in their mouth • Try to move them unless they are in danger • Give them anything to eat or drink until they are fully recovered • Attempt to bring them round
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Dial 99 (outside line) and then Call 999 for an ambulance if...

- You know it is the person's first seizure
- The seizure continues for more than five minutes
- One seizure follows another without the person regaining consciousness between seizures
- The person is injured
- You believe the person needs urgent medical treatment

Appendix 1 – Form 3

Anaphylaxis/Allergy awareness for staff

ANAPHYLAXIS /ALLERGY

Ear/Nose/Throat - Symptoms:

Runny or blocked nose, itchy nose, sneezing, painful sinuses, headaches, post nasal drip, loss of sense of smell/taste, sore throat/swollen larynx (voice box), itchy mouth and/or throat and blocked ears.

Eye - Symptoms:

Watery, itchy, prickly, red, swollen eyes. Allergic 'shiners' (dark areas under the eyes due to blocked sinuses).

Airway - Symptoms:

Wheezy breathing, difficulty in breathing and or coughing (especially at night time).

Digestion:

Swollen lips, tongue, itchy tongue, stomach ache, feeling sick, vomiting, constipation and or diarrhoea.

Skin:

Urticaria - wheals or hives-bumpy, itchy raised areas and or rashes.

Eczema -cracked, dry, weepy or broken skin. Red cheeks.

Angiodema - painful swelling of the deep layers of the skin.

Symptoms of Severe Reaction/ Anaphylaxis:

- These could include any of the above together with: Difficulty in swallowing or speaking.
- Difficulty in breathing -severe asthma
- Swelling of the throat and mouth
- Hives anywhere on the body or generalized flushing of the skin
- Abdominal cramps, nausea and vomiting
- Sudden feeling of weakness (drop in blood pressure)
- Alterations in heart rate (fast pulse)
- Sense of Impending doom (anxiety/panic)
- Collapse and unconsciousness

TREATMENT

- Dial 99 (outside line) and then call 999 immediately
- If student conscious keep them in an upright position to aid breathing.
- If unconscious then place in recovery position.
- If student is conscious and alert ask them to self-administer their epipen.
- If student unconscious, trained member of staff to administer epipen as per training. **Record time of giving.**
- If no improvement within 5 minutes then 2nd epipen to be administered.
- Keep used epipens and give to paramedics when they arrive.

Appendix 1 – Form 4

Diabetes awareness and treatment for staff

What is it?

Abnormal fluctuations in blood sugar can lead to someone with diabetes becoming unwell and, if untreated, losing consciousness.

There are two conditions associated with diabetes - hyperglycaemia (high blood sugar) and hypoglycaemia (low blood sugar).

Hypoglycaemia is the more common emergency which affects brain function and can lead to unconsciousness if untreated.

SEE NHS FLOW CHARTS FOR APPROPRIATE ACTION. These are in the staff room, child's class and kitchen.

Annex A

Staff Training Record

Name:	
Type of training:	
Date	
Provided by:	

I confirm that (name of member of staff) has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated (suggested review date).

Trainer Signature

Date

I confirm that I have received the training detailed above.

Staff member signature

Date

Annex B Parental Consent for Administration of Medication.

Parental Agreement for Administration of Medicine in School. Moorpark School has a policy that staff can administer some medication HOWEVER we will not give your child medicine unless you complete and sign this form.

Name	
Date of Birth	
Class	
Medical Condition	

Medicine

Name/type of medicine (as described on container)	
Expiry date	
Dosage and method	
Timing	
Special precautions / other instructions	
Are there any side effects we need to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

NB Medicines must be in the original container as dispensed by the pharmacy (with the exception of insulin)

Contact Details

Name	
Daytime telephone number	
Relationship to child	
Address	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to the school staff administering medicine in accordance with the school policy. I will inform the school, immediately in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature _____ Date _____

Annex C Procedures for Emergency Staff

Contacting emergency services

- Request an ambulance – Dial 99 (outside line) and then call 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

1. School telephone number – 01782 234440
2. Your name
3. School location – Moorpark Junior School, Park Road, Burslem, ST6 1EL
4. State the School postcode –ST6 1EL. HOWEVER it is important that you advise that it is the **PARK ROAD** entrance to the school that is required to be used
5. Provide the exact location of the patient within the school setting
6. Provide the name of the child and a brief description of their symptoms
- 7.State that the crew will be met and taken to the patient

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