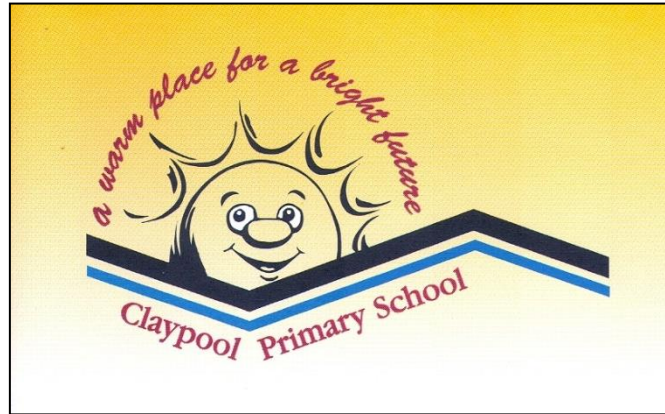




**At Claypool everyone is valued, inspired and nurtured
on their individual journey of success.**

Supporting Pupils with Medical Conditions Policy

Policy lead: A. Hulme

Last interim review by the Policy Lead	Autumn 2025
Last full review by the Policies Committee	Spring 2024

Next interim review by the Policy Lead	Autumn 2026
Next full review by the Policies Committee	Spring 2027

Definitions

Pupils' medical needs may be broadly summarised as being of two types:

- (a) Short term affecting their participation in school activities whilst they are on a course of medication.
- (b) Long term potentially limiting their access to education and requiring extra care and support (deemed special medical needs).

Rationale

Local Authorities and schools have a responsibility for the health and safety of pupils in their care. The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on the premises. In the case of pupils with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all pupils at the school. This may mean making special arrangements for particular pupils who may be more at risk than their classmates. Individual procedures may be required. The employer is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support these pupils may need.

The Children and Families Act 2014, places a duty on schools to make arrangements for children with medical conditions. Pupils with special medical needs have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone. However, teachers and other school staff in charge of pupils have a common law duty to act in loco parentis and may need to take swift action in an emergency. This duty also extends to teachers leading activities taking place off the school site. This could extend to a need to administer medicine.

The prime responsibility for a child's health lies with the parent or carer who is responsible for the child's medication and should supply the school with information. The school takes advice and guidance from the Bolton Local Authority which encourages self-administration of medication when possible. Contact details for our School Nurse can be found in the school brochure.

Aims

The school aims to:

- assist parents or carers in providing medical care for their children;
- educate staff and children in respect of special medical needs;
- ensure access to full education if possible;
- monitor and keep appropriate records.

Entitlement

The school accepts that pupils with medical needs should be assisted if at all possible and that they have a right to the full education available to other pupils. The school believes that pupils with medical needs should be enabled to have full attendance and receive the necessary proper care and support.

The school accepts all employees have rights in relation to supporting pupils with medical needs as follows:

- choose whether or not they are prepared to be involved;
- receive appropriate training;
- work to clear guidelines;
- have concerns about legal liability;
- bring to the attention of the leadership team any concern or matter relating to supporting pupils with medical needs.

Expectations

It is expected that:

- parents or carers will be encouraged to co-operate in training children to self-administer medication if this is practicable and that members of staff will only be asked to be involved if there is no alternative.
- where parents or carers have asked the school to administer the medication for their child they must ask the pharmacist to supply any such medication to be dispensed in a separate container, containing only the quantity required for school use. The prescription and dosage regime should be typed or printed clearly on the outside. The school will only administer medicines in which the dosage is required 4 times a day. The name of the pharmacist should be visible. Any medications not presented properly will not be accepted by school staff. Pupils should not bring in their own medicine. This should be brought into school by the parent or carer.
- that staff will consider carefully their response to requests to assist with the giving of medication or supervision of self-medication and that they will consider each request separately.
- the school will liaise with the School Health Service for advice about a pupil's special medical needs, and will seek support from the relevant practitioners where necessary and in the interests of the pupil.
- any medicines brought into school by the staff e.g. headache tablets, inhalers for personal use should be stored in an appropriate place and kept out of the reach of the pupils. Any staff medicine is the responsibility of the individual concerned and not the school.

Policy into Practice

There is a need for proper documentation at all stages when considering the issue of support for pupils with medical needs in school. This document will be stored in line with data protection guidelines (see appendix).

Appendix

Health Care Plan

Name of school/setting _____

Child's name _____

Group/class/form _____

Date of birth _____

Child's address _____

Medical diagnosis or condition _____

Date _____

Review date _____

Family Contact Information

Name _____

Phone number (work) _____

(home) _____

(mobile) _____

Clinic/Hospital Contact

Name _____

Phone number _____

G.P.

Name _____

Phone number _____

Describe medical needs and give details of child's symptoms

Daily care requirements (e.g. before sport/at lunchtime)

Describe what constitutes an emergency for the child, and the action to take if this occurs

Follow up care

Who is responsible in an emergency (state if different for off-site activities)

Form copied to
