St Joseph's Catholic Primary Academy

Love, Learn and Live in Christ

Supporting Pupils with Medical Conditions

Review Date	Changes Made	Amended By
November 2026	None	L.Paquim

St Joseph's Catholic Primary Academy is an inclusive community that welcomes and supports, to the very best of our ability, pupils with medical conditions.

Our aim is to provide all pupils with any medical condition the same opportunities as our other pupils. We will work in partnership with their parents/carers to fulfil the aim for them to:

- be healthy
- be safe
- enjoy and achieve
- make a positive contribution
- achieve economic well-being once they left school

Our school makes sure all staff:

- understand their duty of care to children and young people in the event of an emergency and are familiar with the Health Plan (HP) for these children
- feel confident in knowing what to do in an emergency

We understand that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood and as such understand the importance of medication and care being taken as directed by healthcare professionals and parents/carers.

All staff understand the medical conditions that affect pupils at this school. Staff receive training on the impact medical conditions can have on pupils.

The named member of school staff responsible for this Medical Conditions Policy and its implementation is: Mrs Louise Paquim - Headteacher

This school's medical conditions policy is drawn up from example Local Authority Model Policies which have included consultation with a wide range of local key stakeholders within both the school and health settings. Stakeholders included pupils, parents/carers, school nurse, school staff, governors, the school employer and relevant local health services.

The medical conditions policy is supported by a clear communication plan for staff, parents/carers and other key stakeholders to ensure its full implementation.

Pupils (as appropriate), parents/carers, relevant local healthcare staff, and other external stakeholders are informed of and reminded about the medical conditions policy through clear communication channels.

Staff Training and Health Plans

All staff understand and are trained in what to do in an emergency for children with medical conditions at this school.

All school staff, including temporary or supply staff, are aware of the medical conditions at this school and understand their duty of care to pupils in an emergency.

All staff receive appropriate training in what to do to support a child with medical needs and what to do in an emergency. This is refreshed at least once a year.

All children with a medical condition at our school have a Health Plan (HP) which explains their condition and what help they need in an emergency. The HP will accompany a pupil should they need to attend hospital. Parental/Carer permission will be sought and recorded in the HP for sharing the Plan within emergency care settings.

HPs are regularly reviewed, at least every year or whenever the pupil's needs change. The pupil (where appropriate) parents, specialist nurse (where appropriate) and relevant healthcare services contribute to the HP. Other school staff are made aware of and have access to the HP for the pupils in their care.

We make sure that the pupil's confidentiality is protected and seek permission from parents/carers before sharing any medical information with any other party.

We meet with the pupil (where appropriate), parent/carer, specialist nurse (where appropriate) and relevant healthcare services prior to any overnight or extended day visit to discuss and make a plan for any extra care requirements that may be needed. This is recorded in the pupil's HP which accompanies them on the visit. We keep an accurate record of all medication administered, including the dose, time, date and supervising staff.

We make sure that all staff providing support to a pupil have received suitable training and on-going support, to make sure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the pupil's HP. This should be provided by the specialist nurse/school nurse/other suitably qualified healthcare professional and/or the parent/carer. The specialist nurse/school nurse/other suitably qualified healthcare professional will confirm their competence and we keep an up-to-date record of all training undertaken and by whom.

All staff understand and are trained in the school's general emergency procedures.

All staff, including temporary or supply staff, know what action to take in an emergency and receive updates at least yearly.

If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent/carer arrives, or accompany a child taken to hospital.

Our pupils learn what to do should an emergency occur to encourage them to act in the best interests of the child with a medical need.

Administering Medication

Our school has clear guidance on providing care and support and administering medication at school.

We understand the importance of medication being taken and care received as detailed in the pupil's HP.

We will make sure that there are several members of staff who have been trained to administer the medication and meet the care needs of an individual child. We will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies.

Our Academy Council has made sure that there is the appropriate level of insurance and liability cover in place.

Staff will not give medication (prescription or non-prescription) without a parent/carers' written consent except in exceptional circumstances.

When administering medication, for example pain relief, this school will check the maximum dosage and when the previous dose was given. Parents/carers will be informed.

We will not give a pupil aspirin unless prescribed by a doctor.

We will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site visit, including overnight stays.

Parents/carers at this school understand that they should let our school know immediately if their child's needs change.

If a pupil misuses their medication, or anyone else's, their parent/carer is informed as soon as possible and the school's disciplinary procedures are followed.

Storage and Disposal of Medication

This school has clear guidance on the storage of medication and equipment at school.
We make sure that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication/equipment is readily available wherever the child is in the school and on off-site activities, and is not locked away.

All medication is stored safely and pupils with medical conditions know where the medication is (age appropriate) at all times and have access to them immediately.

We store medication that is in date and labelled in its original container where possible, in accordance with its instructions. The exception to this is insulin, which though must still be in date, will generally be supplied in an insulin injector pen or a pump.

Pupils may carry their emergency medication with them if this is appropriate for their age and maturity and agreed with the parent/carer or they know where to access it.

Pupils can only carry controlled medication if they are competent, otherwise this school will keep controlled drugs/medication stored securely, but accessibly, with only named staff having access. Staff at our school can administer a controlled drug/medication to a pupil once they have had specialist training.

Parents/carers are asked to collect all medications/equipment at the end of the school term or when they are out of date, and to provide new and in-date medication at the start of each term unless it is still in date.

If we store/use needles or other sharps we will dispose of them in line with local policies. Sharps boxes will be kept securely at school and will accompany a child on off-site visits. They will be collected and disposed of in line with local authority procedures.

Record Keeping

Our school provides clear guidance about record keeping.

Parents/carers at this school are asked if their child has any medical conditions at the time of application and at the initial visit (EYFS) or with the Headteacher if entry is mid phase.

Our school uses a Health Plan to record the support an individual pupil needs around their medical condition. The Plan is developed with the pupil (where appropriate), parent/carer, school staff, specialist nurse (where appropriate) and relevant healthcare services.

We keep a centralised register of Health Plans and Miss Sutcliffe is the identified member of staff has the responsibility for this register.

We ensure that all relevant staff are aware that pupils should not be forced to take part in activities if they are unwell. They should also be aware of pupils who have been advised to avoid/take special precautions during activity, and the potential triggers for a pupil's medical condition when exercising and how to minimise these. Staff make sure that pupils have the appropriate medication/equipment/food with them during physical activity.

We make sure that pupils with medical conditions can participate as fully possible in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that appropriate adjustments and extra support are provided as advised by a medical professional.

School staff understand that frequent absences or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition. This school will not penalise pupils for their attendance if their absences relate to their medical condition.

Our school will refer pupils with medical conditions who are finding it difficult to keep up educationally due to longer term/persistent absence to the SENDCo and seek advice from the LA who will liaise with the pupil (where appropriate), parent/carer and the pupil's healthcare professional.

The Headteacher makes sure that a risk assessment is carried out before any out-of-school visit. The needs of pupils with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required. If a decision is reached that the child cannot access the out of school visit, then a discussion with parents/carers is held to determine what will be put in place for the child at the time of the visit.

Triggers

Staff are aware of the common triggers that can make common medical conditions worse or can bring on an emergency. We are working actively with parents/carers towards reducing or eliminating these health and safety risks.

We are committed to identifying and reducing triggers both at school and on out-of-school visits.

School staff have been given training and written information on medical conditions which includes avoiding/reducing exposure to common triggers. They are aware of the triggers for pupils with medical conditions.

The HP details an individual pupil's triggers as appropriate and details how to make sure the pupil remains safe throughout the whole school day and on out-of-school activities. Risk assessments are carried out on all out-of-school activities, taking into account the needs of pupils with medical needs.

Each member of the school and health community knows their roles and responsibilities in maintaining and implementing an effective medical conditions policy.

We work in partnership with all relevant parties including the pupil (where appropriate), parent/carer, governing body, all school staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.

Evaluation and Review

Our school reviews all medical emergencies and incidents should they occur to see how they could have been avoided and amends school policy according to these reviews.

This policy will be reviewed, evaluated and updated as necessary annually.

In evaluating the policy, this school seeks feedback from key stakeholders including pupils as appropriate, parents/carers, school healthcare professionals, specialist nurses and other relevant healthcare professionals, school staff, local emergency care services, governors and the school employer.

The views of pupils with medical conditions are central to the evaluation process and will be gathered if possible.