



Derwent and Southill Federation

*We are a Values-led Federation
We respect ourselves; We respect others; We respect the environment.*



Children with Medical Conditions Policy including

Administration of medicines, the First Aid Policy and Asthma Policy

Policy Statement

Derwent Primary and Southill Lower Schools are an inclusive community that welcomes and supports pupils with medical conditions. The federation understands that pupils can suffer from long term, short term, and chronic and acute illnesses and will provide for all pupils without exception or discrimination where need can be met. This includes both physical and mental health conditions. The federation aims to provide all pupils with any medical condition the same opportunities as others at school, enabling them to play a full and active role in school life, keep safe, enjoy and participate in an inclusive environment and achieve their academic potential. The federation's responsibility will be as a response to evidence from professionals of any medical, physical or mental health conditions

The federation trains all staff to understand their duty of care to children and young people especially in the event of an emergency. The term "staff" covers all adult staff on site, including temporary, supply and ancillary staff, and volunteers working with children. This includes any before school or after school provision.

This federation understands that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood. This federation understands the importance of medication and care being taken as directed by healthcare professionals and in conjunction with parents. All pupils with medical conditions will have an Individual Healthcare Plan (IHP) written as soon as possible after formal professional diagnosis and reviewed at least annually or more often if necessary in consultation with parents and carers. The IHP will relate to a diagnosis from a healthcare professional and link to that specific healthcare advice.

This federation recognises that there are specific needs for appropriate first aid training and also have easy access to first aid equipment. Named staff are specifically trained in the event of particular individual requirements over and above the paediatric or general school first aid requirements. The main first aid boxes are located in the medical room and near to the exit from the main school to the playground. All classrooms have a basic first aid kit and full, portable first aid kits are taken on any off site visits. Any inhalers or specific Epipens are also taken for individual pupils as required. This school ensures this policy is applied across the curriculum, including PE and educational visits.

The named members of school staff responsible for this medical conditions policy, including the administration of medicines and first aid and its implementation are:

**Mrs Kate Lawrence, Miss Jenna Faulkner and Mrs Tenille Rimmer at Derwent Primary.
Mrs Michaela Lattimore and Mrs Sonya Read at Southill Lower.**

Policy Framework

The policy framework describes the essential criteria for how the school can meet the needs of children and young people with long term and short term medical conditions diagnosed by healthcare professionals and with formal evidence, and those suffering from unexpected illness or injury at school.

1) The federation is an inclusive community that supports and welcomes pupils with medical conditions. Medical conditions requiring specific school adaptations or actions over and above the unseen injury or seasonal conditions such as hayfever, will require written evidence from healthcare professionals. This is in order to ensure we are aligned with the health and wellbeing requirements of the child and have surety that the actions of the federation staff are at all times, supporting the needs of the child.

The federation is welcoming and supportive of pupils with medical conditions. It provides children with medical conditions with the same opportunities and access to activities (both school based and out of school) as other pupils. No child will be denied admission or prevented from taking up a place in this school because arrangements for their medical condition have not been made.

- The federation will listen to the views of pupils and parents.
- Pupils and parents feel confident in the care they receive from the federation and the level of care that meets their needs.
- The federation will ensure all pupils joining at normal transition times will have arrangements in place to manage their medical condition by the beginning of that term. Any pupil joining the school mid-term will have arrangements in place in a timely manner and usually within a few weeks of starting, following the advice from healthcare professionals.
- Staff understand the medical conditions of pupils at this school and that they may be serious, adversely affect a child's quality of life and impact on their ability to learn.
- All staff understand their duty of care to children and young people and know what to do in the event of an emergency.
- The whole federation and local health community understand and support the medical conditions policy.
- The federation understands that all children with the same medical condition will not have the same needs.
- The federation recognises that duties in the Children and Families Act 2014 (England only) and the Equality Act (England, Wales and Scotland) relate to children with disability or medical conditions. The federation understands that some children who have medical conditions may also have disabilities and / or Special Educational Needs and this policy may be read in conjunction with the school's SEN policy and the SEN code of practice.

2) This school's medical conditions policy is drawn up in consultation with local key stakeholders within both the school and health settings.

- Stakeholders including but not limited to; governors, and relevant local health services and the senior leadership of the federation.

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

- Pupils, parents, relevant local healthcare staff, and other external stakeholders are informed of and reminded about the medical conditions policy through direction on the federation communication channels, including Dojo, ParentMail Social Media and the individual school websites.. The policy will be available on the school's websites for public view and all staff will be reminded of the policy and how it is implemented at induction and on an annual basis.

4) All staff understand and are trained in what to do in an emergency at school.

- All school staff, including temporary or supply staff (and volunteers if and when appropriate), are aware of the medical conditions at this school and understand their duty of care to pupils in an emergency.
- All staff receive training in what to do in an emergency and this is refreshed at least once a year.
- All staff should be familiar with normal procedures for avoiding infection and follow basic hygiene procedures. Staff have access to protective clothing and disposable gloves and suitable disposal equipment to safely deal with spillages of blood or other bodily fluids, including the changing of dressings.
- All children with a medical condition as diagnosed by a healthcare professional and with supporting evidence, at this school have an Individual Healthcare Plan (IHP), which explains what help they will need in an emergency. The IHP will accompany a pupil should they need to attend hospital. Parental permission will be sought and recorded in the IHP for sharing it with emergency care settings. IHPs should be developed in the context of assessing and managing risks to the pupil's education, health and social wellbeing and to minimise disruption.

IHPs should consider:

- The medical condition, its trigger, signs, symptoms and treatment.
- The pupil's resulting needs, including medication (its side effects and storage) and other treatments, dose, time, facilities, equipment, testing, dietary requirements and environmental issues.
- Specific support for the pupil's educational, social and emotional needs, for example how absences will be managed,

requirements for extra time to complete work, rest periods or additional support including counselling.

- The level of support needed, including in emergencies. If a child is self-managing their own medication, this should be clearly stated with arrangements for monitoring.
- Who will provide this support, their training needs, and expectations of their role and confirmation of their proficiency to provide support for the pupil's medical needs from a healthcare professional.
- Who in school needs to be aware of the child's condition and the support required.
- Written permission from parents for medication to be administered.
- Separate arrangements or procedures required for school trips or other school activities outside the normal school timetable that will ensure the pupil can participate, e.g. risk assessments, arrangements for travel to and from school and what should be done if an emergency arises.
- Where confidentiality issues are raised by the parent or pupil, the designated individuals to be entrusted with information about the child's condition.
- What to do in an emergency, including who to contact and contingency arrangements.

5) 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 annually. Training is provided at the start of each academic year, and as required throughout the year, and policies and procedures are discussed with temporary and supply staff. The induction of new staff will include training for supporting pupils with medical needs.
 - Any member of staff providing support to a pupil with medical needs will have received suitable training.
 - Any child with an allergy or medical need will have an IHP which will be shared at the point of arrival for a new pupil and which will be also shared in SLT safeguarding and staff briefing. Paper copies of the plan and actions will be shared with relevant staff members and also kept in the First Aid room.
 - If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent or legal guardian arrives, or accompany a child taken to hospital by ambulance.
- A member of staff will not take a pupil to hospital in their own car.*

6) This school has clear guidance on providing care and support and administering medication and first aid at school.

- This federation understands the importance of medication being taken and care received as detailed in the pupil's IHP.
- This federation 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
- IHP for allergies or other medication in school will be shared with the relevant class teaching staff as well as on the staff google drive and in the First Aid Room.
- This federation will ensure there are sufficient members of staff trained to cover any absences, staff turnover and other contingencies. The federation's governing body has made sure that there is the appropriate level of insurance and liability cover in place.
- This federation will not give medication to a child under 16 without a parent's written consent except in exceptional circumstances.

Medication may be given in school when prescribed or when parents and carers have given explicit permission for an over the counter remedy to be given. These can include hay fever medication, anti sickness, paracetamol or ibuprofen or other medication available in pharmacies. Parents may be permitted to come into school during school hours to administer medicines during the school day if they wish.

Over the counter medication given to either school office will be labelled with the child's name and date of arrival in school.

- Medicines will only be administered at school when it would be detrimental to the pupil's health not to do so and where it is not clinically possible to arrange doses to be taken solely outside of school hours.
- When administering medication, for example prescribed pain relief or antibiotics, this school will check the maximum dosage and when the previous dose was given. This will be checked via a file record in the main offices of the schools, where a signed consent form and details of the dosages required will be kept. These will be updated for time, date and dosage.

Parents will be informed via Dojo or phone call if medication has been given.

- Children at this school will not administer their own medication, unless they have received appropriate training and it is the wish of the pupil and their parents that they are of an appropriate age. All medication (except inhalers for asthma or epipens for severe anaphylaxis), will be kept in the first aid room for safety. Where it is prescribed it will be recorded on their IHP. A member of staff must be present to supervise and be prepared to intervene if necessary to ensure the child's health and safety is not compromised. Whilst pupils will be encouraged to keep themselves healthy, and self care is to be promoted, this school recognises that some pupil's needs may be complex and some medical conditions can be fatal if not managed in accordance with strict medical advice.
- If a pupil refuses to take their medication or carry out a necessary procedure, staff will not force them to do so, but will follow the procedure and dosages as agreed in the IHP. Parents will be informed.
- This school will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site educational visit and the needs of the pupil, associated risks and how these are to be managed will be included in the risk assessment for the visit.
- Parents at this school understand that they should let the school know immediately if their child's needs change and provide enough information to ensure their needs are met.

7) This federation has clear guidance on the storage of medication and equipment at school.

- This federation makes sure that all staff understand what constitutes an emergency for an individual child or adult and makes sure that emergency medication / equipment is readily available wherever the person is on site or in on off-site activities, and is not locked away.
- An allergy or medical action plan will be available in class as a paper copy as well as on the staff google drive and in the main First Aid room.
- Pupils may carry their emergency medication / equipment with them if this is appropriate or know where and how to access it. Children at this federation are taught to ask any member of staff and that they may have immediate access to their medication when required. In this school, medications are stored safely in the first aid room at Derwent and in the medicine cabinet in the staffroom at Southill (or the fridges in the first aid rooms on both sites if required to be stored at a controlled temperature).
- Pupils can carry controlled drugs if they are competent and of an appropriate age (although this is extremely unlikely in the case of primary age pupils); as a general rule the school will keep these stored securely, but accessible, in a non-portable container with only named staff having access. Staff at this school can administer a controlled drug to a pupil once they have had specialist training. It is legal for a child who is competent to carry their own controlled drug, but it is an offence for them to pass it to anyone else to use.
- The schools will store medication that is in date and labelled in its original container whether prescribed or OTC. The exceptions to this are insulin and epinephrine (auto-injector also known as an Epi-pen), which while they must still be in date, will generally be supplied in an injector pen or pump. Medication will only be accepted where it is in its original container, complete with a dispensing label including the child's name and instructions for administering from a qualified healthcare professional unless OTC..
- The schools will check all medication held in school on at least a termly basis and all medicines, which will expire before the end of the following term, will be returned to parents and replacements requested.
- This school disposes of needles and other sharps in line with local policies. Sharps boxes (when needed) are held securely at school. They are collected and disposed of in line with local authority procedures.

8) This school has clear guidance about record keeping

- Parents at this school are asked if their child has any medical conditions on the admissions form. This can include mild seasonal conditions such as hay fever.
- The federation uses an IHP to record the support an individual pupil needs around their medical conditions where they are managed with actions and prescribed medication. The IHP is developed with the pupil (where appropriate), parent, school staff, specialist nurse (where appropriate) and relevant healthcare services.
- This federation has a central register of IHPs on each school site and an identified member of staff who has responsibility for this register. In Derwent Primary this is Ellie Ferris and in Southill Lower this is Michaela Lattimore.
- IHPs are reviewed regularly, at least every year or whenever the pupil's needs change.
- Parents, the specialist nurse (where appropriate), and relevant healthcare services and the school offices, hold a copy of the IHP. Other school staff, including MSAs, are aware and have access to the IHPs for pupils in their care.
- The federation makes sure that the pupil's confidentiality is protected.

- The federation seeks permission from parents before sharing medical information with any other party.
- The individual school staff meets with the pupil along with their parent, specialist nurse (where appropriate), and relevant healthcare services prior to any extended day visit to discuss and make a plan for any extra care requirements that may be needed. This is recorded on the pupil's IHP, which will accompany them on the visit.
- The federation keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.
- The federation makes sure that all staff providing support to a pupil have received suitable training and ongoing support, to make sure they have the confidence to provide the necessary support and that they fulfill the requirements set out in the pupil's IHP. This should be provided by the specialist nurse or suitably qualified healthcare professional as in conjunction with the parent.

9) This school ensures that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

- The federation is committed to providing a physical environment accessible to pupils with medical conditions and pupils are consulted to ensure this accessibility. This school is also committed to an accessible environment for out of school activities.
- The federation makes sure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, including extended school activities.
- All staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge, alongside the school's anti-bullying policy, to help prevent and deal with any problems. They use opportunities such as PSHE and science lessons to raise awareness of medical conditions to help promote a positive environment.
- The federation understands the importance of all pupils taking part in physical activity and that all relevant staff make appropriate adjustments to physical activity sessions to make sure they are accessible to all pupils. This includes out of school clubs and team sports.
- The federation understands 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 condition when exercising and how to minimise these.
- The federation makes sure that pupils have the appropriate medication / equipment / food or water available during physical activity.
- The federation makes sure that pupils with medical conditions can participate fully 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.
- All federation staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition. The federation will not penalise pupils for their attendance if their absence relates to their medical condition. Following absence, reintegration back into school will be properly supported so pupils with medical conditions fully engage with learning and do not fall behind when they are unable to attend. Short-term absences, including those for medical appointments are effectively managed as per the federation's attendance policy.
- The federation will refer pupils with medical conditions whose education has been compromised due to medical healthcare or conditions, to the SENCo who will liaise with the pupil (where appropriate), parent and the pupil's healthcare professional.
- Pupils at the federation schools learn what to do in an emergency.
- The federation makes sure that a risk assessment is carried out before any out of school educational visit. This is done on Evolve. 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.

10) This federation is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. This school is actively working towards reducing or eliminating these health and safety risks and has a written schedule or reducing specific triggers to support this.

- The federation is committed to identifying and reducing triggers both at school and on out of school visits.
- The IHP details an individual pupil's triggers as outlined by the healthcare professional in documentation to that effect, and details how to make sure the pupil remains safe during 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 conditions as

detailed in the IHP.

- The federation reviews all medical emergencies and incidents to see how they could be avoided, and changes school policy according to these reviews.

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

- The federation works in partnership with all relevant parties including the pupil (where appropriate), parent, governing body, staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.
- The governing body should ensure parents are aware of the school's complaints policy and procedures should they be dissatisfied with the support provided to their child.

Policy Review

The Governing Body of our federation is responsible for ensuring the review of this policy, and for reporting back to the Local Authority.

Date policy agreed: September 2026



Signed Neil Parsons(Chair of Governors)

Date of Review: September 2027

Office protocol for contacting parents in the event of an injury

- Any injuries above the neck that leave a protrusion, reddening of the skin, mark, bruise or graze will involve the school calling parents as soon as is practical to let them know what has happened. This is so that parents / carers can make a decision about whether to take the child to the doctors as soon as possible.
- All children with injuries of this nature will also be sent down to the school office so that the office manager is aware of the children who have been hurt.
- The office manager will call all numbers for both parents on the contact list and leave messages if unable to speak to either person. This will include completing the telephone log noting the date and time of the call as well as the reason for calling.
- In a serious medical emergency all contacts registered with the school will be telephoned by the office manager (please see point 5 of the policy on page 3 of the policy).
- All injuries must be recorded on injury forms from the pupil accident books. A copy of the injury form will be placed in the child's bag for parents to see on the same day the injury occurred.

Please read the Asthma Policy in conjunction with this policy for specific arrangements in dealing with asthma in the federation schools.