

Hightown Junior Infant and Nursery School

At Hightown we work together as a school community with pride, respect, rigour and fairness. We celebrate effort, respond enthusiastically to challenges and create positive opportunities that enable everyone to achieve in every way.

Medical Needs policy

Policy date:	January 2024	
Approved by & date	Full Governing Body	January 2024
Link school staff:	Lucie Biddle	
Link governor:	Kay Brennan	
Next review date	September 2026	

Table of Contents

Introduction. 2

1. Supporting Children with Medical Conditions: 2

2. The Headteacher and SENCO are responsible for: 3

3. Staff members are responsible for: 3

4. All staff understand and are trained in general emergency procedures: 3

5. The school has clear guidance on the administration of medication: 4

Administration – emergency medication: 4

Administration – general: 4

6. This school has clear guidance on the storage of medication: 5

Safe storage – emergency medication: 5

Safe storage – non-emergency medication: 5

Safe storage – general: 5

Safe disposal: 6

7. This school has clear guidance about record keeping: 6

Enrolment forms: 6

8. Individual Healthcare Plans: 6

Drawing up Individual Healthcare Plans - 6

Storage and access to Individual Healthcare Plans: 7

9. Consent to administer medicines: 8

10. Residential visits: 8

11. Other record keeping: 8

12. Physical environment: 9

13. Social interactions: 9

14. Exercise and physical activity: 9

15. Education and learning: 10

16. Residential visits: 10

17. Partnership work: 11

School Governors have a responsibility to: 11

Head Teacher has a responsibility to: 11

All staff at this school have a responsibility to: 12

Teachers at this school have a responsibility to: 12

The school nurse, health visitor or healthcare professional has a responsibility to: 13

Kitchen/catering staff: 13

18. Insurance 13

Introduction.

The children and families act 2014, from September 2014, places a duty on schools to make arrangements for children with medical conditions.

1. Supporting Children with Medical Conditions:

Hightown JIN School is an inclusive community that aims to support and welcome pupils with medical conditions or needs.

Hightown JIN School understands that we have a responsibility to welcome and support pupils with medical conditions or needs who currently attend now or in the future.

Pupils with medical conditions or needs are encouraged to take control of their condition subject to their age and understanding and where responsible enough to do so. They feel confident in the support they receive from our school to help them do this.

Our aim is that all parents', guardians or carers of children and young persons with medical conditions or needs feel secure in the care their children receive.

Hightown JIN School ensures all staff understand their duty of care to pupils in the event of an emergency.

All staff feel confident, are well trained and know what to do in such an emergency.

Hightown JIN School understands that certain medical conditions or needs are serious and can be potentially life-threatening.

All staff understand the common medical conditions or needs that affect children and understand the importance of protecting the dignity of pupils.

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

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

Hightown JIN School wishes to ensure that pupils with medical conditions receive appropriate care and support at school. This policy has been developed in line with the Department for Education's guidance released in April 2014 – "Supporting pupils at school with medical conditions".

Ofsted places a clear emphasis on meeting the needs of pupils with SEN and Disabilities and this includes children with medical conditions.

2. The Headteacher and SENCO are responsible for:

- The day to day implementation and management of the policy.
- Ensuring that the policy is developed effectively with outside agencies.
- Making all staff aware of the policy and individuals it applies to.
- Developing and writing Individual Health Care Plans (IHCPs).
- Ensuring sufficient members of trained staff are available to implement the policy and deliver IHCPs in all situations.

3. Staff members are responsible for:

- Staff are aware of the most common serious medical conditions or needs.
- Staff understand their duty of care to pupils in the event of an emergency. In an emergency situation staff are required under common law duty of care to act like any reasonably prudent parent.
- All staff who work with groups of pupils receive training and know what to do in an emergency for the pupils in their care with medical conditions or needs.
- Training is refreshed for all staff at regular intervals. In addition, more specific training is provided to staff where they are required to meet the specific needs of a child e.g. using an EpiPen or responding to a child who is having an epileptic fit.
- This school uses Individual Healthcare Plans for more complex medical needs to inform the appropriate staff (including temporary staff and support staff) of pupils in their care who may need emergency help.
- This school has procedures in place so that should an emergency occur an adult who is very familiar with the child can assist medical staff with the child. On occasions when this is not possible, the information is communicated to the emergency staff as soon as possible.

4. All staff understand and are trained in general emergency procedures:

All staff know what action to take in the event of a medical emergency. This includes:

- how to contact emergency services and what information to give
- who to contact within the school

Training is refreshed for all staff and briefings are provided at appropriate intervals.

If a child needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. Every effort will be made to send a member of staff whom the child is familiar with.

5. The school has clear guidance on the administration of medication:

Administration – emergency medication:

- All pupils with medical conditions or needs and staff who administer it have easy access to their emergency medication.
- Subject to risk assessment by the school, children may carry and administer their own emergency medication, when their parents and health specialists determine they are able to start taking responsibility for their condition.
- Children who do not carry and administer their own emergency medication, know where their medication is stored and how to access it.
- Children understand the arrangements for a member of staff to assist in helping them take their medication safely.

Administration – general:

- All use of medication defined as a controlled drug, even if the child can administer the medication themselves, it is done under the supervision of a member of staff at this school.
- This school understands the importance of medication being taken as prescribed. Administration of any medicine is recorded.
- Many members of staff are able to take on the role of administering medication. For medication where no specific training is necessary, any member of staff may administer prescribed and non-prescribed medication to children under the age of 16, but only with the written consent of the pupil's parent and information being available on dosage, timings etc.
- Training is given to all staff members who administer medication, where specific training is needed.
- All staff have been informed through training that they are required, under common law duty of care, to act like any reasonably prudent parent in an emergency situation. This may include taking action such as administering medication.
- Parents are reminded and 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.
- If a child refuses their medication, staff record this using CPOMS, seek advice from the DSL and inform parents as soon as possible.
- All staff attending off-site visits are aware of any child with medical conditions or needs on the visit. They receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed.
- If a trained member of staff, who is usually responsible for administering medication, is not available this school makes alternative arrangements to provide the service. This is always addressed in the risk assessment and management arrangements for off-site activities.
- If a child misuses medication, their own or another child's, their parents are informed as soon as possible.
- The trained first aiders in school as of **November 2025**:

Paediatric First Aiders	Adult First Aiders
Rachel Baker	Scot Minto
Charlotte Clark	Emma Young
Emma Kuyateh	
Sughra Hussain	
Russell Ingleby	
Katie Sellars	
Lisa Stocks	
Jane Ansell	

6. This school has clear guidance on the storage of medication:

Safe storage – emergency medication:

- Emergency medication is readily available to children and/or staff required to administer it at all times during the day or at off-site activities. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available and not held personally by members of staff.

Safe storage – non-emergency medication:

- All non-emergency medication is kept securely in a lockable cupboard in a cool dry place (Main school office - Mrs L Winn, Miss Young). Children with medical conditions or needs know where their medication is stored and how to access it.
- Staff ensure that medication is only accessible to those for whom it is prescribed.

Safe storage – general:

- There are identified members of staff who ensure the correct storage of medication at school –
  - Mrs L Winn,
  - Miss E Young
- All controlled drugs are kept in a locked cupboard and only named staff have access, even if a child normally administer the medication themselves.
- The identified member of staff checks the expiry dates for all medication stored at the school regularly and is always documented.
- The identified member of staff, along with the parents of children with medical conditions or needs, ensures that all emergency and non-emergency medication brought in to the school is clearly labelled with the child's name, the name and dose of the medication and the frequency of dose.
- All medication is supplied and stored, wherever possible, in its original containers. All medication is labelled with the child's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.
- The only exception to this will be insulin pens or pumps which have daily variable doses.
- Medication is stored in accordance with instructions, paying particular note to temperature.

- Some medication may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. Refrigerators used for the storage of medication are in a secure area, inaccessible to unsupervised pupils or lockable as appropriate.
- All medication is sent home with the child when the child leaves the school and at the end of each school year or is disposed of in the correct manner.
- It is the parent's responsibility to ensure new and in date medication comes into the school.

Safe disposal:

- Parents have a responsibility to collect all out-of-date medication.
- A named member of staff is responsible for checking the dates of stored medication. This check is carried out regularly and always documented – Mrs Winn / Miss Young.
- Sharps boxes are used for the disposal of needles. Parents obtain sharps boxes from the child's GP or pediatrician on prescription. All sharps boxes in this school are stored in a locked way unless alternative safe and secure arrangements are put in place on a case-by-case basis.
- If a sharps box is needed on an off-site or residential visit, a named member of staff is responsible for its safe storage and return to a local pharmacy or to the school or the child's parent.

Collection and disposal of sharps boxes is arranged through the Council.

Please Note: this section may be changed subject to discussions currently taking place with NHS Kirklees to identify resources and support to assist in the preparation of health care plans and to clarify the circumstances when an individual health care plan is required for a child with asthma.

7. This school has clear guidance about record keeping:

Enrolment forms:

Parents at this school are asked if their child has any health conditions or needs or health issues on the enrolment form, which is filled out at the start of each school year or session or when the service is first provided. Parents of children starting at other times during the year are also asked to provide this information on enrolment forms.

8. Individual Healthcare Plans:

Drawing up Individual Healthcare Plans -

This school uses an Individual Healthcare Plan to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other

treatments. Further documentation can be attached to the Individual Healthcare Plan if required.

An Individual Healthcare Plan is completed for children where additional support is required for their complex medical condition.

This is completed and/or reviewed:

- At the start of the school year
- At enrolment
- When a diagnosis is first communicated to the school by the parent.

It is a joint responsibility for the parents, healthcare professional, school and where appropriate the child with a medical condition, to complete the child's Individual Healthcare Plan together. The school will then implement and monitor its effectiveness.

If a child has a short-term medical condition that requires medication during school hours, a medication form must be completed by the parents.

Parents are reminded to update their child's class teacher if their child has a medical emergency or if there have been changes to their symptoms (getting better or worse), or their medication and treatments change.

Staff use appropriate opportunities and communication systems to check that information held by the school on a child's condition is accurate and up to date.

Every pupil with an Individual Healthcare Plan has their plan discussed and reviewed at least once a year.

Storage and access to Individual Healthcare Plans:

Parents are provided with a copy of the child's current agreed Individual Healthcare Plan.

Individual Healthcare Plans are kept in a secure location.

Apart from the central copy, class teachers securely hold copies of children's Individual Healthcare Plans. These are stored on CPOMS.

All members of staff, including supply teachers, who work with groups of children, have access to the Individual Healthcare Plans of children in their care.

When a member of staff is new to a group of children, for example due to staff absence, we ensure that they are made aware of (and have access to) the Individual Healthcare Plans of children in their care.

This school seeks verbal permission from the child and parents before sharing any medical information with any other party e.g. volunteers, or participates on a residential visit.

9. Consent to administer medicines:

If a child requires regular prescribed medication parents are asked to provide consent giving the child or staff permission to administer medication on a regular/daily basis, if required.

A form must be completed and is required from parents for children taking short courses of medication that cannot be given to the child outside attendance at school.

All parents of children with a medical condition who may require medication in an emergency are asked to provide consent.

If a child requires regular/daily help in administering their medication then the school outlines the arrangements to administer this medication and records this appropriately.

10. Residential visits:

Parents are sent a medical form prior to any residential which is to be completed and returned to the school. This form requests details about the child's condition and their overall health. This provides essential and up-to-date information to relevant staff and visit support staff to help the child manage their condition while they are away. This includes information about medication not normally administered by the school.

All medical forms are taken by the relevant staff member on visits and for all off- site activities where medication is required. Any appropriate records will be taken too.

All parents of children with a medical condition attending an offsite visit or overnight visit are asked for consent, giving staff permission to administer medication at night or in the morning if required.

The medical form also details what medication and what dose the child is currently taking at different times of the day. It helps to provide up-to-date information to relevant staff and supervisors to help the child manage their condition while they are away.

It is essential a check is made to ensure children with asthma have their inhalers with them before the party leaves the school.

11. Other record keeping:

Occasionally an individual child is given or supervised taking medication. Details of the supervising staff member, child, dose, date and time are recorded. If a child refuses to have medication administered, this is also recorded and parents are informed as soon as possible.

Senior leaders identify training requirements and maintain training records.

All staff who administer medication are provided with training by a healthcare professional.

An up-to-date list of members of staff who have agreed to administer medication and have received the relevant training.

This school provides an inclusive environment favorable to children with medical conditions or needs. This includes the physical environment, as well as social, sporting and educational activities:

12. Physical environment:

Hightown JIN is committed to providing as far as reasonably practicable a physical environment that is accessible to children with medical conditions or needs. This includes off site visits. The school recognises that this sometimes means changing activities or locations.

13. Social interactions:

We ensure the needs of children with medical conditions or needs are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after school as required.

We ensure the needs of children with medical conditions or needs are adequately considered so they have full access to extended school activities such as school discos, breakfast club, school productions, after school clubs and residential visits, where these are provided, organised and managed by the school.

Where these are provided by others then parents need to ensure that information on their child's medical conditions or needs has been provided.

All staff at this school are aware of the potential social problems that children with medical conditions or needs may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the school's anti-bullying and behaviour policies.

Staff use opportunities such as personal, social and health education (PSHE) lessons to raise awareness of medical conditions or needs amongst pupils and to help create a positive social environment.

14. Exercise and physical activity:

It is important that all children take part in sports, games and activities.

All classroom teachers; PE teachers and sports coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to all children where possible. Under the Disability Discrimination Act (DDA) if, after reasonable adjustments have been planned, the risk assessment indicates there is an unacceptable risk to the health and safety of the individual or the group then this fact overrides the DDA.

Teachers and sports coaches are aware of children in their care who have been advised to avoid or to take special precautions with particular activities.

This school ensures all PE teachers, classroom teachers and school sports coaches, youth workers, etc are aware of the potential triggers for children's' medical conditions or needs when exercising and how to minimise these triggers.

This school ensures all children have the appropriate medication or food with them during physical activity and that children take them when needed.

Children with medical needs have access to extended school activities as other pupils where reasonable adjustments have been made.

15. Education and learning:

Hightown JIN School will take every reasonable measure to ensure full access to the curriculum, irrespective of medical needs, but that this should not encroach negatively on the overall objectives of the activity or the rest of the group.

We endeavor to ensure that children with medical conditions or needs can participate fully in all aspects of the curriculum and ensures that appropriate adjustments and extra support are provided.

If a child is missing a lot of time at school, they have limited concentration or they are frequently tired, all teachers and teaching assistants understand that this may be due to their medical condition.

Teachers are aware of the potential for children with medical conditions or needs to have special educational needs (SEN). Children with medical conditions or needs who are finding it difficult to keep up with their studies are referred to the SEN coordinator. The school's SEN coordinator consults the pupil, parents and the pupil's healthcare professional to ensure the effect of the pupil's condition on their schoolwork is properly considered.

This school ensures that lessons about common medical conditions or needs are incorporated into PSHE lessons and other parts of the curriculum.

16. Residential visits:

This school will take every reasonable measure to ensure that off-site visits are available and accessible to all, irrespective of medical needs, but that this should not encroach negatively on the overall objectives of the activity or the rest of the group. Under the Disability Discrimination Act (DDA) if, after reasonable adjustments have been planned, the risk assessment indicates there is an unacceptable risk to the health and safety of the individual or the group then this fact overrides the DDA.

Risk assessments are carried out and authorised by senior staff prior to any out-of-school visit and medical conditions or needs are considered during this process. A personal or individual risk assessment is carried out where appropriate. Factors this school considers include: how all pupils will be able to access the activities proposed, how routine and emergency medication will be stored and administered, and where help can be obtained in an emergency.

This school understands that there may be additional medication, equipment or other factors to consider when planning residential visits. This school considers additional medication and facilities that are normally available at school.

17. Partnership work:

Hightown JIN works in partnership with all our stakeholders, e.g. the school's governing body, all staff, parents, employers, community healthcare professionals and pupils and children in our care to ensure the policy is planned, implemented and maintained successfully.

The following roles and responsibilities are used for the medical conditions or needs policy at this school. These roles are understood and communicated regularly.

School Governors have a responsibility to:

- Ensure this policy is adopted or adapted to reflect the actual arrangements in school
- Ensure this policy is formally communicated by specific training to all relevant staff
- Ensure that formal monitoring is undertaken to provide confidence that the policy is being followed as intended
- Ensure someone is appointed to take the 'lead' on these issues in the school.

Head Teacher has a responsibility to:

- Ensure the health and safety of their employees and anyone else on the premises or taking part in activities (this includes all children). This responsibility extends to those staff and others leading activities taking place off-site, such as visits, outings or field trips
- Ensure health and safety policies and risk assessments are inclusive of the needs of children with medical conditions or needs
- Make sure the medical conditions or needs policy is effectively monitored and evaluated and regularly updated
- Ensure the school is inclusive and welcoming and that the medical conditions or needs policy is in line with local and national guidance and policy frameworks
- Liaise between interested parties including children, as appropriate, staff, special educational needs coordinators, pastoral support/welfare officers, teaching assistants, school nurses, parents, governors, the school health service, local health care professional the local authority transport service, catering providers and local emergency care services
- Ensure the policy is put into action with good communication of the policy to all

- Ensure every aspect of the policy is maintained
- Ensure that information held by the school is accurate and up to date and that there are good information sharing systems in place
- Ensure confidentiality
- Identify the training and development needs of staff and organise for them to be met
- Ensure all temporary and new staff, including trainees and work placements and those on work experience, know the emergency procedures
- Delegate a staff member to check the expiry date of stored medicines kept at the school and maintain the onsite medical conditions or needs register
- Monitor and review the policy at least once a year
- Review the policy at least once a year according to review recommendations and recent local and national guidance and legislation
- Report to parents, children, staff and the local authority and other key stakeholders about the implementation, successes and areas for improvement of this school medical conditions or needs policy.

All staff at this school have a responsibility to:

- Be aware of the potential triggers, signs and symptoms of common medical conditions or needs and know what to do in an emergency
- Understand the school medical conditions or needs policy
- Know which children in their care have a medical condition or need and be familiar with these conditions
- Allow all children where appropriate to have immediate access to their emergency medication
- Maintain effective communication with parents including informing them if their child has been unwell.
- Ensure children who carry their medication with them have it with them at all times including off site visits or where they may be relocated to another part of the school
- Be aware of children with medical conditions or needs who may be experiencing bullying or need extra social support
- Understand the common medical conditions or needs and the impact it can have on children (children should not be forced to take part in any activity if they feel unwell)
- Ensure all children with medical conditions or needs are not excluded unnecessarily from activities they wish to take part in
- Ensure children have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

Teachers at this school have a responsibility to:

- Be aware that medical conditions or needs can affect a pupil's learning and provide extra help when pupils need it
- Liaise with parents, the pupil's healthcare professionals and special educational needs coordinator if a child is falling behind with their work because of their condition

- Use opportunities such as PSHE and other areas of the curriculum to raise pupil awareness about medical conditions or needs.

The school nurse, health visitor or healthcare professional has a responsibility to:

- Help provide regular training for staff in managing the most common medical conditions or needs at this setting
- Provide information about where the school can access other specialist training.

Kitchen/catering staff:

• Receive information from the Headteacher/SENCO regarding children with food allergies and food intolerances

• Ensure arrangements are in place so all kitchen staff including temporary staff know which children have a life threatening allergy (the school will provide information including a photograph which should be displayed in the kitchen.

18. Insurance

All staff who undertake responsibilities within this policy are covered by the schools insurance.

.