

## **COURTWOOD PRIMARY SCHOOL**

# Medical Needs Policy

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Approved by the Local Governing Committee on:

**November 2025**

**Next review**

**Autumn 2027**

# MEDICAL NEEDS POLICY

## Procedure to be followed when notification is received that a pupil has a medical condition

### Introduction

Courtwood Primary School believes that inclusion and equal opportunities for pupils with medical needs are an entitlement and that, as a school, it has the responsibility to create conditions in which each pupil can access the education she needs. The school will give regard to the required curriculum adjustments, necessary environmental aspects and desirable social support to minimise barriers for these most vulnerable members of the school community. The school seeks to foster a school community that accepts others as they are and values diversity.

### Aims:

- To manage the education of pupils with medical conditions in such a way that they are treated equally as full members of the school community;
- To safeguard the educational interests of pupils with medical needs by providing as much education as their condition allows, thereby minimising disruption to the learning process;
- To involve the pupil and the family in discussions involving appropriate provision of medical and educational needs;
- To provide appropriate educational opportunities so that teaching and learning can play a part in the recovery process following trauma or illness;
- To secure the best interest of pupils with medical conditions with regard to opportunities when they leave the school;
- To ensure that any medical information relating to a pupil's health is maintained on a confidential basis;
- To ensure safe practice around the use of medicines in school;
- To ensure pupils requiring medicines receive the support they need; and
- To help ensure all school staff are clear about what to do in a medical emergency.

### Responsibility of Parents / Carers:

As the pupil's main carers, parents have the primary responsibility for health care and should provide the following information to the school:

- Prior to admission of a pupil to school, parents/carers will complete admission paperwork, including a Medical Information document. If there is information, which suggests a Care Plan may be required, the SENDCo will contact the parent/guardian for additional information.
- Parents/carers are required to facilitate access to information from their child's GP and/or other health care professionals and update the school if anything changes.

### Documentation:

The school will maintain the following records:

- 1. Medical Records** - Individual files are kept by the SENDCo containing the results of medical assessments, Care Plan (where appropriate), and other medical information relevant to the pupil.
- 2. Individual Care Plans** support pupils with:
  - Medical Needs e.g. Diabetes, Allergies (Medical Needs Plan)
  - Asthma (Asthma Care Plan)
  - Emergency medicine to be administered in school in a potentially life-threatening situation e.g. Adrenaline Pen.
  - The SENDCo will be responsible for drawing up and maintaining the Care Plan in consultation with the parents/carers, Principal, Senior Leadership Team, health care professionals and other specialists, as necessary.

3. **Medication Record** - Medication prescribed by the pupil's medical practitioner may only be given if a request for school to administer medication form has been completed, the medicine supplied in the original container as dispensed by the pharmacy. A record is made of any medication given.
4. **Administration of Medicines** - Medicines brought into school should be given to the School Office for safe keeping. Medicines should be stored strictly in accordance with product instructions (paying particular note to temperature) and in the original container in which dispensed. Medicines requiring refrigeration can be kept in the fridge.

All medicines held at school should be in the original containers and clearly labelled with the pupil's name.

All medicines should be accompanied by details from a parent/carer including:

- Name of medicine
- Dosage
- Timing of its administration or the circumstances in which it should be used
- Where medication is required to be administered 3x daily, these can be taken outside of the school day.
- Where medication is required to be administered 4x daily, the school will administer one dose (in line with the specified timings) within the school day.
- When a parent/carer brings in prescribed medicine to be administered to the child during the school day, the office will issue the child with a yellow wrist band, so they can be clearly identified. The School Office will write on the wristband the pupil's name, name of medicine, dosage, time to be administered and date. Once medicine has been administered, the wristband must then be removed. Staff responsible for administering the medicine will be able to clearly identify the child and check the wristband against the medicine instructions.
- Contact names in case of emergency.
- These details must be kept with the medicine and staff should check any details provided are consistent with the instructions on the container.
- Where a pupil needs two or more prescribed medicines, each should be in a separate container. Medicines should not be transferred from their original containers.
- Medicine must only be administered to a child where written permission for the medicine has been obtained from the parent and or/carer.
- Exceptions are:
  - An Asthma Reliever Inhaler
  - An Adrenaline Pen for Anaphylaxis
  - A Diabetic Medication.

#### **Asthma inhalers**

All pupils with diagnosed asthma will have an Asthma Care Plan. Parent/carers of all pupils using inhalers in school are asked to complete a Asthma Care Plan with the SENDCo. Asthma inhalers are kept in the classroom medical bags. A school inhaler is kept in the School Office for use in emergencies. School adults will oversee the use of inhalers and record when an inhaler is needed and used by a pupil. The Asthma Care Plan is kept by the SENDCo. It can be referred to by school adults and is kept by the SENDCo along with a copy in the classroom medical bag.

#### **Adrenaline Pens**

All pupils with a diagnosed allergy where the pupil suffers anaphylaxis will have a Medical Needs Care Plan. Parent/carers of all pupils requiring an Adrenaline Pen are asked to complete a Medical Needs Care Plan with the SENDCo. This states the circumstances in which the medicine may be needed, effects and side effects and the procedure that should be carried out for hospitalisation. The care plan also contains emergency contact numbers. The pupil's 2 Adrenaline Pens are kept in the classroom medical bags. Two Adrenalins Pens of each dosage are kept in the School Office for use in emergencies.

#### **Diabetes/Epilepsy**

All pupils with Diabetes or Epilepsy will have a Medical Needs Care Plan. Parent/carers are asked to complete a Medical Needs Care Plan with the SENDCo along with Medical Health Care Professionals. This states the

circumstances in which the medicine may be needed, how to administer the medication, effects and side effects and the procedure that should be carried out for hospitalisation.

Staff are regularly first aid trained, and additional sessions are held to train staff to manage specific pupils' medical needs where appropriate.

### **Refusing Medicines**

If a pupil refuses to take medicine, staff should not force them to do so but should note this in their records. Parents/carers should be informed on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures should be followed.

### **Records**

A record of all medications administered must be maintained. Parents/carers should be informed on the same day or as soon as reasonably practicable.

### **Disposal of Medicines**

Staff should not dispose of medicines. Parent/carers are responsible for ensuring that date expired medicines are returned to a pharmacy for safe disposal. If parent/carers do not collect medicines, they should be taken to a local pharmacy for disposal.

### **Staff Duty Of Care**

Anyone caring for children including teachers or other school staff have a common law duty of care to act like any reasonably prudent parent. In some circumstances, the duty of care could extend to administering medicine and /or taking action in an emergency. This duty also extends to staff leading activities off-site, such as visits, outings or field trips.

Certain medicines can be given or supplied without the direction of a doctor for the purpose of saving life. For example, the administration of prescribed doses of adrenaline is among those substances listed under Article 7 of the POM order for administration by anyone in an emergency for the purpose of saving life (Prescription Only Medicines (Human use) Order 1997).

The school is appropriately insured to allow school staff to meet and manage the medical needs of pupils.

### **Responding to Children who are ill or infectious**

Parents must be informed that the school will take the following actions when children are ill or considered infectious:

- Parents will be contacted as soon as practicably possible and informed about illness or infections identified in school.
- Parents are expected to notify the school immediately if they suspect or are made aware that their child is ill or infectious.
- In the first instance pupils must not return to school for **48 hours** after the last instance of vomiting/diarrhoea.
- Parents are obliged to share any information about child illness or infections with the school; the school will act upon the advice provided.