

# School Medical Policy

## Supporting pupils with medical needs

**History of document: To be reviewed annually and re-approved by the Trust Board every three years, or sooner if deemed necessary.**

Version	Author	Date written	Approved	Note of Revisions
V1	J. Goodwin	13 Oct. 2020	24 Nov. 2020	Adoption of the NYES template
V2	L. Claringbold	17 Oct. 2023	21 Nov. 2023	Modelled on the NY HandS template policy

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## 1. Introduction

Yorkshire Causeway Schools Trust and its schools welcome and support children and young people with medical and health conditions. We aim to include all pupils with medical conditions in all school activities, including off site visits, differentiated as appropriate. We recognise that some medical conditions may be defined as disabilities and consequently come under the Equalities Act 2010.

In addition to this school policy we also use the more detailed North Yorkshire '[NYCC Procedures for supporting children with medical conditions August 2021](#)'

## 2. Aims

This policy aims to ensure that:

- Pupils, staff and parent/carer(s) understand how our school will support pupils with medical conditions;
- Pupils with medical conditions are properly supported so that they can:
  - play a full and active role in school
  - remain healthy
  - achieve their academic potential
  - access the same opportunities as other pupils including school trips and sporting activities
- Parent/carer(s) and pupils have confidence in the school's ability to provide effective support for medical conditions in school.

The governing board will implement this policy by ensuring:

- sufficient staff are suitably trained;
- staff are aware of pupils' conditions, where appropriate;
- there are cover arrangements to ensure someone is always available to support pupils with medical conditions;
- supply teachers are provided with appropriate information about the policy and relevant pupils;
- Individual Health Care Plans (IHCPs) are developed and monitored.
- that the school works collaboratively with NYC and Health Services

**The named person with responsibility for implementing this policy is Kate Douglas.**

## 3. Legislation and statutory responsibilities

This policy meets the requirements under [Section 100 of the Children and Families Act 2014](#), which places a duty on schools to make arrangements for supporting pupils at their school with medical conditions.

It is also based on the Department for Education's statutory guidance on [Supporting Pupils with Medical Conditions at School](#).

This policy is modelled on the NYC School Medical Needs Policy template document, which has been written alongside NYC's Policy & Procedures for supporting children at school with medical conditions and children who cannot attend because of health needs.

#### 4. Planning ahead

We have a responsibility to plan ahead for pupils with medical conditions who may enrol for our school in the future, and we do this by:

- Having some staff who have the duties of administering medicines and undertaking health care procedures written into their job descriptions.
- ensuring other staff are aware that they may volunteer to do these duties and that they also have responsibilities in emergency situations.
- having record keeping procedures in place for administering medication
- having storage facilities in place for medication
- having identified a suitable area within school for undertaking health care procedures
- having suitable toileting facilities for pupils which are clean, safe and pleasant to use
- Having flexible policies which consider medical conditions e.g., we do not refuse access to the toilet at any time to any pupils with a medical condition that requires this.
- appointing a member of staff to be our Named Person for medical needs
- following the guidance provided by the Local Authority in 'Procedures for Supporting Children & Young People with Medical Conditions' August 2021.

#### 5. Responsibilities

##### 5.1. Trust Board

The Trust Board has overall responsibility for the setting of this policy and ensuring arrangements are in place to support pupils with medical conditions.

##### 5.2. Local governing body

The governing board will ensure that this policy is followed, and that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

##### 5.3. Headteacher

The Headteacher holds overall responsibility for the following but may delegate some of the responsibilities to a named person:

- Ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks.
- Liaise between interested parties including pupils, school staff, pastoral support/welfare officers, teaching assistants, Health Services, NYC, parent/carer(s) and governors

- Ensure information held by the school is accurate and up to date and that there are good information sharing systems in place using Individual Health Care plans
- Ensure pupil confidentiality
- Make sure all staff are aware of this policy and understand their role in its implementation
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all Individual Health Care Plans (IHCPs), including in contingency and emergency situations
- Ensure that all staff who need to know are aware of a child's condition
- Take overall responsibility for the development & monitoring of IHCPs
- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way
- Contact the Growing Healthy 0-19 Service for advice, consultation and support for children and families with Emotional Health & Resilience needs.
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date
- Ensure absences due to medical needs are monitored and alternative arrangements for continuing education are in place
- Check medication held in school annually for expiry dates and dispose of accordingly
- Inform parent/carer(s) when supply of medicine needs replenishing / disposing
- Quality assure record keeping
- Work together to quality assure staff competency in specific procedures
- Regularly remind staff of the school medical policy and procedures
- Where a pupil is open to the MES the head teacher will:
  - Identify a named school contact to liaise directly with the MES
  - Ensure the named contact arranges regular Pupil Reintegration Education Plan (PREP) meetings in a timely way
  - Ensure the pupil's teachers liaise directly with the MES & share appropriate resources (laptop/schemes of work/lesson plans etc) prior to provision from the MES starting
  - Arrange an appropriate space in school for the pupil to have provision from the MES
  - Ensure school is in regular contact with the pupil and parent/carer(s)
  - Maintain safeguarding responsibility & identify the Designated Safeguarding Lead (DSL)
  - Enter the pupil for exams & arrange access & invigilation arrangements
  - make arrangements for EHCARs and EHCP Reviews where appropriate
  - facilitate career interviews

- be active in the monitoring of progress and the reintegration into school, using key staff to facilitate the reintegration into school
- Support transitions

#### 5.4. School staff

Supporting pupils with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to pupils with medical conditions, although they will not be required to do so. This includes the administration of medicines.

Those staff who take on the responsibility to support pupils with medical conditions will receive sufficient and suitable training and will achieve the necessary level of competency before doing so.

Teachers will take into account the needs of pupils with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

All staff have a responsibility to:

- Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency
- Understand and implement the medical policy
- Know which pupils in their care have a medical condition
- Allow all pupils to have immediate access to their emergency medication
- Maintain effective communication with parent/carer(s) including informing them if their child has been unwell at school
- Ensure pupils who carry their medication with them have it when they go on a school trip or out of the classroom e.g., to the field for PE
- Be aware of pupils with medical conditions who may be experiencing bullying or need extra social support
- Ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in
- Ensure pupils have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

#### 5.5. Teaching staff

Teachers at this school have a responsibility to:

- Ensure pupils who have been unwell catch up on missed school work
- Be aware that medical conditions can affect a pupil's learning and provide extra help when needed

- Liaise with parent/carer(s), healthcare professionals and special educational needs co-ordinator if a pupil is falling behind with their work because of their condition
- If a child is open to the Medical Education Service (MES) the pupil's teachers will:
  - Liaise directly with the MES
  - Share schemes of work, lessons plans & resources with the MES in a timely manner prior to the provision starting
  - Moderate & standardise work completed by the pupil at least once a term

#### 5.6. First aiders

First aiders at this school have a responsibility to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards within the school.
- When necessary, ensure that an ambulance or other professional medical help is called.
- Check the contents of first aid kits and replenish as necessary.

We have trained first aiders on site at all times throughout the school day who are aware of the most common serious medical conditions at this school. All PE teachers are first aid trained. Training is refreshed annually and renewed at least every three years.

#### 5.7. School educational needs co-ordinator

The SEN Co-Ordinator has a responsibility to:

- Help update the school's medical condition policy.
- Know which pupils have a medical condition and which have special educational needs because of their condition.
- Ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in exams or coursework.
- Where a child has SEN but does not have an EHCP, ensure their SEN is mentioned in their IHCP.
- Where the child has a SEN identified in an EHCP, ensure the IHCP is linked to or a part of that EHCP.

#### 5.8. Pupils

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. Pupils should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHCPs. They are also expected to comply with their IHCPs.

Pupils will:



- Treat other pupils with and without a medical condition equally
- Tell their parent/carer(s), teacher, or nearest staff member when they or another pupil is not feeling well. We remind all pupils of this on an annual basis. (Reminders are given in form time and assemblies).
- Treat all medication with respect
- Know how to gain access to their medication (includes emergency medication)
- Ensure a member of staff is called in an emergency situation

### 5.9. Parent/carer(s)

Parent/carer(s) are expected to support their child by:

- Telling school if their child has / develops a medical condition
- Immediately informing (the school office) in writing if there are any changes to their child's condition or medication.
- Ensuring that they/ their emergency representative is always contactable.
- Administering medication out of school hours wherever possible
- Undertaking health care procedures out of school hours wherever possible
- Ensuring they supply school with correctly labelled in date medication.
- Completing the necessary paperwork e.g., request for administration of medication
- Collecting any out of date or unused medicine from school for disposal
- Keeping their child at home if they are not well enough to attend school / infectious to other people
- Ensuring their child catches up on any school work they have missed.
- Ensuring their child has regular reviews about their condition with their doctor or specialist healthcare professional.
- Being involved in the development and review of their child's IHCP and may be involved in its drafting
- Carrying out any action they have agreed to as part of the implementation of the IHCP, e.g., provide medicines and equipment, and ensure they or another nominated adult are always contactable.

Parent/carer(s) who do not provide this support should be aware that we may not be able to fully support their pupil's medical condition in school.

## 6. Equal opportunities

Our school is clear about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

The school will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits, and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parent/carer(s) and any relevant healthcare professionals will be consulted.

#### 7. Procedure to be followed when the school is notified that a pupil has a medical condition

Notification of a pupil's medical condition may come via a number of routes e.g., by parent/carer(s), Healthy Child nurse, admission forms etc.

Whatever the route the Headteacher/named person must be informed as soon as possible.

They must then:

- Seek further information about the condition
- Determine with the support of parent/carer(s) and relevant health professional whether an Individual Healthcare Plan is required
- Identify any medication / health care procedures needed
- Identify any aspects of a pupils care they can manage themselves
- Identify which staff will be involved in supporting the pupil
- Identify what, if any, training is needed, who will provide this and when
- Identify which staff need to know the details of the pupil's medical condition and inform them as appropriate
- Ensure parent/carer(s) written permission is received for any administration of medication

The school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for pupils who are new to our school.

#### 8. Individual health care plan

When the school is notified that a pupil has a medical condition, the process outlined below will be followed to decide whether the pupil requires an IHCP. *NB: Please note that the IHCP would normally cover everything that would be covered in a Risk Assessment so it is unlikely that a separate risk assessment would be required.*

The Headteacher has overall responsibility for the development of IHCPs for pupils with medical conditions. This has been delegated to the Medical Room Manager.

Plans will be reviewed at least annually, or earlier if there is evidence that the pupil's needs have changed. Plans will be kept according to the School Records Management Policy.

Plans will be developed with the pupil's best interests in mind and will set out:

- What needs to be done;
- By when;
- By whom.

Not all pupils with a medical condition will require an IHCP. It will be agreed with a Health care professional and the parent/carer(s) when an IHCP would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the Headteacher will make the final decision. Any decisions made and the reasons for them must be adequately recorded, and the information shared with parent/carer(s) unless there is a safeguarding concern.

Plans will be drawn up in partnership with the school, parent/carer(s), and a relevant healthcare professional, such as the school nurse, specialist, or paediatrician, who can best advise on the pupil's specific needs. The pupil will be involved wherever appropriate.

IHCPs will be linked to, or become part of, any Education, Health, and Care plan (EHCP). If a pupil has SEN but does not have an EHCP, the SEN will be mentioned in the IHCP.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The headteacher/individual with responsibility for developing IHCPs, will consider the following when deciding what information to record on IHCPs:

The medical condition, its triggers, signs, symptoms, and treatments;

- The pupil's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements, and environmental issues, e.g., crowded corridors, travel time between lessons;
- Specific support for the pupil's educational, social, and emotional needs. For example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions;
- The level of support needed, including in emergencies. If a pupil is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring;
- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the pupil's medical condition from a healthcare professional, and cover arrangements for when they are unavailable;
- Who in the school needs to be aware of the pupil's condition and the support required;
- Arrangements for written permission from parent/carer(s) and the Headteacher for medication to be administered by a member of staff, or self-administered by the pupil during school hours;
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the pupil can participate, e.g. risk assessments;
- Where confidentiality issues are raised by the parent/carer(s)/pupil, the designated individuals to be entrusted with information about the pupil's condition;
- What to do in an emergency, including who to contact, and contingency arrangements.

## 9. Administration of prescribed medication at school

Wherever possible we allow pupils to carry their own medicines and relevant devices and where pupils self-administer, we will provide supervision as appropriate.

- We will only administer medication at school when it is essential to do so and where not to do so would be detrimental to a pupil's health.
- We will only accept medication that has been **prescribed** by a doctor, dentist, nurse prescriber or pharmacist prescriber and are in-date, labelled and provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage
- The school will accept insulin that is inside an insulin pen or pod rather than its original container, but it must be in date.
- We will not give **Aspirin** to any pupil under 16 unless it is prescribed
- We only give medication when we have written parental permission to do so.
- Where appropriate, pupils are encouraged to carry and administer their own medication with a spare being kept in the Medical Room in a locked cupboard.
- Medication not carried by pupils is stored in the Medical Room in a locked cupboard.
- Controlled drugs are stored in locked box inside the Medical Room in a locked cupboard.
- Pupils who do not carry and administer their own medication know where it is stored and how to readily access it.

#### 10. Administrations of non-prescribed medication at school

**Non-prescribed** medication can only be administered in a school where it is absolutely essential to the pupil's health and where it cannot be taken out of school hours.

- When non-prescribed medicine is administered it must have a prior written parental consent form, these can be located on the school website. A record of administration form must be kept electronically.
- The school should ensure they treat the non-prescribed medication the same as if it were prescribed i.e., checking the packaging, expiry date, dosage, administration instructions, correct storage etc.
- Non – prescribed medication should be provided by the parent/carer(s). **The school DO NOT hold their own stocks of medication.**

#### 11. Administration of medication – general

All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication unless they have been specifically contracted to do so or it is in their job description.

For medication where no specific training is necessary, any member of staff may administer prescribed and non-prescribed medication to pupils but only with written parental consent.

Some medicines require staff to receive specific training on how to administer it from a registered health professional.

#### 12. Pupils who can manage their own needs

We encourage all pupils to manage as much of their own needs as is appropriate. The Headteacher/named person will determine after discussion with parent/carer(s) whether a pupil is competent to manage their own medicine and procedures. Where a pupil has been recently

diagnosed, or has an additional disability/condition e.g., visual impairment, we support them to gradually take on more of their own care, over time, as appropriate with the aim of them becoming as independent as possible.

We aim for our pupil to feel confident in the support they receive from us to help them do this.

### 13. Safe storage

- The Headteacher ensures the correct storage of medication at school.
- The Medical Room team ensures the expiry dates for all medication stored at school are checked half termly and informs parent/carer(s) in advance of the medication expiring.
- Some medications need to be refrigerated. These are stored clearly labelled in the fridge located in the Medical Room. Pupils will be informed about where their medicines are and be able to access them.
- Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to pupils.
- Medicines will be returned to parent/carer(s) to arrange for safe disposal when no longer required.

### 14. Safe disposal

Parent/carer(s) are asked to collect out of date medication.

If parent/carer(s) do not collect out of date medication, it is taken to a local pharmacy for safe disposal.

### 15. School trips

Staff organising our school trips ensure:

- They plan well in advance.
- They seek information about any medical/health care needs which may require management during a school trip. This is specifically relevant for residential visits when pupils may require medication/procedures that they would not normally require during the daytime.
- That any medication, equipment, health care plans are taken with them and kept appropriately during the trip.
- They do a risk assessment which includes how medical conditions will be managed in the trip. Staff are aware that some pupils may require an individual risk assessment due to the nature of their medical condition.

### 16. Unacceptable practice

School staff use their discretion about individual cases and refer to a pupil's Individual Healthcare Plan, where they have one, however; it is not generally acceptable to:

- Prevent pupils from accessing their inhalers or other medication
- Assume every pupil with the same condition requires the same treatment
- Ignore the views of the pupil and their parent/carer(s)
- Ignore medical evidence or opinion although this may be challenged

- Send pupils with medical conditions home frequently or prevent them from staying for normal school activities e.g., lunch unless it is specified in the pupil's Individual Healthcare Plan
- Send an ill pupil to the school office or medical room without a suitable person to accompany them
- Penalise pupils for their attendance record if their absences relate to their medical condition e.g., hospital appointments
- Prevent pupils from drinking, eating or taking toilet breaks whenever they need in order to manage their medical condition
- Require parent/carer(s), or otherwise make them feel obliged to come into school to provide medical support to their child, including toileting issues and manual handling issues
- Prevent pupils from participating or create unnecessary barriers to children participating in any aspect of school life, including school trips e.g., by requiring the parent/carer(s) to accompany the pupil.

## 17. Emergencies

We are aware that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.

We have a procedure in place for dealing with emergencies and all staff know they have a duty to take swift action. The Headteacher/named person ensures that all staff feel confident in knowing what to do in an emergency. Details of how to call an ambulance are kept by the phone at the school office. This procedure is revisited annually at whole school staff meetings.

If a pupil needs to be taken to hospital, an ambulance will be called and, if parent/carer(s) are not available, a member of staff will accompany, and school will phone the parent/carer(s) to meet the ambulance at casualty. The member of staff will stay with the pupil until a parent/carer arrives. Health professionals are responsible for any decisions on medical treatment in the absence of a parent/carer(s).

Staff will not take a pupil to hospital in their own car unless it is an absolute necessity and **never unaccompanied**.

Staff will follow the school's normal emergency procedures (for example, calling 999). All pupils' IHCPs will clearly set out what constitutes an emergency and will explain what to do.

## 18. Staff training

Staff who support pupils with specific medical conditions must receive additional training from a registered health professional. Training requirements are determined via Individual healthcare plans. The Head teacher/named person is responsible for ensuring staff are suitably trained by liaising with the relevant healthcare professional. Any member of staff who is trained but feels unable to carry out these duties competently (for example due to having an injury/condition themselves or due to further training being required) must report this as soon as possible to the Headteacher/named person who will make appropriate arrangements.

The Headteacher/named person keeps a training record and ensures training is refreshed as appropriate. The Headteacher is involved in determining the competency of a member of staff in undertaking specific procedures.

Staff who complete records are shown by the Headteacher/named person how these are to be completed and managed. The Headteacher/named person quality assures this on annual basis.

Arrangements for induction of new staff are determined by the headteacher as appropriate to their role and responsibilities.

Staff must not give prescription medicines or undertake healthcare procedures without appropriate training. In some cases, written instructions from the parent/carer(s) or on the medication container dispensed by the pharmacist is sufficient and the Headteacher/named person will determine this.

### 19. Whole school staff awareness training

We aim for all staff to receive basic awareness training in the following more common conditions:

- asthma
- epilepsy
- Diabetes
- allergic reaction

This training is delivered by National College Online Training and is refreshed annually.

This is supported by having information about these conditions located in a prominent position on a board in the Staff Room.

### 20. Record keeping

Medication given to a pupil is recorded electronically. The following records are kept in School:

Name of record	Location of record	Who completes it	Who quality assures it and how often
Whole school administration of medication record	Teams/ CPOMS/IHCP	Medical Room manager	Kate Douglas
Individual administration of medication record - for pupils who have frequent & regular medication	CPOMS	Medical room staff	Kate Douglas

Staff training log – including first aid	HR	Anyta Vance	Lucy Holt
School Medical Register	TEAMS/Cpoms	Medical Room Staff	Kate Douglas

All these records will be kept securely and in accordance with the School Records Management Policy. All electronic records will be password protected.

### 21. Enrolment forms

We ask on our enrolment form if a pupil has any medical/health conditions and again at regular times.

### 22. School medical register

We keep a centralised register of pupils with medical needs. The Headteacher/named person has responsibility for keeping the register up to date.

### 23. Asthma

School staff are aware that, although it is a relatively common condition, asthma can develop into a life-threatening situation.

We have a generic asthma plan in place in school which details how asthma attacks are managed. This plan is displayed in a prominent location in school on the Staff Room Notice Board.

Pupils who have asthma will not have an Individual Healthcare Plan unless their condition is severe or complicated with further medical conditions.

The Headteacher and Governing body have chosen to keep emergency Salbutamol inhalers and spacers in school for use by pupils who have a diagnosis of asthma and whose parent/carer(s) have given us written permission for their child to use it. This would be in rare circumstances where an inhaler has become lost or unusable. Parent/carer(s) are informed if their child has used the school's emergency inhaler.

The Headteacher/named person is responsible for managing the stock of the emergency school Salbutamol inhalers.

The emergency salbutamol inhalers will be kept in the Medical Room. Along with a register of pupils whose parent/carer(s) has given permission for these to be used as appropriate.

The Headteacher/named person is responsible for ensuring the emergency inhalers are washed as necessary.



## 24. School defibrillator

As part of our first aid equipment, we have 4 defibrillators. We have notified the National Defibrillator Network of this decision, and our first aiders are trained in its use. The Headteacher/named person is responsible for checking the units are kept in good condition. This is done on a weekly basis.

## 25. Data protection

We will only share information about a pupil's medical condition with those staff who have a role to play in supporting that child's needs. In some cases, e.g., allergic reactions it may be appropriate for the whole school to be aware of the needs. In other cases, e.g., toileting issues, only certain staff involved need to be aware. We will ensure we have written parental permission to share any medical information.

The school's obligations under the UK General Data Protection Regulation (GDPR) are set out in the Data Protection Policy and include the basis upon which health information for pupils is shared as this is special category information and additional safeguards apply.

## 26. School environment

We will ensure that we make reasonable adjustments to be favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting, and educational activities.

## 27. Physical environment

We have an accessibility plan which outlines how we aim to develop our facilities and staffing to meet potential future health care needs e.g., improved physical access, improved toilet facilities.

## 28. Education and learning

We ensure that pupils with medical conditions can participate as fully as possible in all aspects of the curriculum and ensure appropriate adjustments and extra support are provided.

Teachers and support staff are made aware of pupils in their care who have been advised to avoid or take special precautions with particular activities.

We ensure teachers and PE staff are aware of the potential triggers for pupils' medical conditions when exercising and how to minimise these triggers.

Staff are aware of the potential for pupils with medical conditions to have special educational needs (SEN). The school's SEN coordinator consults the pupil, parent/carer(s) and pupil's healthcare professional to ensure the effect of the pupil's condition on their schoolwork is properly considered.

### 29. Home to school transport

Parent/carer(s) are responsible for informing SEN transport or Integrated Passenger transport if their child has a medical need that they may require assistance with during the journey to and from school.

### 30. Dignity and privacy

At all times we aim to respect the dignity and privacy of all pupils with medical conditions we do this by only sharing information with those who have a role in directly supporting the pupil's needs.

### 31. Liability and indemnity

The Headteacher is responsible for ensuring staff are insured to carry out health care procedures and administer medication. A copy of the Trust's insurance policy is available to all staff involved, via the Trust, and provides cover for nursing care, first aid and the administration of prescribed and non-prescribed drugs or medicines.

Additional insurance may need to be taken out for specific procedures and the Headteacher will ensure relevant staff are able to access a copy of the insurance policy.

### 32. Complaints

For details on how to make a complaint around medical issues in school please follow our school complaints procedure available from the school and Trust websites.

### 33. Distribution of the school medical policy

**Parent/carer(s)** are informed about this School Medical Policy:

- Via the school's website, where it is available all year round.

**School staff** are informed and reminded about this policy:

- Via online school medical register
- At scheduled medical conditions training
- At school training days
- At whole school staff meetings

#### Associated policies

- Health and Safety Policy
- Child Protection Policy
- Data Protection Policy
- Accessibility Plan
- Allergy Action Plan Policy
- Complaints Policy
- Equality Policy
- SEN Information report