

Supporting pupils with medical conditions policy

Policy owner	Assistant Director of Safeguarding
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Key Contacts

Three Spires Trust

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Statement of intent

Three Spires Trust is committed to promoting an inclusive and welcoming community that supports those with medical conditions; offering every child and young person equal opportunity to flourish. We work towards overcoming barriers to enable the achievement, growth and development of each individual. Academies will always make the necessary adjustments to ensure inclusivity where possible.

It is our duty to ensure appropriate and safe arrangements are in place to support children and young people who either require the administration of a medication whilst in academy; or who have a documented medical condition requiring management when in the academy.

This policy is intended to provide academies with the relevant information on managing medications and long term health and medical conditions. It is written in line with the DfE's guidance on 'supporting pupils with medical conditions in schools'.

Each academy will listen to the views of children and young people, and parents/carers; they should feel confident in the care they receive from the academy and that the level of that care meets their needs.

Policy aims

This policy aims to:

- Ensure that all staff know what to do in the event of an emergency (both on and off academy premises)
- Develop a culture where medical conditions are taken seriously and as potentially life threatening, particularly if poorly managed or not well understood
- Outline guidance that promotes the safe and appropriate storage and maintenance of medication and equipment as directed by appropriate healthcare professionals
- Ensure that there is a suitably qualified medical team on each academy site
- Ensure that all children and young people with medical conditions or who require medications during the academy day are safely and correctly supported
- Promote clear communication between academy, children and young people and parents/carers regarding medicines and medical conditions.

This policy has due regard to legislation and guidance including the following DfE documents:

- Keeping Children Safe in Education
- Supporting Pupils at School with Medical Conditions
- [Allergy guidance for schools](#)
- Working Together to Safeguard Children
- Guidance for safer working practice
- Working Together to Improve School Attendance
- Education Act 1996 and 2002
- Children Act 1989 and 2004
- [Early Years Foundation Stage Framework](#)

This policy operates in conjunction with the following academy-level and trust-wide policies:

- SEND Policy
- First Aid Policy
- Data Protection Policy
- Staff Code of Conduct

- Child Protection and Safeguarding Policy

Administering Medication

Administering medication is providing children and young people with a substance intended for the treatment, or prevention of a medical illness or condition. This Trust has clear guidance on providing care, support and administering medication.

As a standard practice, only prescribed drugs should be administered within the academy day. Administration of non-prescription drugs such as Paracetamol may only be administered with the written consent of the parent/carer.

If a parent/carer wishes for their child to have medicine administered in academy, they must:

- Ensure that the medication is handed in to the appropriate member of staff in the original container/box
- Complete the relevant academy paperwork
- Ensure that the medication is labelled with the name of the child or young person
- Communicate with the academy if their child's needs change
- Ensure that prescribed medication is clearly labelled with the correct personal details and dosage required

Each academy will request individual medical information and up to date personal information annually, but parents/carers are responsible for providing the relevant and accurate information regarding medication.

- Medication will only be administered by academies when it would be detrimental to a child or young person's health or attendance not to do so
- No children and young people under the age of sixteen should be given any medication without their parent/carer's written consent, except in exceptional circumstances
- A documented record of all medication administered (prescribed and non-prescribed) must be kept (name, time, date, medicine, dosage, staff member)
- A child or young person under the age of sixteen should never be given medicine containing aspirin unless prescribed by a doctor
- Where medication has been prescribed to the child or young person without the knowledge of the parents/carers, every effort will be made to encourage them to involve their parents/carers while respecting rights to confidentiality.
- To ensure that doses are appropriately spaced (i.e. at least four hours apart, no Paracetamol will be administered to a child or young person, prior to 4 hours after the start of the academy day, unless it has been demonstrated in writing by the parent/carer that no medication was administered on that morning.
- A temporary pass may be issued if a child or young person needs to take prescribed medication during a lesson or at a set point during the academy day.

When administering medication, the staff member will check:

- That it is the correct person
- The medication is being administered on the correct date and at the correct time
- The correct dosage is being administered in accordance with the prescription
- The maximum dosage
- When the previous dose was given
- The expiry date of the medication
- Medication is being taken correctly e.g. orally
- That medication has been swallowed

If a child requests to take paracetamol during the school day, for an ad hoc illness e.g. headache, the academy will seek written permission from parents/carers. Where we have sought verbal permission via phone, we will ask for this to be followed up in writing.

If a child or young person misuses their medication, or anyone else's, parents/carers will be informed as soon as possible, and the individual academy behaviour policy will be followed.

All refusals to take medication must be recorded and reported to the parent/carer.

Self-Administration

Children and young people are not permitted to carry drugs (prescribed or non-prescribed).

However, where a child or young person has a medical condition such as Asthma, Allergies and diabetes, the Trust recognises that there is a requirement that individuals will need to carry medication and potentially self-administer.

In these circumstances, a Care Plan must be in place for this individual child. The plan should include (as a minimum):

- Personal details of the individual
- Name of medical condition
- Triggers and symptoms
- Details of prescribed drugs
- Action required to support the individual
- Action to take in an emergency

When a child or young person self-administers medication, this should also be recorded as per the guidance in the 'administering medication' section above. **Self-administration must also be discussed with parents or carers.**

Storage of medication and equipment

The Trust has clear guidance on the storage of medication and equipment.

- All drugs/medications will always be stored in a secure locked cupboard and keys to be kept locked away when not in use.
- All those responsible for the administration of medications should always know where the keys to medication cupboard are kept.
- The cupboard should be checked at the end of each term and medication no longer required should be returned or disposed of safely.
- Any expired drugs should be returned to parent/carers or disposed of safely.
- Parents and carers are asked to collect all medications/equipment at the end of the academy term/year and to provide new and in-date medication on return for the next academic year.
- Those drugs/medications which may require urgent access and administration, such as EpiPens/inhalers, as good practice will be kept with the children and young people (as appropriate). Spares will be stored as appropriate
- Drugs that require storage in a fridge should be stored in accordance with the manufacturer's instruction. The fridge should be in a secure location which cannot be accessed by children directly.

Academies will make sure that children and young people with medical conditions know where their medication is at all times and arrangements to access this.

Each academy disposes of sharps and needles in line with local policies. Sharps boxes are kept securely at each academy and are collected and disposed of in line with local authority procedures.

Controlled drugs

Three Spires Trust recognises that a child or young person may have a medical condition that requires the prescription of a controlled drug.

Staff can only administer a controlled drug to a child or young person once they have had specialist training to do so.

Academies will keep controlled drugs that have been prescribed securely stored in a non-portable container, with only named staff access. A record will be kept of any doses taken and the amount of the controlled drug that is held in academy.

Trained staff may administer a controlled drug to the child or young person for whom it has been prescribed and in accordance with the prescriber's instructions.

Trained staff will keep a record of all controlled drugs administered, noting it is best practice for controlled drugs to be signed off by two members of staff.

A child or young person who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so but passing it to another child for use is an offence. Trained medical staff can assess if a child or young person is safe to carry their own medication and consult with parents/carers. These arrangements will be monitored as necessary.

Controlled drugs should be easily accessible in an emergency.

Any side effects of the medication to be administered will be noted and communicated with parents/carers.

Being 'allergy safe'

At Three Spires Trust, we have a legal duty to plan for supporting pupils who have allergies and we have due regard to the DfE 'supporting children with medical conditions' guidance and DfE 'allergy guidance for schools'.

All academies have an emergency adrenaline auto-injector available on site.

Each academy takes clear measures to ensure that pupils with allergies can be part of the academy community safely. This includes identifying those with allergies and ensure that all staff members, including caterers, are aware. All pupils who have severe allergies will be issued with a care plan that details a response to a reaction and the measures taken to prevent this as far as practicably possible.

Each academy works with their catering teams (including third party caterers) to ensure that allergen ingredients information is available and that we are always able to cater appropriately for those pupils who do have allergies.

Each academy has a named member of staff who is responsible for allergy management.

All staff are trained annually in anaphylaxis and how to respond to a severe reaction.

Maintaining records

Parents and carers are asked if their child has any medical conditions as part of the admissions process. Parents/carers are responsible for providing the relevant and accurate information regarding medication.

Where appropriate each academy uses care plans to record the support an individual child or young person's needs around their medical condition. The care plan is developed with the child or young person (where appropriate), parent/carer, academy staff, specialist nurse (where appropriate) and relevant healthcare services.

Each academy should maintain a centralised register of plans, and an identified member of staff has responsibility for this register, including reviewing and updating plans. Care plans must be reviewed regularly, at least every year or whenever needs change.

Children and young people with a long-term medical condition may require ongoing support and monitoring. For individuals with an EHCP, record keeping will be maintained as part of the EHCP and annual review processes, and in line with this policy's expectations.

Each academy will seek permission from parents/carers before sharing any medical information with any other party. Data will be processed to be in line with the requirements and protections set out in the UK General Data Protection Regulation.

Academies will ensure that any medical records (including official diagnosis or ongoing treatment) are transferred correctly when a child or young person transitions to another academy. Academies will also keep records of any medical information received when a child or young person transfers to a Three Spires Trust Academy.

Emergencies

Academies must ensure that all staff understand what constitutes an emergency for an individual child and ensure that emergency medication/equipment is readily available wherever the child or young person is in the academy and on off-site activities.

All academy staff, including temporary or supply staff should be aware of the procedures regarding a medical emergency and understand their duty of care to children and young people. Staff must receive training in what to do in an emergency. All supply staff will be told who has a medical condition before attending a classroom.

All staff must be aware of what to do in the event a child or young person suffers an asthma attack, and how to minimise the risk of this occurring.

Some children and young people with a medical condition will have a care plan, which explains what help they need in an emergency. This paperwork will accompany a child or young person should they need to attend hospital. Parental permission will be sought and recorded in the care plan for sharing this within emergency care settings.

If a child or young person needs to attend hospital, a member of staff (preferably known to them) will stay with them until a parent/carer arrives, or accompany them to hospital by ambulance (as appropriate).

Where reasonably possible, children and young people are made aware of what to do in an emergency e.g. how to alert a member of staff when they are concerned about another individual.

Some children and young people across the academy have been issued with a medical pass. This allows them with immediate permission to leave the room and either visit an appointed room or access the toilet. These passes will be issued to individuals on a child-by-child basis. If individuals are regularly leaving lessons for an extended period of time, numerous times or causing suspicion of misuse of their pass, then this must be reported to the DSL.

Staff training

The Principal must, in conjunction with the SENCo, DSL and any other appropriate support staff role, ensure the appropriate training is undertaken. This will include training in:

- Storage
- Administration
- Record Keeping
- Disposal

Staff can only administer medication to a child or young person once they have had the correct training to do so.

Each academy must ensure that **all staff** providing support to children and young people have received suitable training and ongoing support, to make sure they have the confidence to provide the necessary support and that they fulfil the requirements set out in any care plan or EHCP. It is the responsibility of the Principal to ensure any other training requirements noted are organised for the nominated care staff or teachers.

Training needs are assessed in line with statutory guidance and also when a need may arise e.g. a child or young person with a medical condition that the academy has not supported previously.

All staff receive annual anaphylaxis, epilepsy and asthma training.

First aid training is renewed every three years by the relevant first aid trained staff.

It is the responsibility of the Principal to ensure only those members of staff who have completed the designated training are allowed to administer medications. They should undertake all relevant update training every two years or as otherwise indicated.

A record of the training undertaken must be maintained and available when required e.g. for inspection or at the request of Three Spires Trust.

Educational visits

Each academy has a responsibility to ensure the needs of children and young people with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended academy activities and residential visits.

Where appropriate, each academy will meet with the relevant stakeholders prior to any overnight or extended day visit to discuss and make a plan for any extra care requirements that may be needed. This is recorded on the child or young person's care plan which should accompany them on the visit. A risk assessment is carried out where required, for example if additional medication or equipment is required.

Each academy will ensure a trained member of staff is available to accompany a child or young person with a medical condition on an off-site visit, including overnight stays.

Inclusive practice

Academies will seek to support children and young people with a medical condition in accessing all aspects of academy life.

During a period of absence due to a medical condition each academy will take responsibility for ensuring adequate educational provision. This may involve seeking help from the Local Authority, tutoring services and/or hospital school.

If the child or young person is ready to return the academy, the academy will assist in re-integrating them back into the academy community.

When a child or young person has had a period of absence due to a medical condition, and is ready to return, we will aim to support them by following this procedure:

1. When the academy is notified by a parent/carer of a child or young person's difficulty in accessing the academy as a result of a medical condition, the SENCO (or another senior member of staff in their absence) should be made aware as soon as practicably possible
2. A designated senior member of staff will aim to contact the family within 48 hours to offer to meet with them to discuss their needs.

3. The academy will aim to convene a meeting with the child/young person, parents/carers, and any other relevant health care professional **within one week** of the academy being notified or as soon as the family is ready. At the meeting, any difficulties in accessing the academy will be discussed and (where appropriate) a care plan will be drawn up. We will notify all relevant staff of this
4. If there is a period when the child or young person is unable to attend the academy, we will arrange for a designated member of staff to keep in regular weekly contact with the family. The SENCO will be informed of developments **on a weekly basis** so that the situation can be continually reviewed. We will offer the family information about other possible sources of support that may be available beyond the academy
5. Parents/carers will be aware of who is responsible for co-ordinating the care plan. The member of staff will discuss support required with the Principal and agree the resources that will be put in place (if required). The Principal will decide if there is a need to contact any external agencies for advice or additional resources.
6. Children and young people who require a risk assessment and Personal Evacuation Plan, (PEEP) are consulted prior to returning to the academy. Parents/carers and the child/young person are required to be present when these assessments are being undertaken, for example returning to the academy after an injury and mobilising with the use of an aid (crutches). Children and young people will not be able to access the stairs until they have been shown the safe drill to use while on the academy premises.

Monitoring and Review

This policy is reviewed at least annually by the Assistant Director of Safeguarding and the Director of Safeguarding and SEND.

This policy will be updated in line with changes to statutory guidance.

The next scheduled review date for this policy is **August 2027**