



ST. ANNE'S ST. ANNE'S COPP CE  
PRIMARY SCHOOL, GREAT  
ECCLESTON



# SUPPORTING PUPILS WITH MEDICAL CONDITIONS POLICY



*"Let us love, not in word, but in truth and action." (1 John 3:18)*

Approved by GB: September 2025  
Next review due: September 2026

*"Let us love, not in word, but in truth and action." (1 John 3:18)*

In building solid foundations for every unique individual and putting God's love at the centre of all we do, our children learn to embrace our diverse world. We encourage our children to learn universally in order to understand our heritage and roots as a village, town, region and nation. Through strong community links, our children grow in **compassion** and **understanding**, **promote justice** and possess commitment and **aspire** to make a positive difference. We offer an ambitious curriculum that ignites **curiosity** along with high personal expectations that fosters **resilience** and which enables them to flourish. Our children are easily distinguished by the **courage** they show when making brave choices and understand the importance of becoming the very best versions of themselves.

## **Policy and Guidelines**

### **1. St. Anne's Copp CE Primary School, Great Eccleston is an inclusive community that aims to support and welcome pupils with medical conditions.**

St. Anne's Copp CE Primary School, Great Eccleston understands that it has a responsibility to make the school welcoming and supportive to pupils with medical conditions who currently attend and to those who may be admitted in the future. It aims to provide all children with all medical conditions the same opportunities as others at school. We will help to ensure they can:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic well-being.

Pupils with medical conditions are encouraged to take control of their condition. Pupils are supported by school to enable them to feel the confidence to do this.

St. Anne's Copp CE Primary School, Great Eccleston aims to include all pupils with medical conditions in all school activities.

Parents\* of pupils with medical conditions feel secure in the care their children receive at St. Anne's St. Anne's Copp CE Primary School, Great Eccleston CE Primary School, Great Eccleston.

The school ensures all staff understand their duty of care to children and young people in the event of an emergency.

Staff know what to do in an emergency.

St. Anne's Copp CE Primary School, Great Eccleston understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.

All staff understand the common medical conditions that affect children at St. Anne's St. Anne's Copp CE Primary School, Great Eccleston CE Primary School, Great Eccleston. Staff receive training on the impact this can have on pupils.

"Let us love, not in word, but in truth and action." (1 John 3:18)

The medical conditions policy is understood and supported by the whole school and local health community.

*\* The term 'parent' implies any person or body with parental responsibility such as foster parent, carer, guardian or local authority.*

## **2. St. Anne's St. Anne's Copp CE Primary School, Great Eccleston CE Primary School, Great Eccleston's medical conditions policy has been drawn up in consultation with a wide range of local key stakeholders within both the school and health settings.**

St. Anne's Copp CE Primary School, Great Eccleston has consulted on the development of this medical condition policy with a wide-range of key stakeholders within both the school and health settings. These key stakeholders include:

- pupils with medical conditions
- parents
- Headteacher
- Governing Body
- SENCo
- Learning Mentor
- teachers
- teaching assistants
- members of staff trained in first aid
- school nurse
- all other school staff
- school attendance team
- local emergency health care staff (such as accident & emergency staff and paramedics)
- local health care professionals.

The views of pupils with various medical conditions were actively sought and considered central to the consultation process.

All key stakeholders were consulted in two phases:

- initial consultation during development of the policy
- comments on a draft policy before publication.

St. Anne's Copp CE Primary School, Great Eccleston recognises the importance of providing feedback to those involved in the development process and is committed to acknowledging input and providing follow-up to suggestions put forward.

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

Pupils are informed and regularly reminded about the medical conditions policy:

- through CSC/school council meetings
- in personal, social and health education (PSHE) classes.

"Let us love, not in word, but in truth and action." (1 John 3:18)

Parents are informed and regularly reminded about the medical conditions policy:

- at the start of the school year when communication is sent out about Individual Care Plans
- when their child is enrolled as a new pupil
- in newsletters, when appropriate
- via the school's website (available all year round)
- through relevant communication about results of the monitoring and evaluation of the policy.

School staff are informed and regularly reminded about the medical conditions policy:

- through copies handed out at a staff meeting within the first few weeks of the school year and before Individual Care Plans are distributed to parents
- at scheduled medical conditions training through regular staff meetings throughout the year
- through relevant communication about results of the monitoring and evaluation of the policy

NB All supply and temporary staff are informed of the policy and their responsibilities.

Relevant local health staff are informed and regularly reminded about the school's medical conditions policy:

- via the school's website (available all year round)
- via primary care trust (PCT) links and the school/community nurse
- through relevant communication about results of the monitoring and evaluation of the policy.

Other external stakeholders are informed and reminded about the school's medical conditions policy:

- via the school's website (available all year round)
- through relevant communication about results of the monitoring and evaluation of the policy.

#### **4. Staff understand and are trained in what to do in an emergency for the most common serious medical conditions at St. Anne's Copp CE Primary School, Great Eccleston School**

Staff at St. Anne's Copp CE Primary School, Great Eccleston are aware of the most common serious medical conditions at St. Anne's Copp CE Primary School, Great Eccleston and will adhere to the Individual Care Plan developed for the individual.

Staff at St. Anne's Copp CE Primary School, Great Eccleston understand their duty of care to pupils in the event of an emergency. In an emergency situation school staff are required under common law duty of care to act like any reasonably prudent parent. This may include administering medication.

All staff who work with groups of pupils at St. Anne's Copp CE Primary School, Great Eccleston receive training and know what to do in an emergency for the pupils in their care with medical conditions.

Training is reviewed for all staff at least once a year. The local authority provides full indemnity. All school 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.

Action for staff to take in an emergency for the common serious conditions at St. Anne's Copp CE Primary School, Great Eccleston is displayed in prominent locations for all staff including office, kitchens, classroom and the staff room.

"Let us love, not in word, but in truth and action." (1 John 3:18)

St. Anne's Copp CE Primary School, Great Eccleston uses Individual Care Plans – developed in conjunction with parents - to inform the appropriate staff (including supply teachers and support staff) of pupils in their care who may need emergency help.

St. Anne's Copp CE Primary School, Great Eccleston has procedures in place so that a copy of the pupil's Individual Care Plan is sent to the emergency care setting with the pupil. On occasions when this is not possible, the form is sent (or the information on it is communicated) to the hospital as soon as possible.

St. Anne's Copp CE Primary School, Great Eccleston has made arrangements with the local hospital to ensure the timely transfer of Individual Care Plans to the hospital in the event of an emergency.

## **5. All staff understand and are trained in the school's 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.

Action to take in a general medical emergency is displayed in prominent locations for staff. These include classrooms, the staff room, food preparation areas and sporting facilities.

If a pupil needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. The school tries to ensure that the staff member will be one the pupil knows.

Generally, staff should not take pupils to hospital in their own car. St. Anne's Copp CE Primary School, Great Eccleston has clear guidance from the local authority on when (and if) this is appropriate.

## **6. The school has clear guidance on the administration of medication at school**

### **Administration – emergency medication**

All pupils at St. Anne's Copp CE Primary School, Great Eccleston with medical conditions have easy access to their emergency medication.

All pupils are encouraged to carry and administer their own emergency medication (including inhalers), when their parents and health specialists determine they are able to start taking responsibility for their condition. All pupils carry their emergency medication with them at all times, except if they are controlled drugs as defined in the Misuse of Drugs Act 1971. This is also the arrangement on any off-site or residential visits.

Pupils who do not carry and administer their own emergency medication know where their medication is stored and how to access it.

Pupils who do not carry and administer their own emergency medication understand the arrangements for a member of staff (and the reserve 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 pupil can administer the medication themselves, is done under the supervision of a named member of staff at St. Anne's Copp CE Primary School, Great Eccleston School.

St. Anne's Copp CE Primary School, Great Eccleston understands the importance of medication being taken as prescribed.

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.

Many other members of staff are happy to take on the voluntary role of administering medication. For medication where no specific training is necessary, any member of staff may administer prescribed medication to pupils under the age of 16, but only with the written consent of the pupil's parent and in the presence of another member of staff. This will be recorded and passed to parents as well as kept on our internal records.

In some circumstances medication is only administered by an adult of the same gender as the pupil, and preferably witnessed by a second adult.

Parents at St. Anne's Copp CE Primary School, Great Eccleston 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 pupil at St. Anne's Copp CE Primary School, Great Eccleston refuses their medication, staff record this and follow procedures. Parents are informed as soon as possible.

All staff attending off-site visits are aware of any pupils with medical conditions 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, St. Anne's Copp CE Primary School, Great Eccleston makes alternative arrangements to provide the service. This is always addressed in the risk assessment for off-site activities.

If a pupil misuses medication, either their own or another pupil's, their parents are informed as soon as possible. These pupils are subject to the school's usual disciplinary procedures.

## **7. St. Anne's Copp CE Primary School, Great Eccleston has clear guidance on the storage of medication at school**

### **Safe storage – emergency medication**

- Emergency medication is readily available to pupils who require it at all times during the school 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.
- Most pupils at St. Anne's Copp CE Primary School, Great Eccleston carry their emergency medication on them at all times and they are reminded to do this. Pupils keep their own emergency medication securely.

"Let us love, not in word, but in truth and action." (1 John 3:18)

- Each child registered as having asthma should have a spare inhaler and spacer in school, with their name clearly marked.
- School will keep a log of the inhalers with their expiry dates. These should be replaced by parents when appropriate.
- Pupils, whose health care professionals and parents advise the school that their child is not yet able or old enough to self-manage and carry their own emergency medication, know exactly where to access their emergency medication.
- Medicines should be named

### **Safe storage – non-emergency medication**

- All non-emergency medication labelled and is kept in a secure place, in a cool dry place (including a fridge where necessary). Pupils with medical conditions 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 is an identified member of staff who ensures the correct storage of medication at school.
- All controlled drugs are kept in a locked cupboard and only named staff have access, even if pupils normally administer the medication themselves.
- Three times a year the identified member of staff checks the expiry dates for all medication stored at school.
- The identified member of staff, along with the parents of pupils with medical conditions, ensures that all emergency and non-emergency medication brought in to school is clearly labelled with the pupil's name, the name and dose of the medication and the frequency of dose. This includes all medication that pupils carry themselves.
- All medication is supplied and stored, wherever possible, in its original containers. All medication is labelled with the pupil's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.
- Medication is stored in accordance with instructions, paying particular note to temperature.
- Some medication for pupils at St. Anne's Copp CE Primary School, Great Eccleston 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 the staff room, inaccessible to unsupervised pupils.
- All medication is sent home with pupils at the end of the school year. Medication is not stored in summer holidays.
- It is the parent's responsibility to ensure new and in date medication comes into school on the first day of the new academic year.

### **Safe disposal**

- Parents at St. Anne's Copp CE Primary School, Great Eccleston are asked to collect out-of-date medication.
- If parents do not pick up out-of-date medication, or at the end of the school year, medication is taken to a local pharmacy for safe disposal.
- A named member of staff is responsible for checking the dates of medication and arranging for the disposal of any that have expired. This check is done at least three times a year.
- Sharps boxes are used for the disposal of needles. Parents obtain sharps boxes from the child's

"Let us love, not in word, but in truth and action." (1 John 3:18)

GP or Pediatrician on prescription. All sharps boxes in St. Anne's Copp CE Primary School, Great Eccleston are stored in a safe and secure 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 school or the pupil's parent.
- Collection and disposal of sharps boxes is arranged with the parent.

## **8. St. Anne's Copp CE Primary School, Great Eccleston has clear guidance about record keeping**

### ***Admission forms***

Parents at St. Anne's Copp CE Primary School, Great Eccleston are asked if their child has any health conditions or health issues on the data collection sheet, which is filled out at the start of each school year. Parents of new pupils starting at other times during the year are also asked to provide this information on admission forms.

### ***Individual Care Plans : Drawing up Individual Care Plans***

St. Anne's Copp CE Primary School, Great Eccleston uses a Individual Care 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 Care Plan if required.

See Appendix 1 – Form A

A Individual Care Plan, accompanied by an explanation of why and how it is used, is sent to all parents of pupils with a long-term medical condition. This is sent:

- at the start of the school year
- on admission
- when a diagnosis is first communicated to the school.

If a pupil has a short-term medical condition that requires medication during school hours, a medication form plus explanation is sent to the pupil's parents to complete.

See Appendix 1 – Form B

The parents, SENCO and pupil with a medical condition, are asked to fill out the pupil's Individual Care Plan together. Parents then return these completed forms to the school. This will be updated at least once a year or when needs change.

### ***School Individual Care Plan Register***

Individual Care Plans are used to create a centralised register of pupils with medical needs. An identified member of staff has responsibility for the register at St. Anne's Copp CE Primary School, Great Eccleston School. At St. Anne's Copp CE Primary School, Great Eccleston School, this is the SENCO.

The SENCO follows up with the parents any further details on a pupil's Individual Care Plan required or if permission for administration of medication is unclear or incomplete.

### ***Ongoing communication and review of Individual Care Plans***

Parents at St. Anne's Copp CE Primary School, Great Eccleston are regularly reminded to update their child's Individual Care Plan 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 at St. Anne's Copp CE Primary School, Great Eccleston use opportunities such as teacher–

"Let us love, not in word, but in truth and action." (1 John 3:18)

parent interviews and home–school diaries to check that information held by the school on a pupil’s condition is accurate and up to date.

Every pupil with a Individual Care Plan at St. Anne’s Copp CE Primary School, Great Eccleston has their plan discussed and reviewed at least once a year.

### ***Storage and access to Individual Care Plans***

Parents and pupils at St. Anne’s Copp CE Primary School, Great Eccleston are provided with a copy of the pupil’s current agreed Individual Care Plan.

Individual Care Plans are kept in a secure central location at school. Apart from the central copy, specified members of staff (agreed by the pupil and parents) securely hold copies of pupils’ Individual Care Plans. These copies are updated at the same time as the central copy.

All members of staff who work with groups of pupils have access to the Individual Care Plans of pupils in their care.

When a member of staff is new to a pupil group, for example due to staff absence, the school makes sure that they are made aware of (and have access to) the Individual Care Plans of pupils in their care.

St. Anne’s Copp CE Primary School, Great Eccleston ensures that all staff protect pupil confidentiality.

St. Anne’s Copp CE Primary School, Great Eccleston seeks permission from parents to allow the Individual Care Plan to be sent ahead to emergency care staff, should an emergency happen during school hours or at a school activity outside the normal school day. This permission is included on the Individual Care Plan.

St. Anne’s Copp CE Primary School, Great Eccleston seeks permission from the pupil and parents before sharing any medical information with any other party, such as when a pupil takes part in a work experience placement.

### ***Use of Individual Care Plans***

Individual Care Plans are used by St. Anne’s Copp CE Primary School, Great Eccleston to:

- inform the appropriate staff and supply teachers about the individual needs of a pupil with a medical condition in their care
- remind pupils with medical conditions to take their medication when they need to and, if appropriate, remind them to keep their emergency medication with them at all times
- identify common or important individual triggers for pupils with medical conditions at school that bring on symptoms and can cause emergencies
- ensure that all medication stored at school is within the expiry date
- ensure the school’s local emergency care services have a timely and accurate summary of a pupil’s current medical management and health care in the event of an emergency
- remind parents of pupils with medical conditions to ensure that any medication kept at school for their child is within its expiry dates. This includes spare medication.

### ***Consent to administer medicines***

If a pupil requires regular prescribed or non-prescribed medication at school, parents are asked to provide consent on their child’s Individual Care Plan giving the pupil or staff permission to administer

“Let us love, not in word, but in truth and action.” (1 John 3:18)

medication on a regular/daily basis, if required. A separate form is sent to parents for pupils taking short courses of medication.

All parents of pupils with a medical condition who may require medication in an emergency are asked to provide consent on the Individual Care Plan for staff to administer medication.

If a pupil requires regular/daily help in administering their medication then the school outlines the school's agreement to administer this medication on the pupil's Individual Care Plan. The school and parents keep a copy of this agreement.

Parents of pupils with medical conditions at St. Anne's Copp CE Primary School, Great Eccleston are all asked at the start of the school year on the Individual Care Plan if they and their child's health care professional believe the child is able to manage, carry and administer their own emergency medication.

### ***Residential visits***

Parents are sent a residential visit form to be completed and returned to school shortly before their child leaves for an overnight or extended day visit. This form requests up-to-date information about the pupil's current condition and their overall health. This provides essential and up-to-date information to relevant staff and school supervisors to help the pupil manage their condition while they are away. This includes information about medication not normally taken during school hours.

All residential visit forms are taken by the relevant staff member on visits and for all out-of-school hours activities where medication is required. These are accompanied by a copy of the pupil's Individual Care Plan.

- All parents of pupils with a medical condition attending a school trip or overnight visit are asked for consent, giving staff permission to administer medication at night or in the morning if required.
- The residential visit form also details what medication and what dose the pupil 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 pupil manage their condition while they are away.

### ***Other record keeping***

- St. Anne's Copp CE Primary School, Great Eccleston keeps an accurate record of each occasion an individual pupil is given or supervised taking medication. Details of the supervising staff member, pupil, dose, date and time are recorded. If a pupil refuses to have medication administered, this is also recorded and parents are informed as soon as possible. (See *Appendix 1 – Form B*)
- All staff attending training receive a certificate confirming the type of training they have had. A log of the medical condition training is kept by the school and reviewed every 12 months to ensure all new staff receive training.
- All school staff who volunteer or who are contracted to administer medication are provided with training by a health care professional. The school keeps a register of staff who have had the relevant training. (See *Health and Safety Training Matrix*)
- St. Anne's Copp CE Primary School, Great Eccleston keeps an up-to-date list of members of staff who have agreed to administer medication and have received the relevant training.

**9. St. Anne's Copp CE Primary School, Great Eccleston ensures that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.**

"Let us love, not in word, but in truth and action." (1 John 3:18)

### ***Physical environment***

- School is committed to providing a physical environment that is accessible to pupils with medical conditions.
- Pupils with medical conditions are included in the consultation process to ensure the physical environment at St. Anne's Copp CE Primary School, Great Eccleston is accessible.
- St. Anne's Copp CE Primary School, Great Eccleston School's commitment to an accessible physical environment includes out-of-school visits. The school recognises that this sometimes means changing activities or locations.

### ***Social interactions***

- St. Anne's Copp CE Primary School, Great Eccleston ensures the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after school.
- St. Anne's Copp CE Primary School, Great Eccleston ensures the needs of pupils with medical conditions are adequately considered to ensure they have full access to extended school activities such as school discos, breakfast club, school productions, after school clubs and residential visits.
- All staff at St. Anne's Copp CE Primary School, Great Eccleston are aware of the potential social problems that pupils with medical conditions 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 amongst pupils and to help create a positive social environment.

### ***Exercise and physical activity***

- St. Anne's Copp CE Primary School, Great Eccleston understands the importance of all pupils taking part in sports, games and activities.
- St. Anne's Copp CE Primary School, Great Eccleston ensures all classroom teachers, PE teachers and sports coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils.
- St. Anne's Copp CE Primary School, Great Eccleston ensures all classroom teachers, PE teachers and sports coaches understand that pupils should not be forced to take part in an activity if they feel unwell.
- Teachers and sports coaches are aware of pupils in their care who have been advised to avoid or to take special precautions with particular activities.
- St. Anne's Copp CE Primary School, Great Eccleston ensures all PE teachers, classroom teachers and school sports coaches are aware of the potential triggers for pupils' medical conditions when exercising and how to minimize these triggers.
- St. Anne's Copp CE Primary School, Great Eccleston ensures all pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed.
- St. Anne's Copp CE Primary School, Great Eccleston ensures all pupils with medical conditions are actively encouraged to take part in out-of-school clubs and team sports.

### ***Education and learning***

- St. Anne's Copp CE Primary School, Great Eccleston ensures that pupils with medical conditions can participate fully in all aspects of the curriculum and ensures that appropriate adjustments and extra support are provided.
- If a pupil is missing a lot of time at school, they have limited concentration or they are frequently tired, all teachers at St. Anne's Copp CE Primary School, Great Eccleston understand that this

"Let us love, not in word, but in truth and action." (1 John 3:18)

may be due to their medical condition.

- Staff at St. Anne's Copp CE Primary School, Great Eccleston are aware of the potential for pupils with medical conditions to have special educational needs (SEN). Pupils with medical conditions who are finding it difficult to keep up with their studies are referred to the SENCO. The school's SENCO consults the pupil, parents and the pupil's health care professional to ensure the effect of the pupil's condition on their schoolwork is properly considered.
- St. Anne's Copp CE Primary School, Great Eccleston ensures that lessons about common medical conditions are incorporated into PSHE lessons and other parts of the curriculum.

### ***Residential visits***

- Risk assessments are carried out by St. Anne's St. Anne's Copp CE Primary School, Great Eccleston CE Primary School, Great Eccleston prior to any out-of-school visit and medical conditions are considered during this process. Factors St. Anne's Copp CE Primary School, Great Eccleston 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.
- St. Anne's Copp CE Primary School, Great Eccleston understands that there may be additional medication, equipment or other factors to consider when planning residential visits. St. Anne's Copp CE Primary School, Great Eccleston considers additional medication and facilities that are normally available at school.
- Risk assessments are carried out before pupils start any work experience or off-site educational placement. It is St. Anne's Copp CE Primary School, Great Eccleston School's responsibility to ensure that the placement is suitable, including travel to and from the venue for the pupil. Permission is sought from the pupil and their parents before any medical information is shared with an employer or other education provider.

### **10. St. Anne's Copp CE Primary School, Great Eccleston is aware of the common triggers that can make medical conditions worse or can bring on an emergency. The school is actively working towards reducing or eliminating these health and safety risks and has a written schedule of reducing specific triggers to support this.**

- St. Anne's Copp CE Primary School, Great Eccleston is committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits.
- School staff have been given training on medical conditions. This training includes detailed information on how to avoid and reduce exposure to common triggers for common medical conditions.
- The school has a list of common triggers for the common medical conditions at St. Anne's Copp CE Primary School, Great Eccleston School. The school has written a trigger reduction schedule and is actively working towards reducing or eliminating these health and safety risks.
- St. Anne's Copp CE Primary School, Great Eccleston uses Individual Care Plans to identify individual pupils who are sensitive to particular triggers. The school has a detailed action plan to ensure these individual pupils remain safe during all lessons and activities throughout the school day.
- Full health and safety risk assessments are carried out on all out-of-school activities before they are approved, including work experience placements and residential visits, taking into account the needs of pupils with medical conditions.
- The school reviews medical emergencies and incidents to see how they could have been

"Let us love, not in word, but in truth and action." (1 John 3:18)

avoided. Appropriate changes to St. Anne's Copp CE Primary School, Great Eccleston School's policy and procedures are implemented after each review.

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

- St. Anne's Copp CE Primary School, Great Eccleston works in partnership with all interested and relevant parties including the school's Governing Body, all school staff, parents, employers, community health care professionals and pupils to ensure the policy is planned, implemented and maintained successfully.
- The following roles and responsibilities are used for the medical conditions policy at St. Anne's Copp CE Primary School, Great Eccleston School. These roles are understood and communicated regularly.

### ***Governing Body***

St. Anne's St. Anne's Copp CE Primary School, Great Eccleston CE Primary School, Great Eccleston's Governing Body has a responsibility to:

- ensure the health and safety of their employees and anyone else on the premises or taking part in school activities (this includes all pupils). 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 pupils with medical conditions
- make sure the medical conditions policy is effectively monitored and evaluated and regularly updated
- report to parents, pupils, school staff and the local authority about the successes and areas for improvement of St. Anne's Copp CE Primary School, Great Eccleston School's medical conditions policy
- provide indemnity for staff who volunteer to administer medication to pupils with medical conditions.

### ***Headteacher.SENCO***

St. Anne's St. Anne's Copp CE Primary School, Great Eccleston CE Primary School, Great Eccleston's Headteacher has a responsibility to:

- ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks
- with the SENCo, liaise between interested parties including pupils, school staff, learning mentors, teaching assistants, school nurses, parents, governors, the school health service, the local authority transport service, and local emergency care services
- ensure the policy is put into action, with good communication of the policy to all
- oversee the policy to ensure that it 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 using pupils' Individual Care Plans
- ensure pupil confidentiality
- assess the training and development needs of staff and arrange for them to be met
- ensure all supply teachers and new staff know the medical conditions policy
- delegate a staff member to check the expiry date of medicines kept at school and maintain the school medical conditions register
- monitor and review the policy at least once a year, with input from pupils, parents, staff and external stakeholders
- update the policy at least once a year according to review recommendations and recent local

"Let us love, not in word, but in truth and action." (1 John 3:18)

and national guidance and legislation

- report back to all key stakeholders about implementation of the medical conditions policy. (Aspects of these requirements may be delegated as appropriate).
  - 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 course work.

### ***Teaching staff***

Teachers at St. Anne's Copp CE Primary School, Great Eccleston 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 pupils need it
- liaise with parents, the pupil's health care professionals, SENCO and welfare officers 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.

### ***All school staff***

All staff members at St. Anne's Copp CE Primary School, Great Eccleston 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 the school's medical conditions policy
- know which pupils in their care have a medical condition and be familiar with the content of the pupil's Individual Care Plan
- allow all pupils to have immediate access to their emergency medication
- maintain effective communication with parents 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 visit or out of the classroom
- be aware of pupils with medical conditions who may be experiencing bullying or need extra social support
- understand the common medical conditions and the impact it can have on pupils (pupils should not be forced to take part in any activity if they feel unwell)
- 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.

### ***School nurse or school health care professional***

The school nurse for St. Anne's Copp CE Primary School, Great Eccleston has a responsibility to:

- help update the school's medical conditions policy
- provide information about where the school can access other specialist training.

### ***First aiders***

First aiders at St. Anne's Copp CE Primary School, Great Eccleston have a responsibility to:

- give immediate help to casualties with common injuries or illnesses and those arising from

"Let us love, not in word, but in truth and action." (1 John 3:18)

- specific hazards with the school
- when necessary ensure that an ambulance or other professional medical help is called.

### ***Learning mentor***

The Learning Mentor for St. Anne's Copp CE Primary School, Great Eccleston has a responsibility to:

- work alongside the Headteacher / SENCO to facilitate the requirements of the medical conditions policy
- support other members of staff when dealing with pupils who have medical conditions.

### ***Local doctors and specialist health care professionals***

Individual doctors and specialist health care professionals caring for pupils who attend St. Anne's Copp CE Primary School, Great Eccleston School, have a responsibility to:

- complete the pupil's Individual Care Plans provided by parents
- where possible, and without compromising the best interests of the child, try to prescribe medication that can be taken outside of school hours
- offer every child (and their parents) a written care/self-management plan to ensure children and young people know how to self-manage their condition
- ensure the child or young person knows how to take their medication effectively
- ensure children and young people have regular reviews of their condition and their medication
- provide the school with information and advice regarding individual children and young people with medical conditions (with the consent of the pupil and their parents)
- understand and provide input in to the school's medical conditions policy.

### ***Emergency care services***

Emergency care service personnel in this area have a responsibility to:

- have an agreed system for receiving information held by the school about children's medical conditions, to ensure best possible care
- understand and provide input in to the school's medical conditions policy.

### ***Pupils***

The pupils at St. Anne's Copp CE Primary School, Great Eccleston have a responsibility to:

- treat other pupils with and without a medical condition equally
- tell their parents, teacher or nearest staff member when they are not feeling well
- let a member of staff know if another pupil is feeling unwell
- let any pupil take their medication when they need it, and ensure a member of staff is called
- treat all medication with respect
- know how to gain access to their medication in an emergency
- if mature and old enough, know how and when to take their own medication
- ensure a member of staff is called in an emergency situation.

### ***Parents\****

The parents of a child at St. Anne's Copp CE Primary School, Great Eccleston have a responsibility to:

- tell the school if their child has a medical condition
- ensure the school has a complete and up-to-date Individual Care Plan for their child
- inform the school about the medication their child requires during school hours
- inform the school of any medication their child requires while taking part in visits, outings or field

"Let us love, not in word, but in truth and action." (1 John 3:18)

trips and other out-of-school activities

- tell the school about any changes to their child's medication, what they take, when, and how much
- inform the school of any changes to their child's condition
- ensure their child's medication and medical devices are labelled with their child's full name
- provide the school with appropriate spare medication labelled with their child's name
- ensure that their child's medication is within expiry dates
- keep their child at home if they are not well enough to attend school
- ensure their child catches up on any school work they have missed
- ensure their child has regular reviews about their condition with their doctor or specialist health care professional
- ensure their child has a written care/self-management plan from their doctor or specialist health care professional to help their child manage their condition.

*\* The term 'parent' implies any person or body with parental responsibility such as foster parent, carer, guardian or local authority.*

## **12. The medical conditions policy is regularly reviewed, evaluated and updated. Updates are produced every year.**

St. Anne's Copp CE Primary School, Great Eccleston School's medical condition policy is reviewed, evaluated and updated every year in line with the school's policy review timeline.

New Department for Children, Families and Schools and Department of Health guidance is actively sought and fed into the review.

In evaluating the policy, St. Anne's Copp CE Primary School, Great Eccleston seeks feedback on the effectiveness and acceptability of the medical conditions policy with a wide-range of key stakeholders within the school and health settings. These key stakeholders include:

- pupils
- parents
- school nurse and/or school health care professionals
- Headteacher
- teachers
- SENCo
- learning mentor
- school attendance team
- first aider
- all other school staff
- local emergency care service staff (including accident & emergency and ambulance staff)
- local health professionals
- the school employer
- school governors.

The views of pupils with various medical conditions are actively sought and considered central to the evaluation process.

"Let us love, not in word, but in truth and action." (1 John 3:18)

## Legislation and guidance

- Local authorities, schools and governing bodies are responsible for the health and safety of pupils in their care.
- Areas of legislation that directly affect a medical conditions policy are described in more detail in *Managing Medicines in Schools and Early Years Settings*. The main pieces of legislation are the Disability Discrimination Act 1995 (DDA), amended by the Special Educational Needs and Disability Act 2001 (SENDA) and the Special Educational Needs and Disability Act 2005. These acts make it unlawful for service providers, including schools, to discriminate against disabled people. Other relevant legislation includes the Education Act 1996, the Care Standards Act 2000, the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Medicines Act 1968.

This section outlines the main points from the relevant legislation and guidance that schools should consider when writing a medical conditions policy.

### *Managing Medicines in Schools and Early Years Settings (2004)*

This provides guidance from the DfES (now DCFS) and DH on managing medicines in schools and early years settings. The document includes the following chapters:

- developing medicines policies
- roles and responsibilities
- dealing with medicines safely
- drawing up a Individual Care Plan
- relevant forms.

*Medical Conditions at School: A Policy Resource Pack is designed to work alongside Managing Medicines in Schools and Early Years Settings.*

### *Disability Discrimination Act 1995 (DDA) and the Special Educational Needs and Disability Acts (2001 and 2005)*

- Many pupils with medical conditions are protected by the DDA and SENDA, even if they don't think of themselves as 'disabled'.
- The Commission for Equality and Human Rights (CEHR) (previously the Disability Rights Commission) publishes a code of practice for schools, which sets out the duties under the DDA and gives practical guidance on reasonable adjustments and accessibility. The CEHR offers information about who is protected by the DDA, schools' responsibilities and other specific issues.

Schools' responsibilities include:

- not to treat any pupil less favourably in any school activities without material and sustainable justification
- to make reasonable adjustments that cover all activities – this must take into consideration factors such as financial constraints, health and safety requirements and the interests of other pupils. Examples of reasonable adjustments can be found in the DfES resource: *Implementing the DDA in Schools and Early Years Settings*\*
- to promote disability equality in line with the guidance provided by the DCSF and CEHR through the Disability Equality Scheme.

*\*DfES publications are available through the DCSF.*

### *The Education Act 1996*

"Let us love, not in word, but in truth and action." (1 John 3:18)

Section 312 of the Education Act covers children with special educational needs, the provisions that need to be made and the requirements local health services need to make to help a local authority carry out its duties.

#### *The Care Standards Act 2000*

This act covers residential special schools and responsibilities for schools in handling medicines.

#### *Health and Safety at Work Act 1974*

This act places duties on employers for the health and safety of their employees and anyone else on their premises. This covers the head teacher and teachers, non-teaching staff, pupils and visitors.

#### *Management of Health and Safety at Work Regulations 1999*

These regulations require employers to carry out risk assessments, manage the risks identified and to communicate these risks and measures taken to employees.

#### *Medicines Act 1968*

This act specifies the way that medicines are prescribed, supplied and administered.

Other guidance resources that link to a medical conditions policy include:

- Healthy Schools Programme – a medical conditions policy can provide evidence to help schools achieve their healthy school accreditation
- Every Child Matters: Change for Children (2004). The 2006 Education Act ensures that all schools adhere to the five aims of the Every Child Matters agenda
- National Service Framework for Children and Young People and Maternity Services (2004) – provides standards for health care professionals working with children and young people including school health teams
- Health and Safety of Pupils on Educational Visits: A Good Practice Guide (2001) – provides guidance to schools when planning educational and residential visits
- Misuse of Drugs Act 1971 – legislation on the storage and administration of controlled medication and drugs
- Home to School Travel for Pupils Requiring Special Arrangements (2004) – provides guidance on the safety for pupils when traveling on local authority provided transport
- Including Me: Managing Complex Health Needs in School and Early Years Settings (2005).

## Further advice and resources

The Anaphylaxis Campaign  
PO Box 275  
Farnborough  
Hampshire GU14 6SX  
Phone 01252 546100  
Fax 01252 377140  
[info@anaphylaxis.org.uk](mailto:info@anaphylaxis.org.uk)  
[www.anaphylaxis.org.uk](http://www.anaphylaxis.org.uk)

Asthma UK  
Summit House  
70 Wilson Street  
London EC2A 2DB  
Phone 020 7786 4900  
Fax 020 7256 6075  
[info@asthma.org.uk](mailto:info@asthma.org.uk)  
[www.asthma.org.uk](http://www.asthma.org.uk)

Diabetes UK  
Macleod House  
10 Parkway  
London NW1 7AA  
Phone 020 7424 1000  
Fax 020 7424 1001  
[info@diabetes.org.uk](mailto:info@diabetes.org.uk)  
[www.diabetes.org.uk](http://www.diabetes.org.uk)

Epilepsy Action  
New Anstey House  
Gate Way Drive  
Yeadon  
Leeds LS19 7XY  
Phone 0113 210 8800  
Fax 0113 391 0300  
[epilepsy@epilepsy.org.uk](mailto:epilepsy@epilepsy.org.uk)  
[www.epilepsy.org.uk](http://www.epilepsy.org.uk)

Long-Term Conditions Alliance  
202 Hatton Square  
16 Baldwins Gardens  
London EC1N 7RJ  
Phone 020 7813 3637  
Fax 020 7813 3640  
[info@ltca.org.uk](mailto:info@ltca.org.uk)  
[www.ltca.org.uk](http://www.ltca.org.uk)

"Let us love, not in word, but in truth and action." (1 John 3:18)

Department for Children, Schools and Families  
Sanctuary Buildings  
Great Smith Street  
London SW1P 3BT  
Phone 0870 000 2288  
Textphone/Minicom 01928 794274  
Fax 01928 794248  
info@dcsf.gsi.gov.uk  
www.dcsf.gov.uk

Council for Disabled Children  
National Children's Bureau  
8 Wakley Street  
London EC1V 7QE  
Phone 020 7843 1900  
Fax 020 7843 6313  
cdc@ncb.org.uk  
www.ncb.org.uk/cdc

National Children's Bureau  
National Children's Bureau  
8 Wakley Street  
London EC1V 7QE  
Phone 020 7843 6000  
Fax 020 7278 9512  
www.ncb.org.uk

"Let us love, not in word, but in truth and action." (1 John 3:18)

## Appendix 1

Form A Individual Individual Care Plan

Form B Short Term - Parental Agreement for school to administer medicine and record of  
medicine administered to an individual child.

Form C Long Term - Parental Agreement for school to administer medicine and record  
of medicine administered to an individual child.

Form D Record of medicines self-administered by child with parental permission

## Appendix 2

### Emergency Procedure Posters:

- Anaphylaxis
- Asthma
- Diabetes
- Epilepsy

Form A – Individual Care Plan

"Let us love, not in word, but in truth and action." (1 John 3:18)

## Individual Health Individual Care Plan

**This Individual Care Plan is an agreement drawn up between the parent/ carers and school with support from the health service (if required). It is a plan of how the condition will be managed whilst the child is in school. All parties are responsible for ensuring the information is accurate and up to date. Parents retain responsibility for ensuring any medication required is provided to school and is in date and to inform of any changes to condition.**

<b>Name:</b>					
<b>Date of Birth:</b>					
<b>NHS Number:</b>					
<b>School/nursery:</b>					
<b>Date Individual Care Plan initiated:</b>					
<b>Date Individual Care Plan reviewed:</b>					

<b>Address:</b>					
<b>Telephone Number:</b>					

Condition	
Medication	
Where Stored	
Dose	
Route	
Administered by ?/self-administered with/without supervision	

**Emergency Contacts: Please refer to school data base.**

<b>Clinic/Hospital Contact</b>	<b>General Practitioner</b>
Name:	Name:
Address:	Address:
Tel Number:	Tel Number:
E-mail:	E-mail:

**History of condition and individual symptoms**

**Care Requirements in school;**

**Plan developed with**

.....

"Let us love, not in word, but in truth and action." (1 John 3:18)

.....

**Agreement:**

Parent/Guardian

Print name .....

Signature ..... Date .....

**Child/Young Person**

Print name .....

Signature ..... Date .....

**Headteacher/School Staff**

Print Name .....

Signature ..... Date .....

**Health Professional (If required)**

Print name .....

Designation .....

Signature .....

Date .....

Contact Number .....

**Staff training needed YES/NO**

**If yes – state whom and attach Individual Health Individual Care Plan training record(s)**

"Let us love, not in word, but in truth and action." (1 John 3:18)

Form B Short Term - Parental Agreement for school to administer medicine and record of medicine administered to an individual child.

**St. Anne's Copp CE Primary School, Great Eccleston**  
**SHORT TERM**

**Record of medicine which parents have requested to be administered to an individual child**

In making this request parents have given careful thought as to whether their child should be in school.

The school will not give your child medicine unless you complete and sign this form.

Child's name			
Year Group		Date of Birth	
Medical Condition/Illness			
Date medicine provided by parent	..... / ..... / .....		
Name/type of medicine			
<b>Medicines must be in the original container as dispensed by the pharmacy</b>			
Quantity received			
Dose and frequency of medicine			
Any other information			
Contact Information	Name		
	Telephone		

**My child \*is/is not\* capable of administering the medication \*him/herself\*.**

**I understand that staff will do their best to comply with my request and that strict timing cannot always be adhered to.**

Signature of parent / guardian ..... Date  
.....

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to St. Anne's St. Anne's Copp CE Primary School, Great Eccleston CE Primary School, Great Eccleston staff to administer medicine in accordance with their policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine in stopped.

Date	/	/	/	/
Time given / taken				
Dose given / taken				
Name of member of staff				

"Let us love, not in word, but in truth and action." (1 John 3:18)

Staff signature			
-----------------	--	--	--

Form C Long Term - Parental Agreement for school to administer medicine and record of medicine administered to an individual child.

**St. Anne's Copp CE Primary School, Great Eccleston**

**LONG TERM**

**Parental Agreement for school to administer medicine on a long-term basis or for emergency use**

School is prepared to administer only prescribed medications. Written instructions must be provided. School will not give your child medicine unless you complete and sign this form.

N.B. We will not administer drugs containing 'asprin' or 'ibuprofen' unless prescribed by a Doctor.

Name of School	Great Eccleston St. Anne's Copp CE Primary School, Great Eccleston Church of England Primary School
Date	..... / ..... / .....
Child's name	
Year Group	
Name and strength of medicine	
Expiry date	..... / ..... / .....
Dose to be given	
When to be given	
Any other instructions (Please provide a separate sheet if necessary)	
Number of tablets / quantity to be given to School	

**N.B. Medicines must be in the original container as dispensed by the pharmacy**

Daytime telephone number of parent or emergency contact	
Name and telephone number of G.P.	
Agreed review date to be initiated by ..... (name Member of Staff)	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to School staff administering medicine in accordance with the school policy. I will inform

"Let us love, not in word, but in truth and action." (1 John 3:18)

school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent / Guardian's signature .....

Print name .....

Date .....

***If more than one medicine is to be given a separate form should be completed for each one.***

*(Copy to be retained by parent)*

**St. Anne’s Copp CE Primary School, Great Eccleston**

**SELF ADMINISTRATION**

**Record of medicine self-administered by pupils (parental permission received)**

In making this request parents have given careful thought as to whether their child should be in school.

The school will not allow your child to self-administer medicine unless you complete and sign this form.

Child’s name			
Year Group		Date of Birth	
Medical Condition/Illness			
Date medicine provided by parent	..... / ..... / .....		
Name/type of medicine			
<b>Medicines must be in the original container as dispensed by the pharmacy</b>			
Quantity received			
Dose and frequency of medicine			
Any other information			
Contact Information	Name		
	Telephone		

**My child is capable of administering the medication \*him/herself\*.**

**I understand that staff will do their best to comply with my request and that strict timing cannot always be adhered to.**

Signature of parent / guardian ..... Date  
 .....

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to St. Anne’s Copp CE Primary School, Great Eccleston staff to observe my child self-administering medicine in accordance with their policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Date	/	/	/	/
Time given / taken				
Dose given / taken				
Name of member of staff				

Staff signature			
-----------------	--	--	--

"Let us love, not in word, but in truth and action." (1 John 3:18)