

LGCS Policy	Supporting Children with Medical Conditions					
Approved by	LAC	Issue Date	Oct 24	Review Date	Oct 2025	
Audience	Trustees		Staff	✓	Pupils	
	Local Academy Council		Parents	✓	General Public	

This appendix includes:

- amendments to the SUAT policy that have been approved by Trustees/ LAC
- specific practices and/ or procedures that are used in LGCS
- additional information relevant to LGCS

### **Policy framework**

1. This school is an inclusive community that aims to support and welcome pupils with medical conditions.
2. This school's medical conditions policy is developed in consultation with a wide range of key local stakeholders in the school and health settings.
3. The medical conditions policy is supported by a clear communication plan for staff, parents\* and other key stakeholders to ensure its full implementation.
4. All staff understand and are trained in what to do in an emergency for the most common serious medical conditions at this school.
5. All staff understand and are trained in the school's general emergency procedures.
6. This school has clear guidance on the administration of medication at school.
7. This school has clear guidance on the storage of medication at school.
8. This school has clear guidance about record keeping.
9. This school 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.
10. This school is aware of the common triggers that can make common 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.
11. Each member of the school and health community knows their roles and responsibilities in maintaining and implementing an effective medical conditions policy.
12. The medical conditions policy is regularly reviewed, evaluated and updated. Updates are produced every year.

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

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## **Policy**

### **1. This school is an inclusive community that aims to support and welcome pupils with medical conditions**

This school aims to provide all children with all medical conditions the same opportunities as others at school. We will help to ensure they can.

Pupils with medical conditions are encouraged to take control of their condition. Pupils feel confident in the support they receive from the school to help them do this.

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

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

### **2. This school'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**

a. This school 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
- + school nurse
- + principal
- + teachers
- + special educational needs coordinator
- + members of staff trained in first aid
- + all other school staff
- + the school employer
- + school governors.

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

Parents are informed about the medical conditions policy:

- + by including the policy statement in the school's prospectus and signposting access to the policy
- + when their child is enrolled as a new pupil
- + via the school's website, where it is available all year round
- + when parents contact the school regarding medication or illness with staff.

School staff and other key stakeholders are informed about the medical conditions policy and are informed that the policy can be found on the school website.

### **4. All staff understand and are trained in what to do in an emergency for the most common serious medical conditions at this school**

- a. All staff at this school are aware of the most common serious medical conditions at this school.
- b. Staff at this school 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.
- c. All staff who work with children with serious medical conditions receive training and know what to do in an emergency for the pupils in their care with medical conditions.

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d. This school uses Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of pupils in their care who may need emergency help.

### 5. All staff understand and are trained in the school's general emergency procedures

a. All staff know what action to take in the event of an emergency.

b. 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. Parents will be notified immediately.

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

General statement:

Medicines (both prescription and non-prescription) must only be administered to a child where permission for that particular medicine has been obtained in writing from the child's parent and/ or carer. Medicines must not usually be administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist (medicines containing aspirin should only be given if prescribed by a doctor.)

**For the school to administer this medication, it needs to be needed four times a day.**

#### Administration

- Pupils are to be supported by a trained First Aider when receiving their medication.
- Medication to be kept in the medicine box, in the tall grey cupboard in the child's classroom.
- 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.
- Parents at this school 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 this school refuses their medication, staff record this and follow procedures. Parents are informed as soon as possible. If the medication is vital, the Parent/carers will be asked to attend school to administer it. A note will be made on the medication log sheet where the child refuses to take their prescribed medication.
- 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.
- Parents are informed via the Medical Tracker app when their child has received any medication.

### 7. This school has clear guidance on the storage of medication at school

#### Safe storage – medication

a. 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.

b. All non-emergency medication is kept in a secure place, in a lockable cupboard in a cool dry place. Pupils with medical conditions know where their medication is stored and how to access it.

c. Staff ensure that medication is only accessible to those for whom it is prescribed.

d. 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.

e. Some medication for pupils at this school may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. Refrigerators used for the storage of medication are in a secure area, inaccessible to unsupervised pupils or lockable as appropriate.

f. 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.

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g. Sharps boxes are used for the disposal of needles. Parents obtain sharps boxes from the child's GP or paediatrician on prescription. All sharps boxes in this school are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis.

h. 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.

## 8. This school has clear guidance about record-keeping

### Enrolment forms

a. Parents at this school are asked if their child has any health conditions or health issues on the enrolment form, 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 enrolment forms.

### Healthcare Plans

#### **Drawing up Healthcare Plans**

b. This school uses a Healthcare Plan to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Healthcare Plan if required. Parents, healthcare professionals and school staff complete the Healthcare plan together. It is then given to the child's class teacher and added to BROMCOM. It is also added to the Medical Tracker app where parents will get a notification to approve the care plan and also when it needs updating.

c.. If a pupil has a short-term medical condition that requires medication during school hours, a medication form plus an explanation is sent to the pupil's parents to complete and return to the school office. The completed form is then kept with the medication. This information is then added to the Medical Tracker app so staff can record when the medication has been given.

#### **Ongoing communication and review of Healthcare Plans**

d. Parents at this school are regularly reminded to update their child's Healthcare Plan if their child has a medical emergency or if there have been changes to their symptoms (getting better or worse), or if their medication and treatments change. This will be done via the Medical Tracker app.

## 9. This school 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

a. This school's commitment to an accessible physical environment includes out-of-school visits. The school recognises that this sometimes means changing activities or locations. This school 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.

b. This school 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.

c. This school 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.

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

### **Residential visits**

e. Risk assessments are carried out by this school before any out-of-school visit and medical conditions are considered during this process. Factors this school considers include how all pupils will be able to access the activities proposed, how routine and emergency medication will be stored and administered, and where help can be obtained in an emergency.

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

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school.

g. Risk assessments are carried out before pupils start any work experience or off-site educational placement. It is this 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. This school 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**

a. This school is committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits. This school uses Healthcare Plans to identify individual pupils who are sensitive to particular triggers and staff ensure these individual pupils remain safe during all lessons and activities throughout the school day.

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

a. This school works in partnership with all interested and relevant parties including the school's governing body, all school staff, parents, employers, community healthcare professionals and pupils to ensure the policy is planned, implemented and maintained successfully.

**12. The medical conditions policy is regularly reviewed evaluated and updated. Updates are produced every year. Date for next review: October 2024**

The medical conditions policy runs alongside the "Supporting Students with Medical Conditions Policy" from SUAT.