Medical Conditions Policy

Mercian Educational Trust

Author:-	Dafydd Lawday		
Ratifying Group:-	**Medical Conditions Leads**	**To be reviewed:**	01/07/2026

AMENDMENTS TO POLICY

Item	*Location*	*Date of change*	*By*

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Mission:

"Empowering pupils and employees to develop a range of diverse skills to thrive in an evolving world through our family of distinctive schools. "

Trust Values

Empowering our community to develop a range of diverse skills to thrive in an evolving world through our family of distinctive schools

We are prepared; our staff, equip our pupils for a successful future.

We are empowered; we work together to encourage each other's unique strengths and ambitions.

We thrive in a safe environment which encourages our love of learning.

POLICY STATEMENT

Mercian Educational Trust is an inclusive community that welcomes and supports pupils with medical conditions.

All MET schools provide the same opportunities for all pupils with any medical condition as others pupils at school

We will help to ensure they can:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic wellbeing once they leave school.

All MET schools make sure all staff understand their duty of care to children and young people in the event of an emergency.

All staff feel confident in knowing what to do in an emergency.

All MET schools understand that certain medical conditions are debilitating and potentially life threatening, particularly if poorly managed or misunderstood.

All MET schools understand the importance of medication and care being taken as directed by healthcare professionals and parents.

All staff understand the medical conditions that affect pupils at this school. Staff receive training on the impact medical conditions can have on pupils.

The named members of school staff responsible for the implementation of the medical conditions policy are:

The Brookfield School	**Great Malvern Primary**	**Grove Primary School**	**Honeywell Primary**
Lindsey Haile	Jo Cory		Danielle Morris
Leigh & Bransford Primary	**Northleigh Primary**	**Somers Park Primary**	
Tracy Atkinson	Lisa Davis	Claire Evans	

Policy framework

The policy framework describes the essential criteria for how MET schools can meet the needs of children and young people with long-term medical conditions.

1. All MET schools are inclusive communities that supports and welcomes pupils with medical conditions.

- All MET schools are welcoming and supportive of pupils with medical conditions. It provides children with medical conditions with the same opportunities and access to activities (both school based and out-of-school) as other pupils.
- No child will be denied admission or prevented from taking up a place in this school because arrangements for their medical condition have not been made.
- All MET schools will listen to the views of pupils and parents.
- Pupils and parents feel confident in the care they receive from this school, and the level of that care meets their needs.
- Staff understand the medical conditions of pupils and that they may be serious, adversely affect a child's quality of life and impact on their ability to learn.
- All staff understand their duty of care to children and young people and know what to do in the event of an emergency.
- The whole school and local health community understand and support the medical conditions policy.
- This school understands that all children with the same medical condition will not have the same needs.
- The school recognises that duties in the Children and Families Act (England only), the Equality Act (England, Wales and Scotland) and the Disability Discrimination Act (Northern Ireland only) relate to children with disability or medical conditions and are anticipatory.

2. The Trust medical conditions policy is drawn up in consultation with a wide range of local key stakeholders within both the school and health settings.

- Stakeholders should include pupils, parents, school nurse, school staff, governors, Trustees, relevant local health services and relevant supporter organisations.

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, parents, relevant local healthcare staff, and other external stakeholders are informed of and reminded about the medical conditions policy through clear communication channels.

4. All children with a medical condition should have an individual healthcare plan (IHP).

- An IHP details exactly what care a child needs in school, when they need it and who is going to give it.
- It should also include information on the impact any health condition may have on a child's learning, behaviour or classroom performance.
- This should be drawn up with input from the child (if appropriate) their parent/carer, relevant school staff and healthcare professionals, ideally a specialist if the child has one.

5. All staff understand and are trained in what to do in an emergency for children with medical conditions in their school.

- All school staff, including temporary or supply staff, are aware of the medical conditions at this school and understand their duty of care to pupils in an emergency.
- All staff receive training in what to do in an emergency and this is refreshed at least once a year.
- A child's IHP should, explain what help they need in an emergency. The IHP will accompany a pupil should they need to attend hospital. Parental permission will be sought and recorded in the IHP for sharing the IHP within emergency care settings.

6. All staff understand and are trained in their school's general emergency procedures.

- All staff, including temporary or supply staff, know what action to take in an emergency and receive updates at least yearly.
- If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent arrives, or accompany a child taken to hospital by ambulance.

- In the event that neither ambulance or parent/carers are available for emergency transport, staff, accompanied by a colleague, are permitted to transport a child subject to them possessing the necessary business insurance.

7. All trust Schools have clear guidance on providing care and support and administering medication at school.

- All MET schools understand the importance of medication being taken and care received as detailed in the pupil's IHP.
- All MET schools will make sure that there are more than one member of staff who have been trained to administer the medication and meet the care needs of an individual child. This includes escort staff for home to school transport if necessary. This school will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies. This school's governing body has made sure that there is the appropriate level of insurance and liability cover in place.
- All MET schools will not give medication (prescription or non-prescription) to a child under 16 without a parent's written consent except in exceptional circumstances, and every effort will be made to encourage the pupil to involve their parent, while respecting their confidentiality.
- When administering medication, for example pain relief, this school will check the maximum dosage and when the previous dose was given. Parents will be informed. This school will not give a pupil under 16 aspirin unless prescribed by a doctor.
- All MET schools will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site visit, including overnight stays.
- Parents at this school understand that they should let the school know immediately if their child's needs change.
- If a pupil misuses their medication, or anyone else's their parent is informed as soon as possible, and the school's disciplinary procedures are followed.

8. This school has clear guidance on the storage of medication and equipment at school.

- This school makes sure that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication/equipment is readily available wherever the child is in the school and on off-site activities, and is not locked away. Pupils may carry their emergency medication with them if they wish/this is appropriate.

- Pupils may carry their own medication/equipment, or they should know exactly where to access it.
- Pupils can carry controlled drugs if they are competent, otherwise this school will keep controlled drugs stored securely, but accessibly, with only named staff having access. Staff at this school can administer a controlled drug to a pupil once they have had specialist training.
- This school will make sure that all medication is stored safely, and that pupils with medical conditions know where they are at all times and have access to them immediately.
- This school will store medication that is in date and labelled in its original container where possible, in accordance with its instructions. The exception to this is insulin, which though must still be in date, will generally be supplied in an insulin injector pen or a pump.
- Parents are asked to collect all medications/equipment at the end of the school term, and to provide new and in-date medication at the start of each term.
- This school disposes of needles and other sharps in line with local policies. Sharps boxes are kept securely at school and will accompany a child on off-site visits. They are collected and disposed of in line with local authority procedures.

9. All MET schools have clear guidance about record keeping.

- Parents at are asked if their child has any medical conditions on the enrolment form.
- All MET schools use an IHP to record the support an individual pupil needs around their medical condition. The IHP is developed with the pupil (where appropriate), parent, school staff, specialist nurse (where appropriate) and relevant healthcare services.
- All MET schools have a centralised register of IHPs, and an identified member of staff has the responsibility for this register.
- IHPs are regularly reviewed, at least every year or whenever the pupil's needs change.
- The pupil (where appropriate) parents, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the IHP. Other school staff are made aware of and have access to the IHP for the pupils in their care.
- All MET schools make sure that the pupil's confidentiality is protected.
- This school seeks permission from parents before sharing any medical information with any other party.
- All MET schools meet with the pupil (where appropriate), parent, specialist nurse (where appropriate) and relevant healthcare services 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 in the pupil's IHP which accompanies them on the visit.
- All MET schools keep an accurate record of all medication administered, including the dose, time, date and supervising staff.

- All MET schools make sure that all staff providing support to a pupil and other relevant teams have received suitable training and ongoing support, to make sure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the pupil's IHP. This should be provided by the specialist nurse/school nurse/other suitably qualified healthcare professional and/or the parent. The specialist nurse/ school nurse/other suitably qualified healthcare professional will confirm their competence, and this school keeps an up-to-date record of all training undertaken and by whom.

10. All MET schools ensure 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.

- All MET schools are committed to providing a physical environment accessible to pupils with medical conditions and pupils are consulted to ensure this accessibility. This school is also committed to an accessible physical environment for out-of-school activities.
- All MET schools make sure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended school activities and residential visits.
- All staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge, alongside the school's bullying policy, to help prevent and deal with any problems. They use opportunities such as PSHE and science lessons to raise awareness of medical conditions to help promote a positive environment.
- All MET schools understand the importance of all pupils taking part in physical activity and that all relevant staff make appropriate adjustments to physical activity sessions to make sure they are accessible to all pupils. This includes out-of-school clubs and team sports.
- All MET schools understand that all relevant staff are aware that pupils should not be forced to take part in activities if they are unwell. They should also be aware of pupils who have been advised to avoid/take special precautions during activity, and the potential triggers for a pupil's medical condition when exercising and how to minimise these.
- This school makes sure that pupils have the appropriate medication/equipment/food with them during physical activity.

- This school makes sure that pupils with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that appropriate adjustments and extra support are provided.
- All school staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition. MET schools will not penalise pupils for their attendance if their absences relate to their medical condition.
- All MET Schools will refer pupils with medical conditions who are finding it difficult to keep up educationally to the SENCO/ ALNCO/Special Educational Needs Advisor who will liaise with the pupil (where appropriate), parent and the pupil's healthcare professional.
- Pupils at this school learn what to do in an emergency.
- All MET Schools make sure that a risk assessment is carried out before any out-of-school visit, including work experience and educational placements. The needs of pupils with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.

11. All MET schools are 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.

- All MET schools are committed to identifying and reducing triggers both at school and on out-of-school visits.
- School staff have been given training and written information on medical conditions which includes avoiding/reducing exposure to common triggers. It has a list of the triggers for pupils with medical conditions at this school, has a trigger reduction schedule and is actively working towards reducing/ eliminating these health and safety risks.
- The IHP details an individual pupil's triggers and details how to make sure the pupil remains safe throughout the whole school day and on out-of-school activities. Risk assessments are carried out on all out-of-school activities, taking into account the needs of pupils with medical needs.
- All MET schools review all medical emergencies and incidents to see how they could have been avoided, and changes school policy according to these reviews.

12. **Where a child is returning to school following a period of hospital education or alternative provision (including home tuition), MET schools will work with the local authority and education provider to ensure that the child receives the support they need to reintegrate effectively.**

- All MET Schools works in partnership with all relevant parties including the pupil (where appropriate), parent, school's governing body, all school staff, catering staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.

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

- All MET schools works in partnership with all relevant parties including the pupil (where appropriate), parent, school's governing body, all school staff, catering staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.
- All MET schools are committed to keeping in touch with a child when they are unable to attend school because of their condition.

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

In evaluating the policy, the Trust seeks feedback from key stakeholders including pupils, parents, school healthcare professionals, specialist nurses and other relevant healthcare professionals, school staff, local emergency care services, governors and the school employer. The views of pupils with medical conditions are central to the evaluation process.

APPENDIX 1 - REQUEST FOR SCHOOL TO ADMINISTER MEDICATION

Parents/guardians are advised that, unless you complete and sign this form the school will not administer medication to your son/daughter/ward. Prescription only Medication will only be administered on sight of instructions for administration

DETAILS OF PUPIL

Surname _____ Forename(s) _____

Home address_____

Date of birth _____ Class _____

CONDITION OR ILLNESS

Type of condition or Illness _____

Name & Type of Medication _____
(as described on container)

How long will your child require the medication?

_____
(Specific time span)
n.b. - If medication will be on-going the school may decide to write an Individual Healthcare Plan for your child

FULL DIRECTIONS ON USE

Dosage & method _____

Timing _____

Special Precautions _____

CONTACT DETAILS

Name of Parent/Guardian _____

Address _____

Daytime Tel. No _____

Alternative Tel. No _____

I give consent for school staff to administer the medication above to my child
I understand that I must personally deliver the medicine to the Head/Secretary/Class teacher.

Signature of Parent/Guardian _____ Date _____