

St Augustine's Catholic Primary School



Medical Policy 2025-26

***“We love and learn together by growing in
friendship with Jesus”***

Linked virtues:

‘Compassionate and Loving’

Autumn 2025

This school provides all pupils with any medical condition 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 wellbeing once they have left school.

The whole school and local health community understand and support the medical conditions policy. Staff understand their duty of care to children and young people in the event of an emergency. They receive annual training (asthma/epipen) and are confident they would be able to respond proficiently in an emergency. All staff have undergone epilepsy training September 2025.

Staff understand that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood.

The school understands the importance of medication and care being taken as directed by healthcare professionals and parents/guardians.

The named member of school staff responsible for this medical conditions policy and its implementation is **Mrs J Foley**.

Our policy is available on our website www.st-augustines.solihull.sch.uk

1 This school is an inclusive community that supports and welcomes pupils with medical conditions.

- 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.
- This school will listen to the views of pupils and parents/guardians.
- Pupils and parents feel confident in the care they receive from this school and the level of that care meets their needs.
- Staff understand their duty of care to children and young people and know what to do in the event of an emergency.
- 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 and the Equality Act relate to children with disability or medical conditions.

2 This school's Medical Conditions Policy is drawn up in consultation with a wide range of local key stakeholders within both the school and health settings (including Local Authority/School Nurse).

3 The Medical Conditions Policy is supported by a clear communication plan for staff, parents/guardians 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 for example the school website, newsletters and arranged meetings. This Policy is also available on the school's website.

4 All staff understand and are trained in what to do in an emergency for children with medical conditions at this 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 school staff receive guidance on what to do in an emergency, which is refreshed at least once a year (red hand – emergency first aider required, inhaler or epipen - immediate).
- This school will, in partnership with parents/guardians and health care professionals, give careful consideration to whether an Individual Healthcare Plan (IHCP) is appropriate or proportionate. The development of a plan will be led by Mrs K Griffiths (Sendco).
- A pupil's IHCP will explain what help they need in an emergency. The IHCP will accompany a pupil should they need to attend hospital. Parental permission will be sought and recorded in the IHCP for sharing the IHCP within emergency care settings.
- Children with severe allergies requiring epipens or antihistamine have Care Plans in place supplied and annually reviewed by their Healthcare professional. All staff are made aware of children with Care Plans in school and how to manage their needs.

5 All staff understand and are trained in the 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/guardian arrives, or accompany a child taken to hospital by ambulance. They will not take pupils to hospital in their own car.
- During a residential trip, it may be necessary to travel with a child in a taxi to hospital. A parent/guardian will be informed first.

6 This school has clear guidance on providing care and support and administering medication at school.

- This school understands the importance of medication being taken and care received as detailed in the pupil's IHCP or Healthcare plan.
- This school will make sure that there are several members 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. The school's Academy has made sure that there is the appropriate level of insurance and liability cover in place.
- This school will not give medication (prescription or non-prescription) to a child under 16 without parental 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, the school will check the maximum dosage and when the previous dose was given. Parents/Guardians will be informed. This school will not give a pupil under 16 aspirin unless prescribed by a doctor.
- This school 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. If this is not possible, a parent will be asked to attend.
- This school will not require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues.
- Parents/Guardians 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/guardian is informed as soon as possible and the school's Behaviour or Discipline Policy & procedures are followed.

7 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. Pupils may carry their emergency medication with them if they wish/this is appropriate.
- Emergency medication/equipment is stored in the school office unless requiring refrigeration when it is stored in the fridge in the staff room.
- Some medicines such as Asthma inhalers are kept securely in the child's classroom. Older pupils may carry their own medication/equipment (inhaler), or they should know exactly where to access it.
- The school will keep controlled drugs stored securely, but accessible, 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 whole process/procedure will need to be set up with close and continued liaison between parents and school.
- 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. Medication will be stored in a medical cupboard in the school office for medications such as epipens and anti-histamines. Asthma inhalers will be stored in a medical basket in the child's classroom. The location of the inhalers will be known to the whole class.
- This school will store medication that is in date and labelled in its original container, 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/guardians are asked to collect all long-term medications/equipment at the end of the school term, and to provide new and in-date medication together with updated parental consent and care plans where appropriate at the start of each term.
- Once a course of short-term medication is completed, it should be collected by parents to dispose of appropriately.
- Where a child needs the use of needles or sharps, these will only be used as instructed by Health Officials. Sharps boxes are kept securely in the school office and will accompany a child on off-site visits. Sharps boxes are collected and disposed of appropriately by the relevant parents/guardian.

8 This school has clear guidance about record keeping.

- Parents/Guardians at this school are asked if their child has any medical conditions when joining the school. A data sheet is issued to parents at the beginning of each school year detailing the information we hold on file for their child and asking for confirmation that we hold up to date information.
- Where appropriate and proportionate, this school uses an IHCP (Individual Health Care Plan) to record the support an individual pupil's needs around their medical condition. The IHCP is developed with the pupil (where appropriate), parent, school staff, specialist nurse (where appropriate) and relevant healthcare services.
- The school follows guidance and advice detailed in children's care plans provided by their healthcare professional.
- This school has a centralised register of IHCPs and care plans, and an identified member of staff has the responsibility for this register.
- IHCPs are regularly reviewed, at least every year or whenever the pupil's needs change (as advised by Health Officials). Care plans are reviewed by a child's GP or allergy specialist annually 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 IHCP and/or care plan. Other school staff are made aware of and have access to the IHCP/care plan for the pupils in their care.
- This school makes sure that the pupil's confidentiality is protected.
- This school seeks permission from parents before sharing any medical information with any other party.
- This school meets 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 IHCP which accompanies them on the visit.
- This school keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.
- Training is provided by specialist nurse/school nurse/other suitably qualified healthcare professional, to make sure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the pupil's IHCP. The specialist nurse/school nurse/other suitably qualified healthcare professional will confirm competence (where appropriate), school keeps an up-to-date record of all training undertaken and by whom (as appropriate).

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.

- This school is 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.
- This school makes 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 Positive Behaviour and anti-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.
- This school understands 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.
- This school understands that all relevant staff are aware that pupils should not be forced to take part in activities if they are unwell. They are also 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.
- The 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 reasonable 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. This school will not penalise pupils for their attendance if their absences relate to their medical condition.

- This school will refer pupils with medical conditions who are finding it difficult to keep up educationally to the SENDCO who will liaise with the pupil (where appropriate), parent and the pupil's healthcare professional.
- All pupils at this school learn what to do in an emergency.
- This school makes 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.

10 This school is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. The school actively works towards reducing or eliminating these health and safety risks and has a written schedule of reducing specific triggers to support this (Appendix 1).

- This school is 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. The IHCP details 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 e.g. if a pupil has a severe nut allergy, school will insist that no nuts or nut products are brought onto the premises.
- The IHCP 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, taking into account the needs of pupils with medical needs.
- This school reviews all medical emergencies and incidents to see how they could have been avoided, and changes school policy according to these reviews.

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

- This school works in partnership with all relevant parties including the pupil (where appropriate), parent/guardian, school's Governing Body, all school staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.
- The roles and responsibilities for all relevant parties are (outline briefly specific responsibilities):

Head teacher - to implement and review the Policy. To be aware of children with medical conditions, communicate information to all stakeholders as appropriate and ensure all steps are taken to support the pupils, their parents and avoid any risks. To organise and facilitate training for staff as required.

Governors - to monitor, evaluate and approve the medical conditions in school policy

Teachers and other staff - to be aware of the pupils in their care and their medical needs, to liaise with all the stakeholders, to ensure they take appropriate risk assessments before trips and relevant activities, to ensure they take appropriate medications on any trips or visits outside school. To participate in CPD as required.

Trained designated staff-	Paediatric and School First Aiders to ensure they are aware of children with medical needs. Monitoring medicines/equipment/plans regularly.
SENDSCO -	to ensure that all educational and care needs are met

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

- In evaluating the policy, this school 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.

13 Non-emergency medication in school

- All of the above points also relate to the use of non-emergency medication in school. Due to the change in Government guidelines, schools are now able to administer non-prescribed medicines, such as paracetamol. Staff will only administer non-prescribed medicine if the above criteria have been met. The school will not administer herbal remedies or medicine that dosage and frequency is not specific on the label.

APPENDIX 1

As a school, we actively promote the fact that some of our children have severe nut allergies and therefore we would be grateful if parents/guardians are aware of this when sending any food into school, where possible ensuring that food is nut free and contains no nut traces.

Summary guidance issued to parents/guardians (09/06/23)

All medication requires a medical consent form to be completed. This form must include clear instructions, including the name and dosage of the medication, frequency of administration, and any specific instructions or precautions. Without a completed form, we will not be able to administer any medication.

- All medications should be hand-delivered to the school office by a parent or guardian. Please do not send medication with your child to avoid any potential misuse or safety concerns. Medications received are then placed in a secure location to ensure health and safety for all.
- Prescription medications must be in their original packaging, clearly labelled with the student's name, dosage instructions, and the prescribing healthcare professional's information.
- Over the counter medicines (OTC), e.g. hay-fever treatments, cough/cold remedies should be treated in the same way as prescription medication (however, they do not need an Appropriate Practitioner's prescription, signature or authorisation).
- Most medication will not need to be administered during school hours e.g.
 - Twice daily doses should be given in the morning before school and in the evening.
 - Three times a day doses can normally be given in the morning before school, immediately after (provided this is possible) and at bedtime.
 - It should normally only be necessary to give medication in school if the dose needs to be given four times a day, in which case a dose is needed at lunchtime.

- We administer medication, if they are prescribed **4 times a day**. Reasonable adjustments can be made for those who attend Orchids.
- If your child requires emergency medications (e.g., EpiPen, inhaler, epilepsy), then an Individual Health Care Plan is in place. All staff have received annual training relating to the needs of the children in school.
- Administering medication involves potential risks, including adverse reactions or errors in dosage. If a pupil experiences a negative outcome due to medication administration, the school staff member and the school itself may be held legally responsible. We can administer paracetamol should a child be in pain or discomfort. The use of non-prescribed medicines should normally be limited to a 24hr period and in all cases not exceed 48hrs. If symptoms persist, medical advice should be sought by the parent/guardian.

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

This was agreed by Head Teacher 05.09.25

Ratified by Governors: September 2025

Next review – annually.