



Fairfield High School

Supporting Pupils with Medical Conditions Policy

February 2025

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Principal	
Date of next review	February 2026

Fairfield High school is an inclusive community that aims to support and welcome pupils with medical conditions.

The school aims to provide all pupils 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

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

The school understands the importance of medication being taken as prescribed.

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

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 aims to include all pupils with medical conditions in all school activities.

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

Overview

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 groups of pupils at this school receive training and know what to do in an emergency for the pupils in their care with medical conditions.
- d. A log of the medical condition training is kept by the school and reviewed every 12 months to ensure all new staff receive training.
- e. Action for staff to take in an emergency for the common serious conditions at this school is displayed in prominent locations for all staff including classrooms, kitchens and the staff room.
- f. 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.
- g. This school has procedures in place so that a copy of the pupil's Healthcare 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.
- h. 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/carer arrives. The school tries to ensure that the staff member will be one the pupil knows.

Medicine

The school has clear guidance on the administration of medication at school

Administration – emergency medication

- a. All pupils at this school with medical conditions will have easy access to their emergency medication.
- b. All pupils are encouraged to carry and administer their own emergency medication, when their parents and health specialists determine they are able to start taking responsibility for their condition. Where possible, 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.
- c. Pupils who do not carry and administer their own emergency medication know where their medication is stored and how to access it.
- d. 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.
- e. There are several members of staff at this school who have been specifically contracted to administer medication. **NB – Refer to list of First Aid Staff in school**
- f. Training is given to all staff members who agree to administer medication to pupils, where specific training is needed.
- g. Parents/Carers 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.
- h. If a pupil at this school refuses their medication, staff record this and follow procedures. Parents/carers are informed as soon as possible.
- i. 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.

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

This school has clear guidance on the storage of medication at school

Safe storage – emergency 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. Most pupils at this school carry their emergency medication on them at all times. Pupils keep their own emergency medication securely.
- c. Pupils at this school are reminded to carry their emergency medication with them.
- d. Pupils, whose healthcare 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.

Safe storage – non-emergency medication

- e. All non-emergency medication is kept in a secure place, in a locked First Aid room.
- f. Pupils with medical conditions know where their medication is stored and how to access it.
- g. Staff ensure that medication is only accessible to those for whom it is prescribed.

Safe storage – general

- h. There is an identified member of staff who ensures the correct storage of medication at school.
- i. The identified member of staff, along with the parents/carers 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.

- j. 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.
- k. Medication is stored in accordance with instructions, paying particular note to temperature.
- l. 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 (or as soon as possible after).
- m. 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 and is always documented.
- n. Sharps boxes are used for the disposal of needles. All sharps boxes in this school are stored in a locked room unless alternative safe and secure arrangements are put in place on a case-by-case basis.
- o. 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 school or the pupil's parent/carer.
- p. Collection and disposal of sharps boxes is arranged with the local authority's environmental services.
- q. This school has clear guidance about record keeping regarding administration of medication. Staff will be made aware of this.

Safe administration of medication

- a. The school will provide a suitable place for students to administer their medication, providing sufficient privacy and/ or supervision.

Communication of health needs

Enrolment forms

- a. Parents/carers at this school are asked if their child has any health conditions or health issues on the enrolment form. Parents/carers of new pupils starting at other times during the year are also asked to provide this information on enrolment forms.

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.
- c. The parents/carer, healthcare professional and pupil with a medical condition, are asked to fill out the pupil's Healthcare Plan together. Parents/carers/healthcare professionals then return these completed forms to the school.

School Healthcare Plan register

- d. Healthcare Plans are used to create a centralised register of pupils with medical needs. The Assistant Vice Principal and DDSL (Mr.J.Francis) is responsible for sharing and updating this list.
- e. The responsible member of staff follows up with the parents/carers any further details on a pupil's Healthcare Plan required or if permission for administration of medication is unclear or incomplete.
- f. Parents/carers 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 their medication and treatments change.

Storage and access to Healthcare Plans

- g. Parents and pupils at this school are provided with a copy of the pupil's current agreed Healthcare Plan.
- h. Healthcare Plans are kept in a secure central location at school.
- i. Apart from the central copy, specified members of staff (agreed by the pupil and parents/carers) securely hold copies of pupils' Healthcare Plans. These copies are updated at the same time as the central copy.
- j. All members of staff who work with groups of pupils have access to the Healthcare Plans of pupils in their care.
- k. 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 Healthcare Plans of pupils in their care. These are available on Provision Map.
- l. This school ensures that all staff protects pupil confidentiality.

- m. 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 Healthcare Plan.

Environment and health needs

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

Physical environment

- a. This school is committed to providing a physical environment that is accessible to pupils with medical conditions.
- b. Pupils with medical conditions are included in the consultation process to ensure the physical environment at this school is accessible.
- c. 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.

Social interactions

- d. This school 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.
- e. 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.
- f. All staff at this school 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.
- g. 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

- h. This school understands the importance of all pupils taking part in sports, games and activities.
- i. 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.
- j. This school 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.
- k. This school ensures all pupils with medical conditions are actively encouraged to take part in out-of-school clubs and team sports.

Staff/ Parent & Carer/ Pupil responsibilities

All staff at this school have a responsibility to:

- a. be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency
- b. understand the school's medical conditions policy
- c. know which pupils in their care have a medical condition and be familiar with the content of the pupil's Healthcare Plan
- d. allow all pupils to have immediate access to their emergency medication
- e. maintain effective communication with parents/carers including informing them if their child has been unwell at school
- f. ensure pupils who carry their medication with them have it when they go on a school visit or out of the classroom
- g. be aware of pupils with medical conditions who may be experiencing bullying or need extra social support
- h. 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)
- i. ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in

- j. ensure pupils have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

Teachers at this school have a responsibility to:

- k. ensure pupils who have been unwell catch up on missed school work
- l. be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it
- m. liaise with parents/carers, the pupil's healthcare professionals, special educational needs coordinator and welfare officers if a child is falling behind with their work because of their condition
- n. use opportunities such as PSHE and other areas of the curriculum to raise pupil awareness about medical conditions.

First aiders at this school have a responsibility to:

- o. give immediate help to casualties with common injuries or illnesses and those arising from specific hazards with the school
- p. when necessary ensure that an ambulance or other professional medical help is called.

Special educational needs coordinators at this school have the responsibility to:

- q. help update the school's medical condition policy
- r. know which pupils have a medical condition and which have special educational needs because of their condition
- s. ensure pupils who have been unwell catch up on missed schoolwork
- t. ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in exams or course work.
- u. ensure parents/carers of pupils with a medical condition are given a copy of the medical conditions policy.

The pastoral support/welfare officer at this school has the responsibility to:

- v. help update the school's medical conditions policy
- w. know which pupils have a medical condition and which have special educational needs because of their condition
- x. ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in.

The pupils at this school have a responsibility to:

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

The parents/carers of a child at this school have a responsibility to:

- a. tell the school if their child has a medical condition
- b. ensure the school has a complete and up-to-date Healthcare Plan for their child
- c. inform the school about the medication their child requires during school hours
- d. inform the school of any medication their child requires while taking part in visits, outings or field trips and other out-of-school activities

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

This school's medical conditions policy is reviewed, evaluated and updated every year in line with the school's policy review timeline.

In evaluating the policy, this school 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/carers
- school nurse and/or school healthcare professionals
- headteacher
- teachers
- special education needs coordinator
- pastoral support/welfare officer
- first aider
- all other school staff
- local emergency care service staff (including accident & emergency and ambulance staff)
- local health professionals
- school governors

Equal opportunities

Our school is clear about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

The school will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted.

Emergency procedures

Staff will follow the school's normal emergency procedures (for example, calling 999). All pupils' IHPs will clearly set out what constitutes an emergency and will explain what to do.

If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent arrives or accompany the pupil to hospital by ambulance.

Training

Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so.

The training will be identified during the development or review of IHPs. Staff who provide support to pupils with medical conditions will be included in meetings where this is discussed.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the Vice Principal. Training will be kept up to date.

Training will:

Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils

Fulfil the requirements in the IHPs

Help staff to understand the specific medical conditions they are being asked to deal with, their implications and preventative measures

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can

recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

Record keeping

The school will ensure that written records are kept of all medicine administered to pupils for as long as these pupils are at the school. Parents will be informed if their pupil has been unwell at school.

Complaints

Parents or carers with a complaint about their child's medical condition should discuss these directly with the Vice Principal in the first instance. If the Vice Principal cannot resolve the matter, they will direct parents or carers to the school's complaints procedure.

13. Monitoring arrangements

This policy will be reviewed and approved as appropriate.

This policy has been written in accordance with the 'Supporting pupils at school with medical conditions' guidance issued in December 2015

Policy statement written by James Barnes (Vice Principal & DDSL) February 2024.