



*'Spurring each other on with love'*

# Supporting Children with Medical Conditions 2025-2026 ANNUAL

POLICY HISTORY (starting with the new cycle started in 2011)

Policy / Version Date	Summary of change	Governor adoption Date	Signed by the Chair	Next Review Date
1	Written using model policy from DfE website useful resources link	10 <sup>th</sup> March 2016		Spring 2017
2	Reviewed by KC	9 <sup>th</sup> March 2017		Spring Term 2018
3	Reviewed by KC/MH	19 <sup>th</sup> April 2018		Spring Term 2019
4	Reviewed by MH/KC	2 <sup>nd</sup> May 2019		Spring 2020
5	Reviewed by KC alongside First Aid Procedures	18 <sup>th</sup> June 2020		Spring 2021
6	Reviewed by JB alongside First Aid Procedures	6 <sup>th</sup> May 2021		Spring 2022
7	Reviewed by THH alongside First Aid Procedures	10 <sup>th</sup> March 2022		Spring 2023
8	Reviewed by KC additional model letter added from DfE templates	23 <sup>rd</sup> March 2023		Spring 2024
9	No changes to DfE guidance.	14 <sup>th</sup> March 2024		Spring 2025
10	Reviewed by KC	14 <sup>th</sup> March 2025		Spring 2026

## POLICY STATEMENT

Bickleigh Down CE (Aided) Primary School is an inclusive community that welcomes and supports pupils with medical conditions.

At Bickleigh Down, we provide all pupils with any medical condition the same opportunities as others at school.

- The school makes 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.
- This school understands that certain medical conditions are debilitating and potentially life threatening, particularly if poorly managed or misunderstood.
- This school understands 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 this medical conditions policy and its implementation are:

### **Tameka Hue Hamilton and Kerri Conday**

We are welcoming and supportive of pupils with medical conditions. Bickleigh Down 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.

- This school 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 at this school 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) and the Equality Act (England, Wales and Scotland) relate to children with disability or medical conditions and are anticipatory.

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.

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. Supply teachers are provided with a class specific pack before they start work which outlines any medical needs. All staff understand and are trained in what to do in an emergency for children with medical conditions at this school. Relevant training is refreshed at least once a year.

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

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.

They will not take pupils to hospital in their own car unless in exceptional circumstances, with parental permission and another member of staff accompanying.

## ADMINISTRATION OF MEDICATION IN SCHOOL

The staff of Bickleigh Down wishes to ensure that young people with medical needs receive proper care and support at this establishment. The Headteacher will accept responsibility in principle for members of the establishment staff giving or supervising a young person taking prescribed medication during the day, where those members of staff have volunteered to do so. In line with NHS guidance, medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so.

1. Any parent requesting the administration of medication should be offered a copy of this policy. A copy of this policy is also available on the school website.
2. In most cases, only prescribed medication will be accepted in the establishment. Medication will not be accepted anywhere in a DCC establishment without complete written and signed instructions from a parent with parental responsibility (see Appendix One).
3. In circumstances when a young person suffers headaches, menstrual pains, toothache or has an injury such as a broken arm, the Headteacher may be asked to administer a mild analgesic (e.g. Paracetamol) to relieve pain. Analgesics will only be given to children under the age of 16 when parents have given **prior written permission**. In these circumstances, specific members of staff will be authorised to issue tablets or medicine and they will keep a record of issues including name of the young person, time, dose given and the reason. Cough sweets and other medication will not be administered unless prescribed by a doctor.
4. On no account will aspirin, or preparations containing aspirin, or medicines containing ibuprofen, be given to children unless prescribed by a doctor. This is particularly important where children under 16 years of age are concerned.
5. Only reasonable quantities of medication should be supplied to the setting by a responsible person (no more than one week's supply). This is with the exception of children with ongoing medical needs for whom a care plan is in place. Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside of school hours.
6. Each item of medication must be delivered in its original dispensed container and handed directly to the Headteacher or to a nominated person authorised by the Headteacher (these people are the Deputy Headteacher, SENCo, the Office Manager or Administrative Assistant).
7. Each item of medication must be clearly labelled with the following information:
  - Child's name
  - Name of medication
  - Dosage
  - Frequency of dosage
  - Date of dispensing
  - Storage requirements (if important)
  - Expiry date (if available)
8. The establishment will not accept items of medication which are in unlabelled containers or not in their original container.
9. Unless otherwise indicated, all medication to be administered in the establishment will be kept in a locked cabinet in the school office.
10. Where it is appropriate to do so, young people will be encouraged to administer their own medication, if necessary, under staff supervision.
11. It is the responsibility of parents to notify the establishment if there is a change in medication, a change in dosage requirements, or the discontinuation of a young person's need for medication.
12. Inhalers are kept with the child in their classroom in a clearly labelled place and children with inhalers are encouraged to manage their use independently.
13. Emergency medication, such as epi-pens are kept in the child's classroom in a clearly labelled place. All staff are trained in the administration of an epi-pen on an annual basis.
14. Staff who volunteer to assist in the administration of invasive medication will receive appropriate training/guidance through arrangements made with the Registered School Health Service.
15. The establishment will make every effort to continue the administration of medication to a young person whilst on activities away from the premises, even if additional arrangements might be required. Separate, formally agreed arrangements are acceptable on educational visits that involve an over-night stay.

**The classteacher will remind parents when medication is due to be renewed however it is the parent's responsibility to ensure that all medication is in date.**

### **Guidance of the use of emergency salbutamol inhaler:**

From 1st October 2014 the Human Medicines (Amendment) (No. 2) Regulations 2014 will allow schools to obtain, without a prescription, salbutamol inhalers, if they wish, for use in emergencies. This will be for any pupil with asthma, or who has been prescribed an inhaler as reliever medication. The inhaler can be used if the pupil's prescribed inhaler is not available (for example, because it is broken, or empty).

This change applies to all primary and secondary schools in the UK. Schools are not required to hold an inhaler – this is a discretionary power enabling schools to do this if they wish. Please note that only those institutions described in regulation 22 of the Human Medicines (Amendment) (No. 2) Regulations 2014, which amends regulation 213 of the Human Medicines Regulations 2012 may legally hold emergency asthma inhalers containing salbutamol (please see Guidance document from Department of Health for further information).

### **The emergency kit**

The emergency asthma inhaler kit includes:

- a salbutamol metered dose inhaler.
- at least two single-use plastic spacers compatible with the inhaler.
- instructions on using the inhaler and spacer/plastic chamber.
- instructions on cleaning and storing the inhaler.
- manufacturer's information.
- a checklist of inhalers, identified by their batch number and expiry date, with monthly checks recorded.
- a note of the arrangements for replacing the inhaler and spacers (see below).
- a list of children permitted to use the emergency inhaler (see section 4) as detailed in their individual healthcare plans.
- a record of administration (i.e. when the inhaler has been used).

The two named people responsible for checking the emergency inhalers are:

### **The Headteacher and Deputy Headteacher**

They will ensure that on a monthly basis the inhaler and spacers are present and in working order, and the inhaler has sufficient number of doses available.

- that replacement inhalers are obtained when expiry dates approach.
- disposable spacers are available with the inhalers.

### **The emergency salbutamol inhaler should only be used by children:**

- **who have been diagnosed with asthma and prescribed a reliever inhaler.**
- **OR who have been prescribed a reliever inhaler.**

**AND for whom written parental consent for use of the emergency inhaler has been given (see appendix three).**

**A child may be prescribed an inhaler for their asthma which contains an alternative reliever medication to salbutamol (such as terbutaline). The salbutamol inhaler should still be used by these children if their own inhaler is not accessible – it will still help to relieve their asthma and could save their life.**

**All classrooms display protocol for asthma management.**

### **Record Keeping**

Parents of children at Bickleigh Down are asked if their child has any medical conditions on the enrolment form.

All children with a serious medical condition or allergy have an Individual Healthcare Plan (IHP). This IHP details exactly what care a child needs in school, when they need it and who is going to give it. It also includes information on the impact any health condition may have on a child's learning, behaviour or classroom performance.

IHPs are drawn up with input from the child (if appropriate) their parent, relevant school staff and, where

appropriate, healthcare professionals. This would ideally be a specialist if the child has one. *See Appendices Five and Six for model letter.*

A child's IHP also explains 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.

Bickleigh Down has a centralised register of IHPs and an identified member of staff, the Deputy Headteacher, has the responsibility for this register.

IHPs are regularly reviewed, at least every year or whenever the pupil's needs change. *See Appendix Seven for model review letter.*

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.

We ensure that the pupil's confidentiality is protected and will seek permission from parents before sharing any medical information with any other party.

At Bickleigh Down, a member of staff will 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.

Staff keep an accurate record of all medication administered, including the dose, time, date and supervising staff.

*(See Appendix Two)*

A record of up-to-date training undertaken is kept in the school office by the Office Manager.

### **Provision**

At Bickleigh Down, we 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.

We are committed to providing a physical environment accessible to pupils with medical conditions and pupils are consulted to ensure this accessibility. We are also committed to an accessible physical environment for out-of-school activities.

Bickleigh Down Primary 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 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.

At Bickleigh Down, we 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.

At Bickleigh Down, 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. We make sure that pupils have the appropriate medication/equipment/food with them during physical activity. At Bickleigh Down, we make 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.

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 Special Educational Needs Advisor who will liaise with the pupil (where appropriate), parent and the pupil's healthcare professional.

### **Educational Trips and Visits**

- This school actively encourages children with medical needs to participate in trips and visits. Staff will aim to facilitate reasonable adjustments to enable pupils with medical needs to participate fully and safely on trips and visits. A risk assessment is always carried out and checked by the Headteacher and Deputy Headteacher prior to any out-of-school visit. The trip leader highlights any potential difficulties and plans are put in place for any additional medication, equipment or support that may be required. These are identified on the risk assessment and all adults accompanying the visit are aware of the medical needs of the children. Additional staff/adults will be considered for this purpose.
- Prior to an overnight/a residential school trip, parents/carers must update the school about pupil's current general health and medication. Prescribed medication will be administered, providing parents have completed paperwork. Parents are invited to provide written consent to enable staff to act 'in loco parentis' and administer Calpol analgesia if required. Where this is refused, parents are requested to discuss alternative support measures with staff.
- Accompanying staff will be aware of any medical needs and relevant emergency procedures. A copy of IHPs will be taken on all visits as well as emergency medication that may be required.

### **Reviews**

This school reviews all medical emergencies and incidents to see how they could have been avoided, and changes school policy according to these reviews.

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

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.

## Staff Responsibilities

Action	RPAs	Named Person Responsible for First Aid	Class teacher	SENCo/Deputy Head
Medical plans written			✓	
Medical plans reviewed			✓	
Liaise with parents over medical needs, first aid and medical plans			✓	
Liaise with school nurse				✓
Top up First Aid boxes	✓			
Monitor stock		✓		
Prepare First Aid folders		✓		
Check that medicines (including asthma pumps and epipens) are in date and working			✓	
Termly audit of First Aid forms		✓		
First Aid orders		✓		
Weekly check of defibrillator		✓		
Medicines for school trips			✓	
Defibrillator training		✓		

## Contacting the Emergency Services

Parents/carers must be informed if there is a need to contact the emergency services regarding a child in school.

### **Request for an Ambulance**

Dial 999, ask for ambulance and be ready with the following information

1. Your telephone number: 01752 301837
2. Give your location: **Bickleigh Down Church of England Primary School, School Drive, Woolwell**
3. State that the post code is: **PL6 7JW**
4. Give exact location in the school/setting where the child is being kept.
5. Give your name
6. Give name of child and a brief description of the child's symptoms
7. Have the child's date of birth at hand, in the event that the medical staff require this information.
8. Inform Ambulance Control of the best entrance\* and state that the crew will be met and taken to.....

**\*This could be the main gates to the carpark or the gates to the KS2 playground by Bumblebees Nursery.**

**Appendix One**



**PARENTAL AGREEMENT FOR A DCC ESTABLISHMENT TO ADMINISTER MEDICINE**

**DCC Establishment./Setting .....**

**Notes to Parent./Guardians**

**Note 1:** *This establishment will not give your child medicine unless you complete and sign this form and where the establishment has a policy that staff can administer medicine.*

**Note 2:** *All Medicines must be in the original container as dispensed by the pharmacy, with the young person's name, its contents, the dosage and the prescribing doctor's name*

**Note 3:** *The information is requested, in confidence, to ensure that the establishment is fully aware of the medical needs of your child. While no staff member can be compelled to give medical treatment to a young person, it is hoped that the support given through parental consent, the support of the County Council through these guidelines and the help of the School Medical Service will encourage them to see this as part of the pastoral role. Where such arrangements fail it is the parents' responsibility to make appropriate alternative arrangements*

**Medication details**

Date	
Child's name	
Date of birth	
Group/class/form	
Name and strength of medicine	
How much to give (i.e. dose to be given)	
When to be given	
Reason for medication	
Number of tablets/quantity to be given to the establishment	
Time limit - please specify how long your child needs to be taking the medication	_____day/s _____week/s

Daytime phone number of parent or adult contact	
Alternative Contact in the event of an emergency	
Name and phone number of GP	
Agreed review date to be initiated by (named member of staff)	

I confirm that the medicine detailed overleaf has been prescribed by a doctor, and that I give my permission for the Headteacher (or his/her nominee) to administer the medicine to my son/daughter during the time he/she is at a DCC establishment. I will inform the establishment immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped. I also agree that I am responsible for collecting any unused or out of date supplies and that I will dispose of the supplies.

The above information is, to the best of my knowledge, accurate at the time of writing.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Office use only:**

The Headteacher,

Authorises the administering of medication on the school site

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Does NOT authorise the administering of medication on the school site

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Signed .....

Date .....





# Appendix Three

## CONSENT FORM:

### USE OF EMERGENCY SALBUTAMOL INHALER

#### Bickleigh Down CE (Aided) Primary School

##### **Child showing symptoms of asthma / having asthma attack**

1. I can confirm that my child has been diagnosed with asthma / has been prescribed an inhaler [delete as appropriate].
2. My child has a working, in-date inhaler, clearly labelled with their name, which they will bring with them to school every day.
3. In the event of my child displaying symptoms of asthma, and if their inhaler is not available or is unusable, I consent for my child to receive salbutamol from an emergency inhaler held by the school for such emergencies.

Signed: Date: .....

Name (print).....

Child's name: .....

Class: .....

Parent's address and contact details:

.....

.....

.....

Telephone: .....

E-mail: .....

## LETTER TO INFORM PARENTS OF EMERGENCY SALBUTAMOL INHALER USE

Child's name: .....

Class: .....

Date: .....

Dear.....,

*[Delete as appropriate]*

This letter is to formally notify you that.....has had problems with his / her breathing today. This happened when.....

A member of staff helped them to use their asthma inhaler.

They did not have their own asthma inhaler with them, so a member of staff helped them to use the emergency asthma inhaler containing salbutamol. They were given ..... puffs.

Their own asthma inhaler was not working, so a member of staff helped them to use the emergency asthma inhaler containing salbutamol. They were given ..... puffs. .

*[Delete as appropriate]*

Although they soon felt better, we would strongly advise that you have your seen by your own doctor as soon as possible.

Yours sincerely,

Appendix 5: Model letter inviting parents to contribute to individual healthcare plan development:



Dear Parent

DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

Thank you for informing us of your child's medical condition. A copy of the school's policy for supporting pupils at school with medical conditions can be found on the school website at:

<https://www.bickleighdown.co.uk/page/?title=Policies&pid=17>

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership between the school, parents, pupils, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts on their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's individual health care plan has been scheduled for xx/xx/xx. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will involve [the following people]. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I [or another member of staff involved in plan development or pupil support] would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely



*'Spurring each other on with love'*

School Drive, Woolwell, Plymouth PL6 7JW

☎: 01752 301837 Fax: 01752 301838 Email: [admin@bickleighdown.devon.sch.uk](mailto:admin@bickleighdown.devon.sch.uk)

Headteacher: Mrs Tameka Hue Hamilton

Dear NAME,

Thank you for informing us of NAME's medical condition. I have put the information you shared into a medical plan. Please read through the medical plan attached.

- If there are any changes to your child's condition or treatment, please **amend, sign and return to the Class Teacher.**
- If there are no changes, please state **no changes, sign and return the plan to the Class Teacher.**
- If you have any updated care plans from medical professionals, please include a copy of these.

A copy of this plan is kept in the staff room to ensure all staff are aware of your child's needs. A copy is also given to the child's class teacher. If your child has a condition which is affected by certain foods a copy will also be kept in the kitchen.

Please note - If your child requires medication, please ensure you have completed the relevant forms, available at reception. You are also responsible for ensuring all medication is in date and replaced in advance of the use-by date.

Please return the signed copy of the medical form attached by **DATE.**

Many thanks.



*'Spurring each other on with love'*

School Drive, Woolwell, Plymouth PL6 7JW

☎: 01752 301837 Fax: 01752 301838 Email: [admin@bickleighdown.devon.sch.uk](mailto:admin@bickleighdown.devon.sch.uk)

Headteacher: Mrs Tameka Hue Hamilton

Dear Parents and Carers,

Please read through the medical plan attached. This is the most recent medical plan that we have on record for your child.

- If there are any changes to your child's condition or treatment, please **amend, sign and return to the Class Teacher.**
- If there are no changes, please state **no changes, sign and return the plan to the Class Teacher.**
- If you have any updated care plans from medical professionals, please include a copy of these.

A copy of this plan is kept in the staff room to ensure all staff are aware of your child's needs. A copy is also given to the child's class teacher. If your child has a condition which is affected by certain foods a copy will also be kept in the kitchen.

Please note - If your child requires medication, please ensure you have completed the relevant forms, available at reception. You are also responsible for ensuring all medication is in date and replaced in advance of the use-by date.

Please return the signed copy of the medical form attached by **Monday 9<sup>th</sup> September 2024.**

Many thanks.