



St Paul's Church of England Primary School

Supporting Children with Medical Conditions at School

Fountain of Life

Overflowing generosity Recognise

& Illuminate

Way of Life

All God's Children

Reaching out to others

Devotion to each other and God

*For with you is the Fountain of life; **in your light we see light.** (Psalm 36 vs9)*

Inspired by God's love for us, we illuminate the goodness in others, we care for and protect His children and reach out to help others flourish in their journey to the fullness of life.

Reviewed September 2025- To be reviewed November 2027

Approved by Safeguarding Committee:



1 Policy Statement

- 1.1 St Paul's Primary School is an inclusive, Christian community which welcomes and supports pupils with medical conditions.
Our School aims to provide all pupils with any medical conditions equal opportunities. We will endeavour to ensure that they can:
- be healthy
 - stay safe
 - enjoy and achieve to reach their full potential and flourish in the journey to the fullness of life
- 1.2 The School ensures that all staff understand their duty of care to children and in the event of an emergency can put measures in place to protect all children.
- ✓ All staff feel confident in knowing what to do in an emergency.
 - ✓ Staff at St Paul's understand that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.
 - ✓ St Paul's understands the importance of medication being taken as prescribed.
 - ✓ All staff understand the common medical conditions which can affect children at this school and follow procedures as described in the child's Health Care Plan.
 - ✓ Staff receive necessary, unique training about the impact medical conditions can have on pupils and how best to support individuals. Specialist medical training is also provided for specialised conditions.

2 Our Policy

- 2.1 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.
- 2.2 St Paul's aims to include all pupils with medical conditions in all school activities.
- 2.3 Parents (*any person or body with parental responsibility*) of pupils with medical conditions feel secure in the care their children receive at St Paul's.
- 2.4 St Paul's ensures all staff understand their duty of care to children and young people in the event of an emergency.
- 2.5 All staff feel confident in knowing what to do in an emergency.
- 2.6 This school understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.
- 2.7 All staff understand the common medical conditions that affect children at this school. Staff receive training on the impact this can have on pupils.
- 2.8 The medical conditions policy is understood and supported by the whole school and local health community.
- 3 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



3.1 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 may include:

- Pupils with medical conditions
- Parents
- Head teacher
- Teaching staff
- Special Educational Needs and Disabilities coordinator (SENDCO)
- Pastoral care/welfare officer
- Members of staff trained in first aid
- All other School staff
- School Governors.

3.2 The views of pupils with various medical conditions were actively sought and considered central to the consultation process.

3.3 All key stakeholders were consulted in two phases:

- Initial consultation during development of the policy
- Comments on a draft policy before publication.

3.4 This School recognises the importance of providing feedback to those involved in the development process and is committed to acknowledging input and providing follow-up to suggestions put forward.

3.5 Pupils are informed and regularly reminded about the medical conditions policy:

- On the school website
- In personal, social and health education (PSHE) classes
- Through School-wide communication about results of the monitoring and evaluation of the policy.

3.7 Parents are informed and regularly reminded about the medical conditions policy:

- At the start of the school year when communication is sent out about written care/self-management plans.
- When their child is enrolled as a new pupil via the school's website, where it is available all year round
- Through school-wide communication about results of the monitoring and evaluation of the policy.

3.8 School staff are informed and regularly reminded about the medical conditions policy:

- At scheduled medical conditions training
- Through the key principles of the policy being displayed in several prominent staff areas at this school



- Through school-wide communication about results of the monitoring and evaluation of the policy
- All supply and temporary staff are informed of the policy and their responsibilities.

- 3.9** All staff understand and are trained in what to do in an emergency for the most common serious medical conditions at St Paul's.
- 3.10** All staff at St Paul's are aware of the most common serious medical conditions at the school.
- 3.11** Staff at St Paul's understand their duty of care to pupils in the event of an emergency.
- 3.12** All staff who work with those groups of pupils at St Paul's receive training and know what to do in an emergency for the pupils in their care with serious medical conditions.
- 3.13** Training is refreshed for designated staff when required as appropriate.
- 3.14** 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 and kitchens.
- 3.15** St Paul's uses written care/self-management plan to inform the appropriate staff (including supply teachers and support staff) of pupils in their care who may need emergency help.
- 3.16** St Paul's has procedures in place so that a copy of the pupil's written care/self-management 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.
- 3.17** St Paul's has made arrangements to ensure the timely transfer of written care/self-management plan in the event of an emergency.

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

4.1 All staff know what action to take in the event of a medical emergency. This includes:

- How to contact emergency services and what information to give
- Who to contact within the school.

4.3 Action to take in a general medical emergency is displayed in prominent locations for staff. These include classrooms, the staff room, food preparation areas and sporting facilities.

4.4 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 their 1:1 TA or a member of staff the pupil knows.



4.5 Generally, staff will not take pupils to hospital in their own car although in an extreme emergency, staff would transport the child to hospital accompanied by another member of school staff.

4 The School has clear guidance on the administration of medication at School

Administration - emergency medication

5.2 Pupil depending on their individual medical condition at St Paul's have easy access to their emergency medication.

5.3 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.

5.4 Pupils who do not carry and administer their own emergency medication know where their medication is stored and how to access it.

5.5 Pupils who do not carry and administer their own emergency medication understand the arrangements for a member of staff (and the reserve member of staff) to assist in helping them take their medication safely.

6 Administration - general

6.1 All use of medication defined as a controlled drug, even if the pupil can administer the medication themselves, is done under the supervision of a named and trained member of staff at this School.

6.2 St Paul's understands the importance of medication being taken as prescribed.

6.3 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.

6.4 Trained members of staff will take on the voluntary role of administering medication. They may administer prescribed and non prescribed medication to pupils under the age of 16, but only with the written consent of the pupil's parent.

6.5 Training is given to all staff members who agree to administer medication to pupils, where specific training is needed.

6.6 All School staff have been informed through training that they are required, under common law duty of care, to act like any reasonably prudent parent in an emergency situation. This may include taking action such as administering medication.

6.7 In some circumstances medication is only administered by an adult of the same gender as the pupil and witnessed by a second adult.

6.8 Parents at St Paul's understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they must notify the School immediately.



- 6.9 If a pupil at St Paul's refuses their medication, staff will record this and follow procedures. Parents are informed as soon as possible.
- 6.10 If a pupil at St Paul's needs supervision or access to medication during home to school transport organised by the local authority, properly trained escorts are provided. All drivers and escorts have access to the same training as school staff, know what to do in a medical emergency and are aware of any pupils in their care who have specific needs. If they are expected to supervise or administer emergency medication they are properly trained and have access to the relevant Health Care Plans.
- 6.11 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.
- 6.12 If a trained member of staff, who is usually responsible for administering medication, is not available St Paul's makes alternative arrangements to provide the service. This is always addressed in the risk assessment for off-site activities.
- 6.13 If a pupil misuses medication, either their own or another pupil's, their parents are informed as soon as possible. These pupils are subject to the school's usual disciplinary procedures.

8 Safe storage - emergency medication

- 8.1 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.
- 8.4 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.
- #### 8.5 Safe storage - non-emergency medication
- 8.6 All non-emergency medication is kept in a secure place, in a cool dry place. Pupils with medical conditions know where their medication is stored and how to access it.
- 8.7 Staff ensures that medication is only accessible to those for whom it is prescribed.
- 8.9 There is an identified member of staff who ensures the correct storage of medication at School.
- 8.10 All controlled drugs are kept in a locked cupboard and only named staff has access, even if pupils normally administer the medication themselves.
- 8.11 At the start of Term, the identified member of staff checks the expiry dates for all medication stored at St Paul's.
- 8.12 The identified member of staff, along with the parents of pupils with medical conditions, ensures that all emergency and non-emergency medication brought into St Paul's 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.



- 8.13 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.
- 8.14 Medication is stored in accordance with instructions, paying particular note to temperature.
- 8.15 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.
- 8.17 All medication is sent home with pupils at the end of the school year. Medication is not stored in summer holidays.
- 8.18 It is the parent's responsibility to ensure new and in date medication comes into School on the first day of the new Term/ Academic year.

9 Safe disposal

- 9.1 Parents at St Paul's are asked to collect out-of-date medication.
- 9.2 If parents do not pick up out-of-date medication, or at the end of the school year, medication is taken to a local pharmacy for safe disposal.
- 9.3 A named member of staff is responsible for checking the dates of medication and arranging for the disposal of any that have expired.
- 9.4 Sharps boxes are used for the disposal of needles. Parents obtain sharps boxes from the pupil's GP or Paediatrician on prescription. All sharps boxes in St Paul's are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis.
- 9.5 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.
- 9.6 Collection and disposal of sharps boxes can be arranged with the local authority's environmental services.

10 This School has clear guidance about record keeping

10.1 Enrolment forms

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.

10.2 Written care/self-management plan



St Paul's uses written care/self-management plans received from medical professionals to record important details about individual children's complex medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the written care/self-management plan if required and kept on our central record system.

10.3 A written care/self-management plan, accompanied by an explanation of why and how it is used, is provided by parents of pupils with a long-term medical condition. This is received:

- At the start of the school year
- At enrolment
- When a diagnosis is first communicated to the School.

10.4 If a pupil has a short-term medical condition that requires medication during school hours, a Medication form plus explanation is sent to the pupil's parents to complete.

See Appendix 2 - Letter to Parents See Appendix 3 - Individual Pupil Medication record

10.5 The parents, healthcare professional and pupil with a medical condition are asked to fill out the pupil's written care/self-management plan together. Parents then return these completed forms to the school.

10.6 St Paul's ensures that a relevant member of school staff (SENDCO) is also present, if required, to discuss a written care/self-management plan for pupils with complex healthcare or educational needs.

10.7 School Written care/self-management plan register

A Written care/self-management plan Register is used to create a centralised register of pupils with medical needs. Staff have access to this register to see and understand what to do in an emergency. Sara Bagley (Assistant Head and DSL), Emma Disley SENDCO, Jane Millington-Jones (Pastoral and Safeguarding manager), Mark McEvily (Health & Safety Coordinator), Beth Hunt (First Aid Co-ordinator), Karen Bennet (Admin) monitor the children who have medical conditions and are on the register.

10.8 Teaching staff follow up with the parents any further details required or if permission for administration of medication is unclear or incomplete.

11 Ongoing communication and review of written care/self-management plans.

Parents at St Paul's are regularly reminded to update their child's written care/self-management 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.

11.1 Staff at St Paul's use opportunities such as parent consultation evenings and home/school diaries to check that information held by St Paul's on a pupil's condition is accurate and up to date.



12 Storage and access to written care/self-management plans

12.3 Apart from the central copy, specified members of staff (agreed by the pupil and parents) have access to the written care/self-management plan.

12.4 All members of staff who work with groups of pupils have access to the written care/self-management plan of pupils in their care.

12.6 St Paul's ensures that all staff protects pupil confidentiality.

12.7 This School seeks permission from parents to allow the written care/self-management plan to be sent ahead to emergency care staff, should an emergency happen during school hours or at a school activity outside the normal school day.

13 Use of written care/self-management plan

13.1 written care/self-management plan are used by St Paul's to:

- Inform the appropriate staff and supply teachers about the individual needs of a pupil with a complex medical condition in their care;
- Remind pupils with complex medical conditions to take their medication when they need to and, if appropriate, remind them to keep their emergency medication with them at all times;
- Identify common or important individual triggers for pupils with medical conditions at school that bring on symptoms and can cause emergencies. This school uses this information to help reduce the impact of common triggers
- Ensure that all medication stored at school is within the expiry date;
- Ensure this School's local emergency care services have a timely and accurate summary of a pupil's current medical management and healthcare in the event of an emergency;
- Remind parents of pupils with medical conditions to ensure that any medication kept at St Paul's for their child is within its expiry dates. This includes spare medication.

13.2 Consent to administer medicines

If a pupil requires regular prescribed or non-prescribed medication at school, parents are asked to provide consent, giving the pupil or staff permission to administer medication on a regular/daily basis, if required. A separate form is sent to parents for pupils taking short courses of medication.

All parents of pupils with a medical condition who may require medication in an emergency are asked to provide consent on the Written care/self-management plan for staff to administer medication.

13.3 If a pupil requires regular/daily help in administering their medication then the school outlines the school's agreement to administer this medication on the pupil's written care/self-management plan. St Paul's and parents keep a copy of this agreement.



13.4 Parents of pupils with medical conditions at this school are all asked at the start of the school year on the written care/self-management plan if they and their child's healthcare professional believe the child is able to manage, carry and administer their own emergency medication.

13.5 Residential visits

Parents are sent a residential visit form to be completed and returned to school shortly before their child leaves for an overnight or extended day visit. This form requests up-to-date information about the pupil's current condition and their overall health. This provides essential and up-to-date information to relevant staff and school supervisors to help the pupil manage their condition while they are away. This includes information about medication not normally taken during school hours.

13.6 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 written care/self-management plan.

13.7 All parents of pupils with a medical condition attending a school trip or overnight visit are asked for consent, giving staff permission to administer medication at night or in the morning if required.

13.8 The residential visit form also details what medication and what dose the pupil is currently taking at different times of the day. It helps to provide up-to-date information to relevant staff and supervisors to help the pupil manage their condition while they are away.

See Appendix 4 - Medications for Residential or Offsite activities

14 Other record keeping

14.1 St Paul's keeps an accurate record of each occasion an individual pupil is given or supervised taking medication. Details of the supervising staff member, pupil, dose, date and time are recorded. If a pupil refuses to have medication administered, this is also recorded and parents are informed as soon as possible.

See Appendix 3 - Individual Pupil Medication record

14.2 A log of the medical condition training is kept by the school and reviewed every 12 months to ensure all new relevant staff receives training.

14.3 All school staff who volunteer or who are contracted to administer medication are provided with training via a healthcare professional. St Paul's keeps a register of staff that has had the relevant training.



14.4 St Paul's keeps an up-to-date list of members of staff who have agreed to administer medication and have received the relevant training.

15 St Paul's 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

15.1 Physical environment

This School is committed to providing a physical environment that is accessible to pupils with medical conditions.

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

15.2 Social interactions

St Paul's 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.

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.

All staff at St Paul's 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 St Paul's anti-bullying and behaviour policies.

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.

15.3 Exercise and physical activity

This School understands the importance of all pupils taking part in sports, games and activities.

St Paul's ensures all Teachers, PE teachers and sports coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils.

St Paul's ensures all Teachers, PE teachers and sports coaches understand that pupils should not be forced to take part in an activity if they feel unwell.

Teachers and sports coaches are aware of pupils in their care who have been advised to avoid or to take special precautions with particular activities.

We ensure all PE teachers, Teachers and school sports coaches are aware of the potential triggers for pupils' medical conditions when exercising and how to minimize these triggers.

St Paul's ensures all pupils have the appropriate medication with them during physical activity and that pupils take them when needed.

St Paul's ensures all pupils with medical conditions are actively encouraged to take part in out-of-school clubs and team sports.



15.4 Education and learning

St Paul's 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.

If a pupil is missing a lot of time at school, they have limited concentration or they are frequently tired, all teachers at this school understand that this may be due to their medical condition.

Teachers at St Paul's are aware of the potential for pupils with medical conditions to have special educational need or disability (SEND). Pupils with medical conditions who are finding it difficult to keep up with their studies are referred to the SEND coordinator. The School's SEND coordinator consults the pupil, parents and the pupil's healthcare professional to ensure the effect of the pupil's condition on their schoolwork is properly considered.

This School ensures that lessons about common medical conditions are incorporated into PSHE lessons and other parts of the curriculum.

Pupils at this School learn about what to do in the event of a medical emergency.

15.5 Residential visits

Risk assessments are carried out by this School prior to 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.

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

16 This School is aware of the common triggers that can make medical conditions worse or can bring on an emergency. The School is working towards reducing or eliminating these health and safety risks.

16.1 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.

16.2 St Paul's uses children's individual Healthcare Plans to identify pupils who are sensitive to particular triggers. St Paul's has a detailed action plan to ensure these individual pupils remain safe during all lessons and activities throughout the school day.

16.3 Full health and safety risk assessments are carried out on all out-of-school activities before they are approved, including residential visits, taking into account the needs of pupils with medical conditions.



16.4 St Paul's reviews medical emergencies and incidents to see how they could have been avoided. Appropriate changes to this School's policy and procedures are implemented after each review.

17 Each member of the School and health community knows their roles and responsibilities in maintaining an effective medical conditions policy

17.1 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.

17.2 The following roles and responsibilities are used for the medical conditions policy at this School. These roles are understood and communicated regularly.

17.3 Employer

This school's employer has a responsibility to:

- Ensure the health and safety of their employees and anyone else on the premises or taking part in school activities (this includes all pupils). This responsibility extends to those staff and others leading activities taking place off-site, such as visits, outings or field trips
- Ensure health and safety policies and risk assessments are inclusive of the needs of pupils with medical conditions
- Make sure the Supporting Pupils with Medical Conditions policy is effectively monitored and evaluated and regularly updated
- Report to parents, pupils, school staff and the local authority about the successes and areas for improvement of this School's medical conditions policy

17.4 Headteacher

The Headteacher has a responsibility to:

- Ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks
- Ensure the policy is put into action, with good communication of the policy to all
- Ensure every aspect of the policy is maintained
- Ensure that information held by the school is accurate and up to date and that there are good information sharing systems in place.
- Ensure pupil confidentiality
- Assess the training and development needs of staff and arrange for them to be met
- Ensure all supply teachers and new staff know the medical conditions policy
- Delegate a staff member to check the expiry date of medicines kept at school and maintain the school medical conditions register
- Report back to all key stakeholders about implementation of the Supporting Pupils with Medical Conditions policy.



17.5 All School staff

All staff at this School have a responsibility to:

- Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency
- Understand the School's Supporting Pupils with Medical Conditions policy
- Know which pupils in their care have a medical condition and be familiar with the content of the pupil's Written care/self-management plan
- Allow all pupils to have immediate access to their emergency medication
- Maintain effective communication with parents including informing them if their child has been unwell at school
- Ensure pupils who carry their medication with them have it when they go on a school visit or out of the classroom
- Be aware of pupils with medical conditions who may be experiencing bullying or need extra social support
- 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)
- Ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in
- Ensure pupils have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

17.6 Teaching staff

Teachers at this School have a responsibility to:

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

17.7 First aider(s)

First aiders at this School have a responsibility to:

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

17.8 Special Educational Needs and Disability Coordinators

Special Educational Needs and Disability Coordinators at this School have the responsibility to:

- Update the policy at least once a year according to review recommendations and recent local and national guidance and legislation
- Know which pupils have a medical condition and which have special educational needs because of their condition



- Ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in exams or course work.

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17.9 Pastoral support/welfare officers

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

- Know which pupils have a medical condition and which have special educational needs and disability because of their condition
- Ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in.

17.10 Local Doctors and specialist healthcare professionals

Individual Doctors and specialist healthcare professionals caring for pupils, who attend this School, have a responsibility to:

- Complete the pupil's Healthcare Plans provided by parents
- Where possible, and without compromising the best interests of the child, try to prescribe medication that can be taken outside of school hours
- Offer every child or young person (and their parents) a written care/self-management plan to ensure children and young people know how to self- manage their condition
- Ensure the child or young person knows how to take their medication effectively
- Ensure children and young people have regular reviews of their condition and their medication
- Provide the School with information and advice regarding individual children and young people with medical conditions (with the consent of the pupil and their parents)
- Understand and provide input into the School's Supporting Pupils with Medical Conditions policy.

17.11 Emergency care services

Emergency care service personnel in this area have a responsibility to:

- Have an agreed system for receiving information held by the School about children and young people's medical conditions, to ensure best possible care
- Understand and can provide input into the School's Supporting Pupils with Medical Conditions policy.

17.12 Pupils

The pupils at St Paul's School have a responsibility to:

- Treat other pupils with and without a medical condition equally
- Tell their parents, Teacher or nearest staff member when they are not feeling well
- Let a member of staff know if another pupil is feeling unwell
- Let any pupil take their medication when they need it, and ensure a member of staff is called
- Treat all medication with respect
- Know how to gain access to their medication in an emergency



- If mature and old enough, know how to take their own medication and to take it when they need it
- Ensure a member of staff is called in an emergency situation

17.13 Parents and Carers

The parents and carers of a child at St Paul's have a responsibility to:

- Tell St Paul's if their child has a medical condition
- Ensure St Paul's has a complete and up-to-date written care/self-management plan for their child
- Inform the school about the medication their child requires during school hours
- Inform the school of any medication their child requires while taking part in visits, outings or field trips and other out-of-school activities
- Tell the school about any changes to their child's medication, what they take, when, and how much
- Inform the school of any changes to their child's condition
- Ensure their child's medication and medical devices are labelled with their child's full name
- Provide the school with appropriate spare medication labelled with their child's name
- Ensure that their child's medication is within expiry dates
- Keep their child at home if they are not well enough to attend school
- Ensure their child catches up on any school work they have missed
- Ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional
- Ensure their child has a written care/self-management plan from their doctor or specialist healthcare professional to help their child manage their condition.

18 The Supporting Pupils with medical conditions policy is reviewed on an annual basis, evaluated and updated.

18.1 This School's Supporting Pupils with Medical Condition policy is reviewed, evaluated and updated every year in line with the School's policy review timeline.

18.2 Any new Department for Education and Department of Health guidance is actively sought and fed into the review.

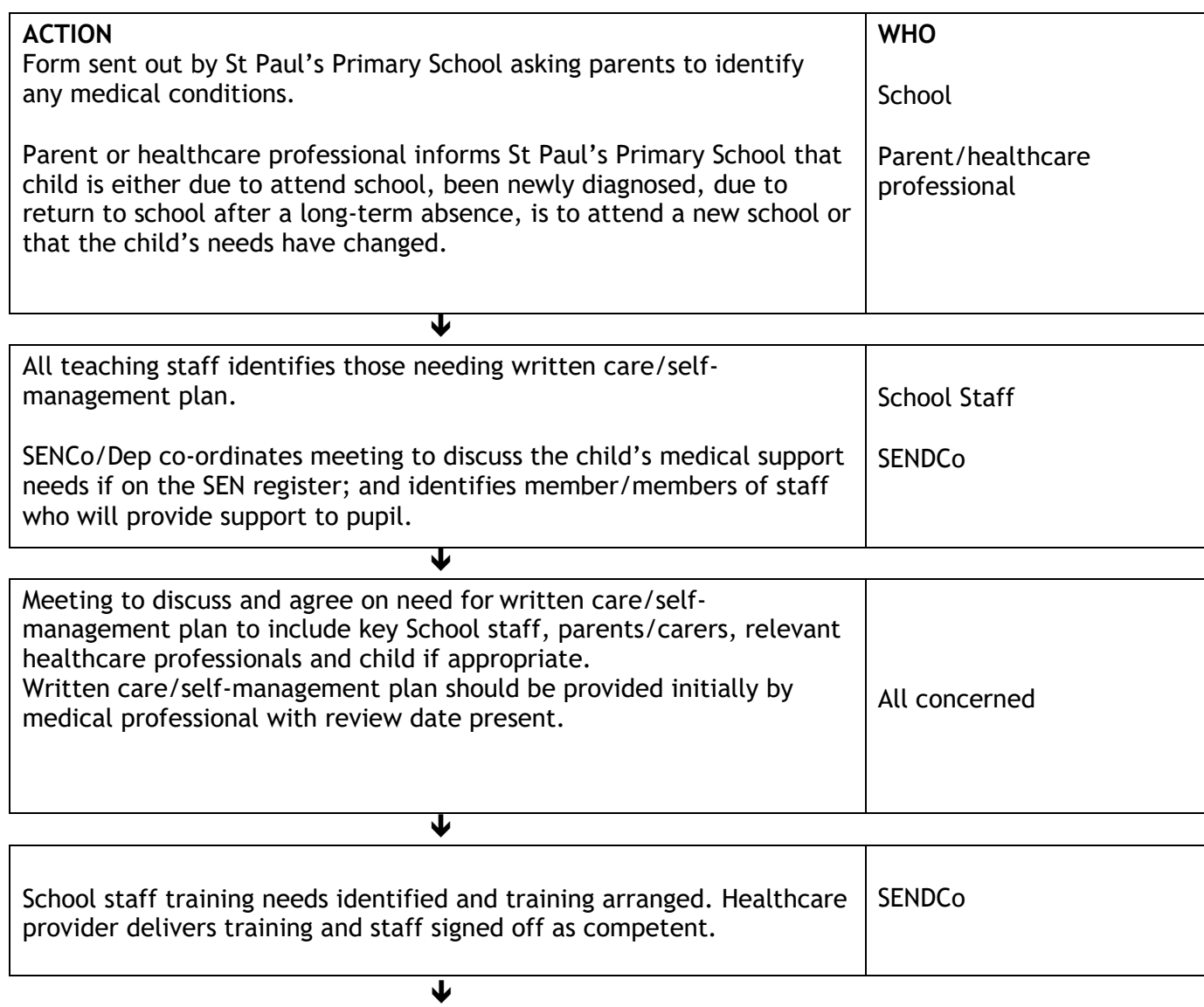
18.3 In evaluating the policy, St Paul's seeks feedback on the effectiveness and acceptability of the medical conditions policy with a wide-range of key stakeholders within the school and health settings. These key stakeholders include:

- Pupils
- Parents
- School Nurse and/or school healthcare professionals
- Headteacher
- Teachers
- Special Education Needs and Disability Coordinator



- Pastoral support/welfare officer
- First aider(s)
- Relevant other School staff
- Local emergency care service staff
- Local health professionals
- The School employer
- School Governors.

Medical Conditions Information Pathway





Relationship to Child:

Nominated Contact (3): Surname: Forename:
Address:
Postcode:
Tel Home: Tel Work: Tel Mobile:
Relationship to Child:

Does your child have any specific dietary requirements? If so, please give details below:

Medical and Social Information:

Doctor's Name:
Surgery Address:

Telephone:

Does your child suffer from any chronic medical condition, eg asthma, eczema, diabetes, allergies? If so, please give full details below and provide copies of any relevant documentation:

Will your child require a long-term health care plan for their medical needs?
Y/N

Additional Information:

Ethnicity:
First Language: Country of
Birth: Home Language:

Religious Denomination:

English Additional Language: Yes / No
Services Family: Yes / No

Does your child experience difficulty in the following:

(Please circle as appropriate. If you answer 'Y' to any of these questions, please provide further details).

Speaking Y / N Hearing Y / N Seeing Y / N Drawing Y / N
Running Y / N Eating Y / N Toileting Y / N Dressing Y / N
Sharing/playing with other children Y / N

Has your child ever been referred to Social Care: Y / N



Has your child had any special educational or behavioural needs identified at school or nursery: Y / N

Nursery / playgroups attended: Dates from / to:

Anticipated mode of transport to school: (walk/cycle/car/taxi/public transport) Signed Date:

APPENDIX 3

Parental agreement for school/setting to administer medicine

The school first aiders can only administer medication prescribed by the doctor of four doses per 24-hour period.

In these cases, only, a first aider will administer one of the four doses needed during the school day.

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the qualified first aiders can administer medicine.

A parent/carer must deliver and collect the medicine to and from a qualified first aider at the School Office. It must not be sent via the child

Name of school/setting: St. Paul's Church of England Primary School Date:

Child's name:

Group/class/form:

Name and strength of medicine: Expiry date:

Dose to be given:

When to be given: Any other instructions:

Number of tablets/ quantity given to school:.....

Last time medicine was administered:..... Last date that medicine should be administered:.....

If requesting administration of a non- prescribed medicine, please sign to state that your child has been administered this medicine previously without adverse effects.

Possible side effects:.....

NOTE: MEDICINE MUST BE IN THE ORIGINAL CONTAINER AS DISPENSED BY THE PHARMACY

Daytime telephone number of parent or adult to contact:.....



Name and telephone number of
GP.....

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting qualified first aiders administering medicine in accordance with the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature: _____ Print name:

Relationship to child: _____ Date:

If more than one medicine is to be given a separate form should be completed for each one.

Administered by:
Date Time Signature Countersigned