St Edmundsbury and Ipswich
Diocesan Multi Academy Trust

St Mary's C of E Primary School Hadleigh

Supporting Pupils with Medical Conditions Policy

Adopted: 6th February 2024 Review date: Spring 2027

Aims

This school is an inclusive community that welcomes and supports pupils with medical conditions. This school seeks to provide all pupils with any medical condition the same opportunities as others at the school.

We will help to ensure pupils can:

- Be healthy and stay safe
- Enjoy and achieve
- Make a positive contribution

Through this policy, we shall detail:

- who is responsible for ensuring that sufficient staff are suitably trained,
- a commitment that all relevant staff will be made aware of the child's condition,
- cover arrangements in case of staff absence or staff turnover to ensure someone is always available,
- briefing for supply teachers,
- risk assessments for school visits, holidays, and other school activities outside of the normal timetable,
- monitoring of individual healthcare plans.

Vision

The school's Policy for Supporting Pupils with Medical Conditions reflects our Christian vision:

"Love one another. As I have loved you, so you must love one another." John 13:34

Unconditional love underpins all we do at St Mary's Church of England Primary School. We value and embrace the individuality of every child as they discover, learn and flourish in a place of security and love. We are an inclusive school, welcoming all children with respect, understanding and dignity. We have a duty of care to the children and will demonstrate the compassion and understanding that allows all children to flourish. In the context of this policy, this means that we aim to provide a safe and welcoming environment, underpinned by a culture of inclusion, praise and positivity. This includes providing appropriate love, care, support and guidance to all pupils, including those with diagnosed medical conditions. We recognise the moral and statutory responsibility placed on all staff to safeguard and promote the welfare of all children.

Definitions of medical Conditions

Pupils' medical needs may be broadly summarised as being of two types:-

Short-term affecting their participation at school because they are on a course of medication.

Long-term potentially limiting access to education and requiring on-going support, medicines or care while at school to help them to manage their condition and keep them well, including monitoring and intervention in emergency circumstances. It is important that parents feel confident that the school will provide effective support for their child's medical condition and that pupils feel safe. Some children with medical conditions may be considered to have a disability. Where this is the case governing bodies **must** comply with their duties under the Equality Act 2010. Some may have special educational needs or disability (SEND) and may have an Education, Health and Care Plan (EHCP). Where this is the case this policy should be read in conjunction with the 0-25 SEND Code of Practice and the school's SEND policy / SEND Information Report and the individual healthcare plan will become part of the EHCP.

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

- This school is welcoming and supportive of pupils with medical conditions. It provides children with medical conditions with the same opportunities and access to activities (both school based and out-of-school) as other pupils. No child will be denied admission or prevented from taking up a place in this school because arrangements for their medical condition have not been made. 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 its duties as detailed in Section 100 of the Children and Families Act 2014. Some children with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. Where this is the case, this school complies with their duties under that Act. Some may also have special educational needs (SEN) and may have a statement, or Education, Health and Care (EHCP) plan which brings together health and social care needs, as well as their special educational provision. For children with SEN, this policy should be read in conjunction with the Special educational needs and disability (SEND) code of practice.

The medical conditions policy is supported by a clear communication plan for staff, parent/carers and other key stakeholders to ensure its full implementation.

- Pupils, parent/carers, relevant local healthcare staff, and other external stakeholders are informed of and reminded about the medical conditions policy through clear communication channels.

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

- An IHP details exactly what care a child needs in school, when they need it and who is going to give it.
- It should also include information on the impact any health condition may have on a child's learning, behaviour or classroom performance.
- This should be drawn up with input from the child (if appropriate) their parent/carer, relevant school staff and healthcare professionals, ideally a specialist if the child has one.
- The IHP should be kept up to date with any relevant changes to a child's medical needs following information shared by parents/ carers and acting upon advice provided by health care professionals. (Appendix A)
- The IHP should be reviewed annually in collaboration with parents/ carers and any health care professionals.
- IHPs are kept in class folders and in folders in the school office and for midday supervisors.
- In addition, the school maintains easily understood 'What You Need to Know About Me' single-side documents located in the same folders. These include information about medical conditions and needs, and sections for 'It will help me if…' and 'Adults who can help me best are…' These can be referred to and quickly understood by anyone working with the child.

Key staff understand and are trained in what to do in an emergency for children with medical conditions at this school.

- All school staff are offered first aid training.
- 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 (IHPs and 'What You Need to Know About Me' documents are kept in class folders and supply teachers are directed to look at these).

- Key staff receive training in what to do in an emergency related to specific medical conditions, e.g. epilepsy, as appropriate.
- All children with medical conditions that are complex, long-term or where there is a high risk that emergency intervention will be required at this school have an individual healthcare plan (IHP), which explains what help they need in an emergency. Such conditions include anaphylaxis, asthma and epilepsy. 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.
- This school makes sure that all staff providing support to a pupil have received suitable training and ongoing support to ensure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the pupil's IHP. This should be provided by the specialist nurse/school nurse/other suitably qualified healthcare professional and/or parent/carer. The specialist nurse/school nurse/other suitably qualified healthcare professional will confirm their competence and this school keeps an up to date record of all training undertaken and by whom. (Appendix B)

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

- All staff should be aware of the content of this policy, know what action to take in an emergency and receive updates at least yearly.
- If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent/carer arrives, or accompany a child taken to hospital by ambulance. They will not take pupils to hospital in their own car, other than in exceptional circumstances with parent/ guardian present.

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

Where possible, medicines should be administered by parents out of school hours. Parents are welcome to come into school to administer medicines during the school day if necessary. We look to ensure children are in school continuing their education if well enough.

Teachers and non-teaching staff may be requested to administer medication or supervise a pupil taking it. There is no legal requirement for teachers to administer medication. However, they are required to ensure the health and safety of all pupils in their care, which may therefore extend to administering medication in accordance with this policy.

If pupils need to take their own medicines it is essential that these are accompanied by a written request and instructions from the parent/carer specifying the medication involved, circumstances under which it should be administered, frequency and levels of dosage. This should be recorded on the appropriate form (see appendix C).

Parents/carers should hand over medicines to the appropriate member of staff so that they may be stored safely. The medicine should be clearly labelled with the child's name and dosage instructions.

Parents are responsible for ensuring that medicine is 'in date' and for completing a new request form if a prescription changes.

School staff members are not required to administer medicines. However, where they have agreed to administer medicines, it will be done in accordance with this policy.

The administration of medicines should be entered onto the appropriate Class or School Office Record Book and signed by two members of staff (see appendix E).

Asthma inhalers and epinephrine autoinjectors (e.g. epi-pens) are kept safely in classroom medical boxes, where the child should have immediate access to it. Staff members can then locate this medication quickly in case of emergency. All such medication must be labelled and named. In the case of off-site activities, such as swimming, inhalers and other medicines will be carried by the adult in closest supervision of the child. The teacher in charge of the visit will assume overall responsibility.

The school keeps a spare asthma reliever inhaler and a spare epinephrine autoinjector in the first aid cabinet in the main office. These are for emergency use, for example if a pupil's own medication is unavailable. These must only be used for children who have already been prescribed these medicines.

For any further help or guidance please contact the school.

- This school understands the importance of medication being taken and care received as detailed in the pupil's IHP.
- This school will make sure that there are sufficient members of staff who have been trained to administer the medication and meet the care needs of an individual child. This school will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies.
- As an academy, the school's liability is covered by Risk Protection Arrangements with the DfE.
- This school will not give medication (prescription or non-prescription) to a child under 16 without a parent's written consent except in exceptional circumstances. 'Request to administer medication' form is held in the school office. Parents/ carers are required to fully complete, sign the form and clearly label the medication itself. (Appendix C)
- When administering medication, for example pain relief, this school will check the maximum dosage and when the previous dose was given.
- This school will make sure that a trained member of school staff is available to accompany a pupil with a medical condition on an off-site visit, including overnight stays, when appropriate subject to a detailed risk assessment.
- Parents/carers at this school understand that they should let the school know immediately if their child's needs change.
- If a pupil misuses their medication, or anyone else's, their parent/ carer is informed as soon as possible and the school's disciplinary procedures are followed if relevant.

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

- This school makes sure that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication/equipment e.g. asthma inhalers, epi-pens etc are readily available wherever the child is in the school and on off-site activities, and is not locked away.
- Asthma inhalers and epi-pens are kept in classroom medical boxes, where the child should have immediate access to it. Staff members can then locate this medication quickly in case of emergency. All such medication must be labelled and named.

- This school will store controlled drugs securely, but accessibly, with only named staff having access. Staff at this school can administer a controlled drug to a pupil once they have had specialist training. Medicines with restricted access may be stored in the fridge or in the office medical cupboard as appropriate.
- This school will make sure that all medication is stored safely, and that pupils with medical conditions know where they are at all times and have access to them immediately.
- This school will store medication that is in date and labelled in its original container where possible, in accordance with its instructions. The exception to this is an epinephrine autoinjector and insulin, which though must still be in date, will generally be supplied in an injector pen or a pump.
- It is parents/ carers responsibility to collect all medications/equipment when they expire or at the end of each school year, and to provide new and in-date medication when required.
- This school disposes of needles and other sharps in line with local policies. Sharps boxes are kept securely at school and will accompany a child on off-site visits. They are collected and disposed of in line with local authority procedures.

This school has clear guidance about record keeping.

- As part of the school's admission process parents/ carers at this school are asked if their child has any medical conditions. These procedures also cover transitional arrangements between schools.
- This school uses an IHP to record the support an individual pupil needs around their medical condition. The IHP is developed with the pupil (where appropriate), parent/ carer, school staff, specialist nurse (where appropriate) and relevant healthcare services. Where a child has identified SEN but does not have an EHCP, their special educational needs are mentioned in their IHP. (Appendix D)
- The school has a centralised folder of IHPs in the main office. IHPs are also stored in a folder for midday supervisors and in classroom folders (so that they can be accessed easily by classroom staff, including supply teachers).
- IHPs are regularly reviewed, at least every year or whenever the pupil's needs change.
- The pupil (where appropriate) parents/ carers, 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.
- This school makes sure that the pupil's confidentiality is protected.
- This school seeks permission from parents before sharing any medical information with any other party.
- This school keeps an accurate record of all medication administered, including the dose, time, date and supervising staff. This entry is signed and maintained within the 'Medication Record Book' (Appendix E)
- This school meets with the pupil (where appropriate), parent, specialist nurse (where appropriate) and relevant healthcare services prior to any overnight or extended day visit to discuss and make a plan for any extra care requirements that may be needed. This is recorded in the pupil's IHP which accompanies them on the visit.
- This school makes sure that all staff providing support to a pupil and other relevant teams have received suitable training and ongoing support, to make sure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the pupil's IHP. This should be provided by the specialist nurse/school nurse/other suitably qualified healthcare professional and/or the parent/ carer. The specialist nurse/ school nurse/other suitably qualified healthcare

professional will confirm their competence, and this school keeps an up-to-date record of all training undertaken and by whom. (Appendix B)

This school ensures that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

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

This school makes sure that pupils have the appropriate medication/ equipment/ food with them during physical activity and offsite visits.

- This school makes sure that pupils with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that appropriate adjustments and extra support are provided.
- All school staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition. 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 SENCO who will liaise with the pupil (where appropriate), parent and the pupil's healthcare professional.
- Pupils at this school learn what to do in an emergency.
- This school makes sure that a risk assessment is carried out before any out-of-school visits. The needs of pupils with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.

This school is aware of the common triggers that can make common medical conditions worse or can bring on an emergency.

- This school is committed to identifying and reducing triggers both at school and on out-of-school visits.
- School staff have been given training and written information on medical conditions which includes avoiding/reducing exposure to common triggers.
- The IHP details an individual pupil's triggers and details how to make sure the pupil remains safe throughout the whole school day and on out-of-school activities. Risk assessments are carried out on all out-of-school activities, taking into account the needs of pupils with medical needs.
- This school reviews all medical emergencies and incidents to see how they could have been avoided, and changes school policy according to these reviews.

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

- This school works in partnership with all relevant parties including the pupil (where appropriate), parent, school's governing body, all school staff, catering staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.
- This school is committed to keeping in touch with a child when they are unable to attend school because of their condition.
- The Headteacher delegates the implementation of this policy to the SENDCo, including ensuring initial IHPs are completed when the school is made aware of serious medical conditions. The SENDCo has an overview of IHPs and will prompt parents and staff members to update them annually. As required, the SENDCo will support teachers in updating IHPs.
- Teachers are responsible for passing on information to new teachers at times of transition. Teachers are also responsible for day-to-day communication with parents and updating IHPs if needs have changed.
- Teachers and support staff are responsible for recording properly any medication they administer.
- All staff are responsible for modelling the school's Christian values and developing positive, compassionate relationships with all children in their care. This includes developing an understanding of their needs and a desire to support and include them as far as is reasonably practicable.
- Parents/carers must let the school know immediately if their child's needs change. Parents are responsible for ensuring that medicine is 'in date' and for completing a new request form if a prescription changes. It is parents/ carers responsibility to collect all medications/equipment when they expire or at the end of each school year, and to provide new and in-date medication when required.
- See roles and responsibilities. (Appendix F)

The medical conditions policy is regularly reviewed, evaluated and updated.

In evaluating the policy, this school will take account of 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.

Unacceptable practice.

Although school staff should use their discretion and judge each case on its merit with reference to the child's individual healthcare plan, it is not generally acceptable practice to:

- Prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- Assume that every child with the same condition requires the same treatment;
- Ignore the views of the child or their parents\carers; or ignore medical evidence or opinion (although this may be challenged);
- Send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
- If the child becomes ill, send them to the school office unaccompanied or with someone unsuitable;
- Penalise children for their attendance record if their absences are related to their medical condition, e.g. hospital appointments;
- Prevent pupils from drinking, eating or taking toilet breaks whenever they need to in order to manage their medical condition effectively;
- Require parents\carers, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs; or
- Prevent children from participating, or creating unnecessary barriers to children participating in any aspect of school life, including school trips. This is subject to consideration of health and safety requirements, appropriate risk assessments and in consultation with parents/ guardians.

Liability and indemnity.

- As an academy, the school's liability is covered by Risk Protection Arrangements directly with the DfE.

Complaints.

- Should parents / carers be unhappy with any aspect of their child's care at St. Mary's C of E Primary School, they must discuss their concerns with the school. In the first instance this will be with the child's class teacher, with whom any issues should be addressed. If this does not resolve the problem or allay the concern, the problem should then be brought to a member of the Senior Leadership Team, who will, where necessary, bring concerns to the Headteacher. In the unlikely event of this not resolving the issue, the parent / carer must make a formal complaint in accordance with St. Mary's C of E Primary School Complaints Procedure.

This policy is written in line with the requirements of:-

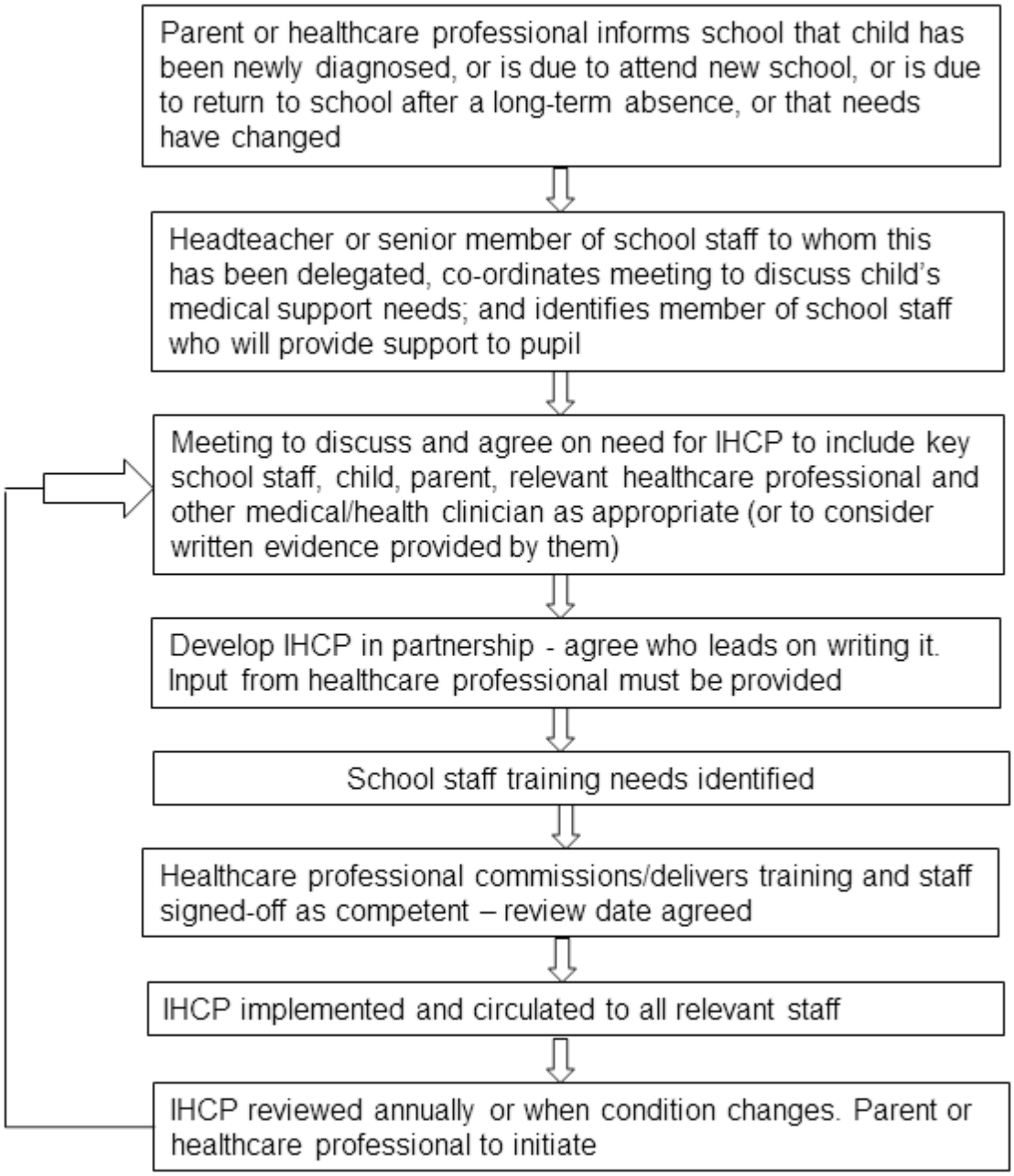
- Supporting pupils at school with medical conditions: statutory guidance for governing bodies of maintained schools and proprietors of academies in England, DfE 2017
- Children and Families Act 2014
- 0-25 SEND Code of Practice, DfE Jan 2015
- Equality Act 2010
- Schools Admissions Code

Linked Polices.

This policy is to be read in conjunction with the following school policies:

- SEND Policy
- Intimate Care Policy
- Attendance Policy
- Child Protection Policy
- Educational Visits Policy
- Administering Medicines Policy

Model process for developing individual healthcare plans (IHP)



Staff training record- administration of medicines and/ or medical procedures

Name of school/setting	
Name	
Type of training received	
Date of training completed	
Training provided by	
Profession and title	

I confirm that has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated .

Trainer's signature _____

Date _____

I confirm that I have received the training detailed above.

Staff signature _____

Date _____

Suggested review date _____

Parental Consent and Indemnity Form for St Marys C of E Primary School to Administer Medicine

The school will not give your child medicine unless you complete and sign this form.

Pupil Details

Name of child	
Date of birth	
Class	
Medical condition or illness	

Medicine **NB: Medicines must be in the original container as dispensed by the pharmacy**

Name/type of medicine *(as described on the container)*	
Period of course (if antibiotics)	
Expiry date of medicine	
Dosage and time last given	
Timing of next dosage	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	Class Teacher or Office Staff

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

I understand that neither the Headteacher nor anyone acting on his/her authority, nor the Governing body, nor St Edmundsbury & Ipswich MAT will be liable for any illness or injury to the child arising from the administering of the medication or drug unless caused by the negligence of the Headteacher, the person acting on his/her authority, the Governing Body or St Edmundsbury & Ipswich MAT as the case may be.

Signature(s) _____ _____ Date_____

ST. MARY'S C of E PRIMARY SCHOOL
HEALTHCARE PLAN FOR A PUPIL WITH MEDICAL NEEDS

Name		**photo**
Class		
Date of Birth		
Condition		
Medicines / equipment to be kept in school		
Date of Meeting	Review Date:	

CONTACTS

Name	Telephone Number	Relationship
		Other relative/contact

		G P

Description:

Precautions to take in School:

Food/conditions/activities that must be <u>avoided</u>:

Situations that require <u>more supervision:</u>

Action / Treatment required on a daily basis		
Mild Condition symptoms:	**Moderate Condition symptoms:**	**Severe Condition symptoms:**
Action	**Action**	**Action**

Follow up care required:

(* delete as appropriate)Permission is given to *all / *female / *male appropriate staff to administer the required treatment.

Signatures

(Parents) signature:……

Headteacher signature: ……

Record of medicine administered to an individual child

Name of Pupil	Name of Medicine	Date	Time Given	Dose Given
Signature of adult administering		Signature of adult witness		

Name of Pupil	Name of Medicine	Date	Time Given	Dose Given
Signature of adult administering		Signature of adult witness		

Name of Pupil	Name of Medicine	Date	Time Given	Dose Given
Signature of adult administering		Signature of adult witness		

Name of Pupil	Name of Medicine	Date	Time Given	Dose Given
Signature of adult administering		Signature of adult witness		

Name of Pupil	Name of Medicine	Date	Time Given	Dose Given
Signature of adult administering		Signature of adult witness		

Name of Pupil	Name of Medicine	Date	Time Given	Dose Given
Signature of adult administering		Signature of adult witness		

Name of Pupil	Name of Medicine	Date	Time Given	Dose Given
Signature of adult administering		Signature of adult witness		

Roles and responsibilities

(Source - Statutory Guidance: Supporting pupils with medical conditions, DfE 2017, p.12-15)

The governing body should ensure that the school's policy clearly identifies the roles and responsibilities of all those involved in the arrangements they make to support pupils at school with medical conditions.

Further advice: Supporting a child with a medical condition during school hours is not the sole responsibility of one person. A school's ability to provide effective support will depend to an appreciable extent on working co-operatively with other agencies. Partnership working between school staff, healthcare professionals (and, where appropriate, social care professionals), local authorities, and parents and pupils will be critical. An essential requirement for any policy therefore will be to identify collaborative working arrangements between all those involved, showing how they will work in partnership to ensure that the needs of pupils with medical conditions are met effectively.

Advice on the role of governors:
Governing bodies must make arrangements to support pupils with medical conditions in school, including making sure that a policy for supporting pupils with medical conditions in school is developed and implemented. They should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions.
Governing bodies should ensure that pupils with medical conditions are supported to enable the fullest participation possible in all aspects of school life. They should also ensure that any members of school staff who provide support to pupils with medical conditions are able to access information and other teaching support materials as needed.

Advice on the role of headteachers:
Headteachers should ensure that their school's policy is developed and effectively implemented with partners. This includes ensuring that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation. Headteachers should ensure that all staff who need to know are aware of the child's condition. They should also ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations. This may involve recruiting a member of staff for this purpose. Headteachers have overall responsibility for the development of individual healthcare plans. They should also make sure that school staff are appropriately insured and are aware that they are insured to support pupils in this way. They should contact the school nursing service in the case of any child who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse.

Advice on the role of parents:
Parents should provide the school with sufficient and up-to-date information about their child's medical needs. They may in some cases be the first to notify the school that their child has a medical condition. Parents are key partners and should be involved in the development and review of their child's individual healthcare plan, and may be involved in its drafting. They should carry out any action they have agreed to as part of its implementation, e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

Advice on the role of pupils:
Pupils with medical conditions will often be best placed to provide information about how their condition affects them. They should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan. Other pupils will often be sensitive to the needs of those with medical conditions.

Advice on the role of school staff:
Any member of school staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so. Although administering medicines is not part of teachers' professional duties, they should take into account the needs of pupils with medical conditions that they teach. School staff should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions. Any member of school staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

Advice on the role of school nurses:
Every school has access to school nursing services. They are responsible for notifying the school when a child has been identified as having a medical condition which will require support in school. Wherever possible, they should do this before the child starts at the school. They would not usually have an extensive role in ensuring that schools are taking appropriate steps to support children with medical conditions, but may support staff on implementing a child's individual healthcare plan and provide advice and liaison, for example on training. School nurses can liaise with lead clinicians locally on appropriate support for the child and associated staff training needs; for example, there are good models of local specialist nursing teams offering training to local school staff, hosted by a local school. Community nursing teams will also be a valuable potential resource for a school seeking advice and support in relation to children with a medical condition. See also paragraphs 18 to 20 below about training for school staff.

Advice on the role of other healthcare professionals:
Other healthcare professionals, including GPs and paediatricians, should notify the school nurse when a child has been identified as having a medical condition that will require support at school. They may provide advice on developing individual healthcare plans. Specialist local health teams may be able to provide support in schools for children with particular conditions (e.g. asthma, diabetes, epilepsy).

Advice on the role of local authorities:
Local authorities are commissioners of school nurses for maintained schools and academies. Under Section 10 of the Children Act 2004, they have a duty to promote co-operation between relevant partners – such as governing bodies of maintained schools, proprietors of academies, clinical commissioning groups and NHS England – with a view to improving the wellbeing of children with regard to their physical and mental health, and their education, training and recreation. Local authorities and clinical commissioning groups (CCGs) must make joint commissioning arrangements for education, health and care provision for children and young people with SEN or disabilities (Section 26 of the Children and Families Act 2014). Local authorities should provide support, advice and guidance, including suitable training for school staff, to ensure that the support specified within individual healthcare plans can be delivered effectively. Local authorities should work with schools to support pupils with medical conditions to attend full-time. Where pupils would not receive a suitable education in a mainstream school because of their health needs, the local authority has a duty to make other arrangements. Statutory guidance for local authorities8 sets out that they should be ready to make arrangements under this duty when it is clear that a child will be away from school for 15 days or more because of health needs (whether consecutive or cumulative across the school year).

contacting emergency services

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

1. your telephone number (school telephone: 01473 823268)
2. your name
3. your location: St Mary's C of E Primary School, Stonehouse Road, Hadleigh, Suffolk
4. state what the postcode is – IP7 5BH
5. provide the exact location of the patient within the school setting
6. provide the name of the child and a brief description of their symptoms
7. inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
8. put a completed copy of this form by the phone