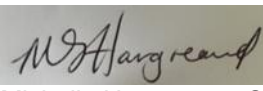


ST PHILIP'S CE PRIMARY ACADEMY

Medical Conditions Policy

Date of policy:	December 2025	Headteacher:  Michelle Hargreaves-Swales Chair of Governors: Denise Poole
Review date:	December 2026	Headteacher: Chair of Governors

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Safeguarding Statement

At St Philip's Primary Academy, we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all academy activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at St Philip's Primary Academy. We recognise our responsibility to safeguard all who access the academy and promote the welfare of all our pupils by protecting them from physical, sexual or emotional abuse, neglect and bullying.

Vision Statement

Fostering curiosity and a love of learning is at the heart of our teaching. Broadening horizons enables all children to flourish and be fulfilled. Successes are celebrated and failure learned from, allowing us to shine through challenges. Together, we develop qualities of character necessary to be positive future citizens.

Our Values

At St Philip's CE Primary Academy we pride ourselves on developing a positive ethos built on the foundations of the Christian faith, whilst taking into consideration that most of our pupils, staff and community follow the faith of Islam. We endeavour to ensure we are always **'Working together with hope in our hearts'**

This ethos is based on the following values that, as stakeholders, we all aim to uphold:

Value 1: NURTURING

We demonstrate kindness and caring towards each other so that we can find happiness and fulfilment. We promote and support children's wellbeing to support their growth and development.

Value 2: OPTIMISTIC

We believe that having a positive attitude towards situations enables us to be forward thinking and supports us in our goal of providing a good and better education for all of our pupils.

Value 3: ASPIRATIONAL

We have high aspirations for the futures of the children in our Academy. Through a high-quality curriculum and planning of lessons that are specifically tailored for our pupils, they will have the opportunity to achieve and surpass their potential.

Value 4: HOPEFUL

The value of hope is interwoven into our teaching and is and is an expression of our faith. Hope supports our spirituality, and through that, virtues such as forgiveness, empathy and compassion come to the fore.

Value 5: SINCERE

We are united as a whole to ensure integrity, honesty and trust are maintained. This quality within our academy means that we follow our values to ensure that we always do our best for pupils, staff and community.

Value 6: ASSURED

Our goal is to see our pupils confident, armed with independence and conviction, echoing 'Let your light shine' - Matthew 5:16

Value 7: RESPECTFUL

All members of our academy, including pupils, staff, governors, visitors and the wider community, should be treated with respect. We hold politeness in high regard and we are accepting of each individual's uniqueness.

Value 8: KNOWLEDGEABLE

By fostering resilience, collaboration and risk-taking, we craft an environment where pupils are ready to be lifelong learners.

Purpose:

In order to ensure that all children enjoy the fullest access to the life of the school community. This policy outlines the operational management and safety implications for children who have medical conditions in school.

Introduction

St Philip's CE Primary Academy works in partnership with pupils, parents/carers, medical services, other professionals and education providers to enable children and young people with medical conditions to enable full participation in school.

We are proactive in promoting the education entitlement of pupils on roll and making sure their medical needs are supported. This applies to pupils with long term medical conditions and temporary illnesses.

This policy is based upon the statutory guidance from the Department of Education's 'Supporting pupils at school with medical conditions.' December 2015

Overarching Principles

The principles underlying this policy are:

- St Philip's CE Primary Academy recognises that children with medical conditions may result in disruption or limitation to their education. For most children, this disruption will be minor but for some with long term, complex or individual medical needs this disruption could be profound. We also recognise that children dealing with medical conditions might also have social and emotional problems, plus anxiety and/or depression.
- St Philip's CE Primary Academy recognises that careful planning is needed to ensure these children have support from parents/carers, staff, medical and other professionals to make sure that they have full access to the school curriculum, and

mitigate disruption, while also safeguarding their health and safety.

Policy Links

Medicines in School Policy

Education of Pupils with Medical Needs- Unable to Attend School Policy

First Aid Policy

Educational Visits Policy

Appendix List

(Appendix 1)	Adminstrating Medication
(Appendix 2)	Permission for the Emergency Inhaler plus Asthma Plan
(Appendix 3)	IHCP form
(Appendix 4)	Business Continuity Plan

Record Keeping

At the beginning of each school year or when a child joins the school, parents/carers are given a medical needs form so to explain any medical conditions that their child suffers from.

Parents are reminded of the vital importance of providing this information to school and of updating the school should there be any changes or new conditions diagnosed. Individual meetings and translators will be used when necessary.

Parents who indicate that their child has a medical condition will be asked to provide further information regarding their child and the medication. This will be written on the administrating medication form. There is a specialised form for children needing asthma medication, allergy medication, epi-pen medication, pain killer medication and an adaptable form for other medication when required. This information should be updated by parents during the school year, as necessary.

An Individual Health Care Plan (IHCP) will then be written by the admin team with support from the relevant health care professionals such as the school nurse, child's GP or hospital health teams. If a child already has an IHCP this will be reviewed and altered where needed.

The admin team will then record the child's medical details on the school management information system.

This information will be added to the staff room medical board.

Asthma

Children who suffer with asthma need to be able to gain quick access to their inhalers and spacers. Parents must complete and sign a form (Appendix 1) and the Permission for the Emergency Inhaler (Appendix 2).

Both the inhaler and spacer with child's name clearly displayed with the GP prescription label and kept in the individual classes' inhaler box. All staff and children must know where

the inhalers are stored.

Class teachers are required to check that the inhalers are in date and ask parents to replace them if not. It is the parents/carers responsibility to provide new inhalers and spacers when asked. These inhalers will be taken on any out of school visits.

Anaphylaxis and administration of EpiPens

Anaphylaxis is an extremely dangerous allergic reaction. It can be triggered by foods (e.g. nuts, seafoods) or non-foods (e.g. wasp and bee stings, certain medicines, even exercise). Anaphylaxis usually develops suddenly and gets worse very quickly.

In the event of an anaphylaxis attack, it is important to administer an EpiPen as soon as possible and call 999 for an ambulance.

We request the parents leave two EpiPens with school. Each EpiPen is stored in a plastic box that also contains the name of the child, her/his photograph, and a copy of the child's individual care plan (Appendix 1, 2 & 3).

- The 1st box will be stored in the class in cupboard reachable by an adult only in a clearly labeled box.
- The 2nd box in the locked medical cupboard in the disabled toilet.
(KEY HOLDERS – IN CLASS AND OFFICE)

EpiPen training is provided by the relevant health care professional.

Procedures for the development of an IHCP

When a pupil has a long term or complex medical need that requires specialist medication or medical procedures, school will work with the parent/carer to agree an IHCP for that child (Appendix 3). Where appropriate, the drawing up of the plan will involve the school/community nurse. Advice will be sought from health practitioners such as GPs, consultants, specialist nurses, physiotherapists etc.

Where a child is returning from a period of hospital education or alternative provision or home tuition, collaboration between the provider and school is needed to ensure that the IHCP identifies the support the child needs to reintegrate.

(Please refer to the **EDUCATION OF PUPILS WITH MEDICAL NEEDS – UNABLE TO ATTEND SCHOOL POLICY**)

The IHCP is a confidential document; however, it must be displayed and accessible to those who may urgently need to refer to it.

The plans are placed:

- in the relevant SEND folders,
- in individual medical boxes and
- digitally on SIMS.

A list of all children with an IHCP will be placed in each SEND folder and on the staff room medical board.

If the child has an Individual Health Care Plan (IHCP) the school will ensure that this is followed and shared with the relevant staff ensuring the child's needs are met at a level appropriate to her/his medical condition. Each healthcare plan will be different, because each child's circumstances will be different.

A guide to the process of developing individual healthcare plans:

- 1 • Parent or healthcare professional inform school that child has medical condition or is due to return from long-term absence, or that needs have changed. This can be generated by a yearly request for updates to children's information or when a child enters school throughout the year. We will be sending forms out to all children every June so to update information on SIMS and IHCP's.**
- 2 • Our SENCO or Admin Staff will co-ordinate meeting to discuss child's medical needs and identifies members of school staff who will provide support to the pupil.**
- 3 • Meeting will be held to discuss and agree on the need for IHCP to include key school staff, child, parent and relevant healthcare professionals and other medical/health clinician as appropriate.**
- 4 • Develop IHCP in partnership with the relevant staff. Agree who leads on writing it. Normally the SENCO, Class teacher or Admin team. (This will depend on the specific medical need).**
- 5 • School staff training needs will be identified. This is most likely to be the child's classroom staff with emergency staff or first aiders if needed. A list of trained first aid staff is displayed throughout the school and always under review.**
- 6 • Healthcare professional will deliver training. A review in training will be decided and recorded.**
- 7 • IHCP will be implemented and circulated to all relevant staff.**
- 8 • IHCP will be reviewed annually or when condition changes.**

Roles and Responsibilities.

The Headteacher is responsible for:

- Ensuring the policy is developed effectively with partner agencies and then making staff aware of this policy.
- The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and medication and first aid procedures.

The SENCO is responsible for:

- Liaising with healthcare professionals regarding the training required for staff.
- Identifying staff who need to be aware of a child's medical condition.

- Developing Individual Healthcare Plans for children with serious medical needs.
- Ensuring enough trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations. Ensuring more than one staff member is identified, to cover holidays / absences and emergencies.
- Continuous two-way liaison with school nurses and school in the case of any child who has or develops an identified medical condition.
- Ensuring confidentiality and data protection.
- Assigning appropriate accommodation for medical treatment/ care.
- Supply the relevant staff with the information they need including the IHCP. This includes a copy for SEND folders.

The Class Teacher is responsible for:

- making sure their SEND folder is up to date. With IHCP's for the children in their class.
- making sure that inhalers are in date and in the inhaler box.
- making sure inhalers and any medication is detailed in the school visit's red risk assessment folder.
- making sure inhalers and medication are taken on visits out of school.
- providing work for children who are at home because of a medical condition.
- understanding how medical conditions might affect a child's social, emotional and wellbeing and how this will affect their learning.

All Staff members are responsible for:

- understanding how support children with medical conditions and familiarising themselves with procedures which detail how to respond when that a child with a medical condition needs help.
- knowing where you can get information on a child's medical condition, medication and emergency procedures.
- knowing where controlled drugs are stored and where the key is.
- knowing where inhalers, Epi-pens etc are stored.
- taking account of the needs of pupils with medical conditions in lessons.
- undertaking training for supporting pupils with medical conditions, with specialist training if they have agreed to undertake a medication responsibility.
- knowing who is responsible for giving medication to certain children.
- knowing who the school first aiders are.

School First Aiders are responsible for:

- knowing where to get information on a child's medical condition, medication and emergency procedures.
- knowing who is responsible for giving medication to certain children.
- knowing where controlled drugs are stored and where the key is.
- knowing where inhalers, Epi-pens etc are stored.
- knowing what to do in an emergency, (Appendix 5)

School nurse/ medical professionals are responsible for:

- collaborating on developing an IHCP in anticipation of a child with a medical condition starting school.
- notifying the school when a child has been identified as requiring support in school due

to a medical condition.

- supporting staff to implement an IHCP and then participate in regular reviews of the IHCP.
- giving advice and liaison on training needs.
- liaising locally with lead clinicians on appropriate support.
- assisting the SENCO in identifying training needs and providers of training.

Parents and carers are responsible for:

- keeping the school informed about any new medical condition or changes to their child/children's health.
- participating in the development and regular reviews of their child's IHCP.
- completing a parental consent form to administer medicine or treatment before bringing medication into school.
- providing the school with their child's medication and keep it up to date.
- Providing an emergency contact, who will always be available.

Pupils are responsible for:

- letting their teachers know how their medical condition affects them.
- contributing to their IHCP.
- following their IHCP.

Training of staff

Newly appointed teachers, supply or agency staff and support staff will receive training on the 'Supporting Pupils with Medical Conditions' Policy as part of their induction.

No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the condition and signed off as competent.

The school will keep a record of medical conditions supported, training undertaken, and a list of staff qualified to undertake responsibilities under this policy.

Medicines

Please refer to St Philip's CE Primary Academy, 'Medicines in School' Policy.

Emergencies

Medical emergencies will be dealt with as stated in the emergency procedures in the St Philip's CE Primary Academy First Aid Policy.

Each child with a medical condition, will have an IHCP with details on what to do in an emergency. These IHCP are placed in class SEND folders and when necessary, in medication boxes such as for EpiPens. They are also available digitally on SIMS.

If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive. A member of the Admin team will print off the IHCP and any other relevant information for the paramedics and hospital professionals.

Day trips, residential visits and sporting activities

Pupils with medical conditions should be able to participate in school trips, residential stays, sports activities and not prevent them from doing so unless it would not be safe to do so. To comply with best practice risk assessments are undertaken, in line with our Educational Visits Policy.

Review

This policy will be reviewed annually.

APPENDIX 1: Parental agreement for setting to administer medicine

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 staff can administer medicine.

Date for review to be initiated by

--

Name of school/setting

--

Name of child

--

Date of birth

--

Group/class/form

--

Medical condition or illness

--

Medicine

Name/type of medicine
(as described on the container)

--

Expiry date

--

Dosage and method

--

Timing

--

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

--

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

Contact Details

Name

--

Daytime telephone no.

--

Relationship to child

--

Address

--

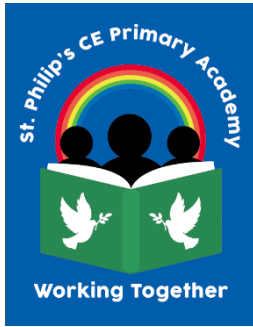
I understand that I must deliver the medicine personally to

[agreed member of 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.

Signature(s)

Date



APPENDIX 2

St Philip's Primary Academy

Whitby Terrace, Girdlington, Bradford BD8 9JL

Headteacher: Mrs Hargreaves

email:office@stphilips.bradford.sch.uk

Tel: (01274) 546496 Fax: (01274) 481205

To the parents/carers of:

We are following the guidance from the Department of Health in September 2014. Schools are now legally allowed to hold a spare SALBUTAMOL inhaler for use in emergencies.

This form is for your consent for a trained First Aider to give your child the inhaler in emergencies.

Please read carefully and return as soon as possible.

CONSENT FORM FOR THE USE OF EMERGENCY SALBUTAMOL INHALER for St Philips C of E Primary Academy

Child showing symptoms of asthma / having asthma attack

1. I can confirm that my child has been diagnosed with asthma and has been prescribed an inhaler.
2. My child has a working, in-date inhaler, clearly labelled with their name, which they have in 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:

Your Name

(print).....

Child's name:

.....

Class:

.....

Parent's address and contact details:

.....

.....

.....

Telephone:

.....

E-mail:

.....

Appendix 3 - Individual Health Care Plan (IHCP)



Name of school/setting
 Child's name
 Group/class/form Date of birth
 Child's address
 Medical diagnosis or condition
 Date
 Review date

St Philip's C.E Primary Academy

Family Contact Information

Name
 Relationship to child
 Phone no. (work)
 (home)

Name
 Relationship to child
 Phone no. (work)

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

If you notice any of the above signs:

-

Emergency Treatment:

Describe what constitutes an emergency, and the action to take if this occurs:

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

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 agree that my child's medical information can be shared with school staff responsible for their care.

Signed by parent or guardian

Print name

Date

Review date

Copies to:

Parents
Office
Medical team
SENDCO