

Springwell School



Medical Needs in School

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Next review: November 2026

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Policy Statement

Section 100 of the Children and Families Act 2014 places a duty on the Governing Body and Senior Leadership Team to make arrangements for supporting pupils at school with a medical condition. Springwell School is an inclusive community that aims to support and welcome pupils with medical conditions. We aim to provide all children with medical conditions the same opportunities as others at the school.

Pupils' medical needs may be broadly summarised into two categories:

- Short term, affecting their ability to participate in school activities because they are unwell or on a course of medication.
- Long term potentially limiting their access to education and requiring extra care and support.

Some children with medical conditions may be disabled, where this is the case, the Governing Body will comply with its duties under the Equality Act 2010. This policy should be read in conjunction with the schools Inclusion policy, SEN policy and The SEND code of practice 2015.

This policy sets out the steps which the school will take to ensure that children who have medical needs are able to attend school and will have full access to learning. This policy will operate within the context of the school's Health & Safety Policy. The schools will provide, where necessary, individual risk assessments for pupils or groups with medical needs. The schools will be aware of the health and safety issues relating to dangerous substances and infection.

Springwell School:

- Will ensure all staff understand their duty of care to children and young people in the event of an emergency.
- Will ensure all staff feel confident in knowing what to do in an emergency.
- Understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.
- Understands the importance of medication being taken as prescribed.
- Will ensure all staff understand the common medical conditions that affect children at this school.
- Allows adequate time for staff to receive training on the impact medical conditions can have on pupils.
- Ensures staff receive additional training about any children they may be working with who may have complex health needs supported by an individual health plan.

"It is therefore important that parents feel confident that schools will provide effective support for their child's medical condition and that pupil's feel safe"

***Supporting Children at school with medical conditions
DOE, April 2014***

1. Springwell School is an inclusive community that aims to support and welcome pupils with medical conditions.

Springwell School understands that it has a responsibility to make the school welcoming for all pupils and to be supportive to pupils with medical conditions who currently attend and those who may attend in the future.

- The school aims to provide all children with medical conditions the same opportunities as others at school. All children have a right to access the full curriculum, adapted to their medical needs and to receive the on-going support, medicines or care that they require at school to help them manage their condition and keep them well.
- We recognise that medical conditions may impact social and emotional development as well as having educational implications.
- Pupils are encouraged where possible to take control of their condition, with the support of staff where needed.
- The school aims to include pupils with medical conditions in all school activities.
- Parents of pupils with medical conditions should feel secure in the care their children receive at this school and are aware of the care and support their child receives.
- All staff have access to information about what to do in an emergency. (See appendix 1)
- All staff understand the medical conditions that affect children at Springwell School. Staff will receive training on the impact this can have on pupils, and this will be regularly updated.
- The medical conditions policy is understood and supported by the whole school and local health authority.
- This policy should be read alongside the first aid policy which supports and identifies the first aid provision across the school.

2. The 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.

Stakeholders include parents, pupils, school nurse, school staff, governors, the school employer, and relevant local health services.

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

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

The policy will be available on the school's website for public view and all staff will be reminded of the policy and how it is implemented at induction and on an annual basis.

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

- By including the policy statement in the school's prospectus and signposting access to the policy.

- At the start of the school year when communication is sent out about Healthcare Plans.
- When their child is enrolled as a new pupil.
- Via the school's website, where it is available all year round.

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

- Signposting to the website and Staff information area where policies are stored on the school server.
- At scheduled medical conditions training.
- Through the key principles of the policy being displayed in several prominent staff areas within school.
- All supply and temporary staff are informed of the policy and their responsibilities.

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

- All staff know what action to take in the event of a medical emergency. This includes:
 1. **How to contact emergency services and what information to give**
 2. **Who to contact within the school.**
- Training is refreshed for all staff linked to need on an ongoing basis.
- Action to be taken in a general medical emergency is displayed in prominent locations for staff. These include classrooms, the staff room, food preparation areas.
- 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 one the pupil knows.
- Generally, staff should not take pupils to hospital in their own car. This school has clear guidance from the local authority on when (and if) this is appropriate. School will follow LA guidance and school policy.

5. All staff understand and are trained in what to do in an emergency for the most common serious medical conditions at Springwell School.

- All staff at Springwell School are aware of the most common serious medical conditions at the school.
- Staff will be given further information on other serious conditions that may affect children within the school.
- Staff at Springwell understand their duty of care to pupils. In an emergency staff are required under common law to show a duty of care and to act like any reasonably prudent parent (in loco parentis). This may include administering medication or calling an ambulance.
- All staff who work with groups of pupils at the school receive training and know what to do in an emergency for the pupils in their care with medical conditions. This will be regularly reviewed, and training records maintained.
- Staff receive updates regularly for asthma, epilepsy, allergies and after anaphylaxis to know how to act in an emergency. Additional training is prioritised for key staff members who

work with children who have specific medical conditions supported by an Individual Health Plan.

- Training will be sufficient to ensure that staff are competent and have confidence in their ability to support pupils with medical conditions, and to fulfil the requirements as set out in individual healthcare plans.
- Action for staff to take in an emergency for the common serious conditions at this school is displayed in prominent locations for all staff.
- This school uses Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of pupils in their care who may need emergency help.
- Healthcare Plans will be updated as necessary and reviewed annually with parents.
- This school has procedures in place so that a copy of the pupil's Healthcare Plan is sent to the emergency care setting with the pupil. On occasions when this is not possible, the form is sent (or the information on it is communicated) to the hospital as soon as possible.
- This school has clear guidance on the administration of medication at school.
- **Offsite visits** – There is a clear procedure within school for ensuring the safety of all children on offsite visits and specifically for children with medical needs.

Springwell School is aware of the triggers that can make medical conditions worse or can bring on an emergency. The school is actively working towards reducing these health and safety risks.

- The school is committed to working towards reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits.
- School staff have been updated on medical conditions. This update includes information on how to avoid and reduce exposure to triggers for common medical conditions.
- Information is circulated around the school on children with known conditions that may require emergency treatment.

6. Springwell school has clear guidance on the administration of medication at school.

Schools are not required to manage pupils' medicines but where they are they must be managed safely. Schools are referred to Managing Medicines in Schools and Early Years Settings (Department for Education and Skills and Department of Health, 2005)

Staff should never give a non-prescribed medicine to a child unless there is specific prior written permission from the parents.

This school will keep 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.

Consent to Administer Medicines

If a pupil requires regular prescribed or non-prescribed medication at school, parents are asked to provide consent on their child's Healthcare Plan 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 Healthcare Plan for staff to administer medication.

If a pupil requires regular/daily help in administering their medication, then the school will outline its agreement to administer this medication on the pupil's Healthcare Plan.

Administration – Emergency Medication

- Springwell School will seek to ensure that pupils with medical conditions have **easy access to their emergency medication.**
- Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will be always readily available and not locked away.
- The school will ensure that all pupils and parents understand the arrangements for a member of staff (and a reserve member of staff) to assist in helping a child take their emergency medication safely.
- Parents will be informed when any medication is administered, the time and amount given.

Administration - General

- Springwell School understands the importance of medication being taken as prescribed.
- All use of medication, even if the pupil can administer the medication themselves, is carried out under the supervision of staff at this school, unless there is an agreed plan for self-medication. Staff should be aware if pupils are using their medication in an abnormal way and should discuss this with the parents.
- 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 or unless the situation is an emergency and falls under their regular duty of care arrangements.
- There are members of staff at Springwell School contracted to administer medication.
- For medication where no specific training is necessary, any member of staff may administer medication to pupils under the age of 16.
- Written consent is required from parents before any medication can be administered.
- Parents will be informed when any medication is administered, the time and amount given.
- Medication can only be administered if it is in its original container.
- The school will ensure that specific training and updates will be given to all staff members who agree to administer medication to pupils if necessary.
- In some circumstances, medication is only to be administered by an adult of the same gender as the pupil and preferably witnessed by a second adult. This will be agreed in the Individual Health Plan.
- **Parents/carers at this school should understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately. Parents/carers should provide the school with any guidance regarding the administration of medicines and/or treatment from the GP, clinics, or hospital.**
- If a pupil at the school refuses their medication, staff will record this and follow the defined procedures. Parents/carers will be informed of this non-compliance as soon as possible.
- If a trained member of staff, who is usually responsible for administering medication, is not available the school will make alternative arrangements to provide the service. This is always addressed in the risk assessment for off-site activities.
- If a pupil misuses medication, either their own or another pupil's, their parents/carers are informed as soon as possible. School will seek medical advice by ringing A&E if this situation arises.
- It is expected that in normal circumstances the child requiring medication will be known to the member of staff administering it. There is a mechanism in place which enables staff

administering medication to positively identify the child at the time of administration e.g., by confirming with the child where possible their name, date of birth and/or comparing with a recent photo or with another member of staff who knows the child.

- As part of the care plans kept for children with Asthma and Severe allergies, school will hold spare emergency medication if these have prescribed for children within the school. Salbutamol inhalers for Asthma and Auto injectors for children with anaphylactic allergies. Consent to use these forms is part of the care plan and should be signed by parents.
- These medications should only be used for a child that has been prescribed for them and where written consent has been given.
- If an emergency inhaler has been used parents will be informed so that follow up care can be arranged.
- If an emergency Auto injector has been used, then an ambulance should be called, and the medication and container should be given to the paramedic. Parents should also be informed.

Administration of Controlled Drugs

Some medicines prescribed for children are controlled by the Misuse of Drugs Act. In the first instance a Co-Head Teacher will need to approve the medication to be administered during the school day.

On advice from the Managing Medicines in Schools and Early Years Settings guidance (2005)

- A controlled drug can be administered, where it is agreed, to the child for whom it has been prescribed.
- Any member of staff may administer a controlled drug to the child for whom it has been prescribed.
- Administering controlled medicine must be carried out in accordance with the prescriber's instructions.
- School will keep controlled drugs in a locked non-portable container.
- Controlled medication such as methylphenidate, is subject to greater control and as such should, where possible, be signed into school by parents. It should be recorded on a separate sheet, signed by two members of staff, and counted at each administration to ensure that the correct amount is administered and stored.
- A written record will be kept for audit and safety purposes.

Use of 'over the counter' i.e., non-prescription medications

- Where the Co-Head Teacher agrees that staff may administer a non-prescribed medicine, it must be in accordance with this policy.
- Parents are required to complete a short-term medication form.
- There must be written parental consent for recurring 'over the counter' medications e.g., Piriton for hay fever.
- Where a non-prescribed medicine is administered to a child it should be recorded and the parents informed.
- Medication e.g., for pain relief, should never be administered without first checking the label for the appropriate dosage and checking when the previous dose was taken.
- A child under 16 should never be given aspirin unless prescribed by a doctor.

Guidelines For Administering Paracetamol

Paracetamol is a widely used drug for controlling pain and reducing temperature. Despite its prevalence, it can be very dangerous if taken inappropriately. Overdose requires immediate medical attention.

The Local Authority, in consultation with health practitioners, has carefully considered the benefits and dangers of administering this non-prescription drug in schools and settings.

‘Medicines must not usually be administered unless they have been prescribed for a child by a doctor, dentist, nurse, or pharmacist (EYFS Statutory Guidance 2012).’

It is sometimes appropriate to give paracetamol to control specific pain such as toothache or earache. When administering paracetamol to children school will adhere to the following conditions:

- The member of staff responsible for giving medicines must be wary of routinely giving paracetamol to children.
- Paracetamol should not be given unless it has been established that.
 - No more than 4 doses have been given in a 24-hour period.
 - When the last dose of paracetamol or remedy containing paracetamol was given, there should be a minimum of 4 hours between doses.
 - Parents have been contacted to establish this information.
- Where possible written consent should be obtained before giving paracetamol to a child.
- A member of school staff must speak to the parent for consent to administer paracetamol, when written consent is not possible, such as in the case of a child developing a temperature, form in appendix 3 should then be completed with parents.
- Paracetamol must be administered according to the instructions on the box or label. (Stronger doses or combination drugs, which contain other drugs besides paracetamol must not be administered.)
- Children should only be given one dose during the school day. If this does not relieve the pain, contact the parent or the emergency contact.
- The member of staff giving the medication must witness the child taking the paracetamol and make a record of it. The school must notify the parent on the day, stating the time and the amount of the dose.
- Paracetamol must be stored securely and should not be kept in first aid boxes.

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

Safe Storage – Emergency Medication

- Emergency medication is readily available to pupils who require it at all times during the school day or at off-site activities. It will be kept in a safe, accessible location, not in a locked cupboard.
- If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available and not held personally by members of staff.
- If the pupil concerned is involved in extracurricular activities, then specific arrangements and risk assessments will be agreed with the parent and appropriate staff involved.

Safe Storage – Non-Emergency Medication

- All non-emergency medication is kept in a secure place, in a lockable cupboard in a cool dry place. Pupils with medical conditions know where their medication is stored and how to access it.
- Staff ensure that medication is accessible only to those for whom it is prescribed.
- Keys should be readily available and will not be held by one person.
- In Puffin, the keys are hanging on the hook, next to the door in the first aid area. In Partridge the keys are in the key safe in the welfare room.

Safe Storage – General

- This school has an identified member of staff/designated person who ensures the correct storage of medication at school. This will be checked regularly.
- All controlled drugs are kept in a locked cupboard and only named staff have access.
- Identified members of staff check the expiry dates for all medication stored at school each term (i.e. three times a year).
- Identified members of staff, along with the parents/carers of pupils with medical conditions, ensure that all emergency and non-emergency medication brought into school is clearly labelled with the pupil's name, the name of the medication, route of administration, dose and frequency, an expiry date of the medication.
- School will ensure that:
 - Medication is supplied and stored 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.
 - Medication is stored in accordance with the manufacturer's instructions, paying particular note to storage temperature.
 - Some medication for pupils at this school may need to be refrigerated. A separate, lockable fridge is available for storage of medication.
 - All medication (including blue inhalers) and equipment such as spacers or blood sugar monitoring kits are sent home with pupils at the end of the school term.
- It is the parent's/carer's responsibility to ensure adequate supplies of new and in date medication comes into school at the start of each term with the appropriate instructions and ensures that the school receives this.

8. Springwell school has clear guidance about record keeping for pupils with medical conditions.

Enrolment Forms

All parents/carers at this school are asked if their child has any medical conditions.

All parents/carers will be asked to complete medical forms for their child when they start at Springwell School. These forms will then be sent out on a yearly basis for parents to update as

necessary. Parents will be asked to update the forms as needed at other times during the year, should the child's medical condition change.

If a pupil has a short-term medical condition that requires medication during school hours (e.g. antibiotics to cover a chest infection) a medication form plus explanation is sent to the pupil's parents/carers to complete

Individual Health Plans

Springwell School uses an Individual Health Plan for children with complex health needs to record important details about the individual children's medical needs at school. Staff will use information supplied by parents and health care professionals to direct the need for a health care plan to be put in place. All individual Health Care Plans are the responsibility of the Medical Lead for Healthcare.

Further documentation can be attached to the Individual Health Plan if required.

Healthcare Plans are used by the school to:

- Inform the appropriate staff and supply teachers about the individual needs of a pupil with a medical condition in their care.
- Identify common or important individual triggers for pupils with medical conditions at school that bring on symptoms and can cause emergencies.
- Ensure that the school have a timely and accurate summary of a pupil's current medical management and healthcare in the event of an emergency.
- Inform staff of actions to take in the event of an emergency.
- The school uses this information to help reduce the impact of common triggers.
- 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.

Examples of complex health needs which may be included within an Individual Health Plan
The child has:

- diabetes
- gastrostomy feeds
- a tracheostomy
- anaphylaxis
- a central line or other long term venous access
- asthma
- epilepsy with rescue medication

An Individual Health Plan, accompanied by an explanation of why and how it is used, is sent to all parents/carers of pupils with a complex health need.

- at the start of the school year
- at enrolment
- when a diagnosis is first communicated to the school
- transition discussions!
- new diagnosis

It is the parents/carers responsibility to fill in the Individual Health Plan and return the completed form to the school. If the school does not receive an Individual Health Plan, all school staff will follow standard first aid measures in an emergency. The school will contact the parent/carer if health information has not been returned.

This school ensures that a relevant member of school staff is available, if required, to help draw up an Individual Health Plan for pupils with complex health or educational needs.

School Healthcare Plan Register

Healthcare Plans are used to create a centralised register of pupils with medical needs. The Medical Lead has responsibility for the register within School.

The Medical Lead will follow up with parents, any further details on a pupil's health care plan required or if permissions for administration of medication is unclear or incomplete.

Ongoing communication and review of Healthcare Plans

Parents at this school are regularly reminded to update their child's Healthcare Plan if their child has a medical emergency or if there have been changes to their symptoms (getting better or worse), or their medication and/or treatments change.

Staff at the school use opportunities such as teacher–parent interviews, annual reviews, and home–school diaries to check that information held by the school on a pupil's condition is accurate and up to date.

Every pupil with a Healthcare Plan at this school has their plan discussed and reviewed at least once a year.

Storage and access to Healthcare Plans

- Parents and pupils at Springwell School are provided with a copy of the pupil's current agreed Healthcare Plan.
- Healthcare Plans are kept in a secure central location at school, currently on the school server with the pupil health files.
- Apart from the central copy, specified members of staff (agreed by the pupil and parents) securely hold copies of pupils' Healthcare Plans. These copies are updated at the same time as the central copy.
- All members of staff who work with groups of pupils have access to the Healthcare Plans of pupils in their care.
- Healthcare plans will be shared with local authority transport as necessary and with parents' consent.
- When a member of staff is new to a pupil group, for example due to staff absence, the school makes sure that they are made aware of (and have access to) the Healthcare Plans of pupils in their care.
- The school ensures that all staff protect pupil confidentiality.
- The school seeks permission from parents to allow the Healthcare 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. This permission is included on the Healthcare Plan.
- This school seeks permission from the pupil and parents before sharing any medical information with any other party.

Record of Awareness Raising Updates and Training

- Springwell school holds updates on common medical conditions on an ongoing basis. A record of the content and attendance of the medical condition training is kept by the school and reviewed every 12 months to ensure all new staff receive updates.
- All school staff who volunteer or who are contracted to administer emergency medication are provided with training, if needed, by a specialist nurse, doctor, or school nurse. The school keeps a register of staff who have had the relevant training; it is the school's responsibility to arrange this.
- School risk assesses the number of first aiders it needs and ensures the first aiders are suitably trained to carry out their responsibilities. The school has first aiders who have undertaken the paediatric first aid course and/or First aid at work courses.
- This school keeps an up-to-date list of members of staff who have agreed to administer medication and have received the relevant training.

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

Physical Environment

- The school is committed to providing a physical environment that is as accessible as possible to pupils with medical conditions.
- School aims to meet the needs of pupils with medical conditions by ensuring that the physical environment at this school is as accessible as possible.
- The school's commitment to an accessible physical environment includes out-of-school visits. Staff at the school recognise that this may sometimes mean changing activities or locations.

Social Interaction

- The school ensures that 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.
- The school ensures the needs of pupils with medical conditions are adequately considered so they have access to extended school activities such as school discos, breakfast club, school productions, after school clubs and residential visits.
- All staff at the school are aware of the potential social problems that pupils with medical conditions may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the school's anti-bullying and behaviour policies.
- Staff use opportunities such as personal, social and health education (PSHE) lessons to help create a positive social environment.

Exercise and Physical Activity

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

- The school seeks to ensure all classroom teachers, PE teachers and sports coaches make appropriate adjustments to sports, games, and other activities to make physical activity accessible to all pupils.
- Springwell seeks to ensure that all classroom teachers, PE teachers and sports coaches understand that if a pupil reports they are feeling unwell, the teacher should seek guidance before considering whether they should take part in an activity.
- Teachers and sports coaches are aware of pupils in their care who have been advised, by a healthcare professional, to avoid or to take special precautions with particular activities.
- The school ensures all PE teachers, classroom teachers and school sports coaches are aware of the potential triggers for pupils' medical conditions when exercising and how to minimise these triggers.
- The school seeks to ensure that all pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed.
- The school ensures all pupils with medical conditions are actively encouraged to take part in out-of-school clubs.

Education and learning

- Springwell 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.
- The school will consult with parents and the pupil's healthcare professionals to ensure the effect of the pupil's condition on their schoolwork is properly considered.
- School ensures that pupils have the opportunity to discuss common medical conditions.
- Pupils at this school experience how to respond to common medical conditions.

Off-site Visits/Residential trips

Staff will be aware of any pupils on the visit who have medical conditions. They will 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. This information will be updated as necessary.

All offsite visits will be entered on to the Evolve system, with risk assessments, outlining any medical needs.

Staff will take with them copies of medical information and care plans for the children in their care.

In addition to the above:

- Parental views and advice from health professionals will be sought if there are concerns about a child's safety or the safety of other children on a visit.
- The school will support children wherever possible in participating in physical activities and extra-curricular sport.

- Some children may need to take precautionary measures before or during exercise, and may for example, need access to inhalers. Staff supervising the activity are made aware of the relevant conditions.
- The trip leader needs to check that the staff that are going on the trip are willing to administer medication to children and have received appropriate training to do so.
- A full medical kit must be taken on any off-site visit. Before any item is administered (medical wipe/ bandage) the medical list must be consulted for allergies. The incident must be recorded, and parents informed, as per school off site visits policy.
- All medicines required by children on such undertakings will be part of the overall risk assessment for the visit.
- Medicines will be in the safe care of a nominated member of the support staff. This colleague should be one who is willing to carry this responsibility.
- Complex medical needs for a specific pupil may necessitate a health plan for the visit. If any member of staff is concerned, they should seek advice from the school Medical Lead or Senior Management Team.
- If a sharps box is needed when off site, the senior staff member is responsible for its safe storage until it can be returned to a pharmacy or to school sharps box.

Residential Visits

- Parents/carers are sent a medical form to be completed and returned to school 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 then provides essential and up-to-date information to relevant staff and school supervisors to help the pupil manage their condition while they are away. It should include information about medication not normally taken during school hours.
- All medical forms are taken by the relevant staff member on visits where medication is required. These are accompanied by a copy of the pupil's Individual Health Plan.
- All parents/carers of pupils with a medical condition attending a school trip or overnight visit are asked for consent, giving staff permission to supervise administration of medication at night or in the morning if required.
- The medical form also details what medication and what does 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.
- A copy of any Individual Health Plans and equipment/medication must be taken on off-site activities.

Risk Assessments

Risk assessments are carried out by this school prior to any out-of-school visit or off-site provision and medical conditions are considered during this process.

This school considers:

- how all pupils will be able to access the activities proposed.
- how routine and emergency medication will be stored and administered,
- where help can be obtained in an emergency,
- Any other relevant matters.

The school understands that there may be additional medication, equipment or other factors to consider when planning residential visits or off-site activities. Springwell considers additional medication and facilities that are normally available at school.

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

Springwell School works in partnership with all interested and relevant parties including the school's governing body, school staff, and community healthcare professionals and any relevant emergency practitioners to ensure the policy is planned, implemented, and maintained successfully.

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

Employer

This school as an 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 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.
- Provide indemnity for staff who volunteer to administer medication to pupils with medical conditions.

Governors

Have a responsibility to:

- Ensure the health and safety of their staff 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 the schools health and safety policies and risk assessments are inclusive of the needs of pupils with medical conditions and reviewed annually.
- Make sure the medical conditions policy is effectively implemented, monitored, and evaluated and regularly updated.
- Ensure that the school has robust systems for dealing with medical emergencies and critical incidents at any time when pupils are on site or on out of school activities.

Co-Head Teachers

Have 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 this policy is put into action, with good communication of the policy to all staff, parents/carers, and governors.
- Ensure every aspect of the policy is maintained.
- Ensure that if the oversight of the policy is delegated to another senior member of staff that the reporting process forms part of their regular supervision/reporting meetings.
- Monitor and review the policy at regular intervals, with input from governors, parents/carers, staff, and external stakeholders.
- Report back to governors about implementation of the health and safety and medical conditions policy.
- Through consultation with the governors that the policy is adopted and put into action.

All School Staff

All staff at Springwell 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 medical conditions policy.
- Know which pupils in their care have a medical condition and be familiar with the content of the pupil's Healthcare 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 need medication have access to 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.

Teaching Staff

Teachers at Springwell School have a responsibility to:

- 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, Medical Lead 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.

First aider

First aiders at Springwell School have a responsibility to:

- Give immediate help to casualties with common injuries or illnesses.
- When necessary, ensure that an ambulance or other professional medical help is called.

Medical Lead for Healthcare

The Medical Lead for Health at Springwell School has the responsibility to:

- Help update the school's medical conditions policy.
- Know which pupils have a medical condition and which have special educational needs because of their condition.
- Ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in.
- Provide support to children with medical conditions, including administering medication as according to this policy.
- Support other staff members to ensure that healthcare plans are implemented.
- Ensure healthcare plans are completed and regularly updated for children that require one.

Parents/ Carers

The parents of a child at Springwell School have a responsibility to:

- Tell the school if their child has a medical condition.
- Ensure the school has a complete and up-to-date Healthcare 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 and are in original containers.
- 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 schoolwork 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.

Unacceptable Practice

At Springwell School we recognise that all children are individuals and will ensure that.

- No child will be prevented from easily accessing their inhalers and medication and administering their medication when and where necessary.
- It is not assumed that every child with the same condition requires the same treatment.
- The school will not ignore the views of the child or their parents; or ignore medical evidence or opinion (although this may be challenged);
- We will not send children with medical conditions home frequently for reasons associated with their medical condition 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, they will not be sent to the school office or medical room unaccompanied or with someone unsuitable.
- Children will not be penalised for their attendance record if their absences are related to their medical condition, e.g. hospital appointments.
- Pupils will not be prevented from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively.
- Parents will not be made to 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; Children will not be prevented from participating, or unnecessary barriers created to children participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany the child.

11. Liability and Indemnity

The appropriate level of insurance is in place and appropriately reflects the level of risk, e.g. giving of medicines etc.

12. Complaints

Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school's complaints procedure which can be found on the school website. The school will follow this procedure when handling any complaints.

[Complaints Procedure - May 2026.pdf](#)

13. The Medical Conditions Policy is regularly reviewed evaluated and updated.

- The school's medical condition policy is reviewed, evaluated, and updated every year in line with the school's policy review timeline.
- Department for Education and Department of Health guidance is actively sought and fed into the review.
- In evaluating the policy, this school seeks feedback on the effectiveness and acceptability of the medical conditions policy with a wide range of key stakeholders within the school and health settings.

Appendix 1

Contacting Emergency Services

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

1. Your telephone number:

023 80445981

2. Give your location details, relevant to your class.
3. Give exact location in the school of the person needing help.
(You will need to specify which location, SPS, Weston Park Primary (Maple), etc)
4. Give your name.
5. Give the name of the person needing help.
6. Give a brief description of the person's symptoms (and any known medical condition).
7. Inform ambulance control of the best entrance and state that the crew will be met at this entrance and taken to the pupil.
8. Do not hang up until the information has been repeated back to you.
9. Ideally the person calling should be with the child, as the emergency services may give first aid instruction.
10. Never cancel an ambulance once it has been called.

Speak clearly and slowly!

Appendix 2

VERBAL CONSENT FROM PARENT/CARER TO GIVE PARACETAMOL

Name of parent/carer:	
Relationship to child:	
Telephone number contacted on:	
Date and Time of phone conversation:	

Questions to be read out and answered by parent/carer	Yes/No
Has the child had paracetamol before?	
Has the child ever had problems with paracetamol? (If yes, refer to GP)	
Has the child had any doses of paracetamol in the last 24 hours? If yes, what times and how much was given? Leave 4 hours between doses	
Has the young person had any other medication that contains Paracetamol in the last 4 hours such as cold or flu remedies? If yes, do not give any paracetamol	
What dose of paracetamol does the child usually take? Check dose on bottle or label before administering	
Parent/Guardian fully aware of what they are consenting to and knows why you wish to give Paracetamol, please state reason:	

Declaration by the person contacting the parent/carer. I have completed the above assessment questionnaire. I have assessed there are no contraindications to giving the Paracetamol. Time and date Dose..... Signature.....
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