



## **St. Ethelbert's RCP, Bolton**

### **Supporting Pupils with Medical Conditions Policy**

*Love, Care, Share...*

*Love learning as friends;*

*Care for our community as neighbours;*

*Share our faith in Jesus as disciples.*

The Children and Families Act places a duty on the governors of St. Ethelbert's RCP School to make arrangements for supporting pupils with medical conditions. Where children have a disability, the requirements of the Equality Act 2010 will also apply. Where children have an identified special need, the SEN Code of Practice will also apply.

All children have a right to access the full curriculum, adapted to their medical needs and to receive the ongoing support, medicines or care that they require at school to help them manage their condition and keep them well. The school recognises that medical conditions may impact on social and emotional development as well as having educational implications. Our school will build positive relationships with parents and carers, healthcare professionals and other agencies in order to give effective support to pupils with medical conditions.

The named person for children with medical conditions is **Amanda Munro**.

The nominated person is responsible for:

- informing relevant staff of medical conditions
- arranging training for identified staff
- ensuring that staff are aware of the need to communicate necessary information about medical conditions to supply staff
- assisting with risk assessments for educational visits and other activities outside of the normal timetable
- working with key staff in developing, monitoring and reviewing Individual Health Care Plans
- working together with parents, pupils, healthcare professionals and other agencies

The governing board is responsible for:

- determining the school's policy and ensuring that arrangements are in place to support children with medical conditions

The Headteacher is responsible for:

- overseeing the management and provision of support for children with medical conditions
- ensuring that there are sufficient trained staff to implement the policy and deliver appropriate provision for children with medical conditions

The teachers and support staff are responsible for:

- the day to day management of the medical conditions of the children they work with
- ensuring that risk assessments are carried out for school visits and other activities
- providing information to supply staff

The school nurse is responsible for:

- notifying the school when a child has been identified as having a medical condition which will require support in school
- providing support for staff on implementing care plans and advice on relevant training

### **Procedure when the School is Notified that a Child has a Medical Condition**

- The named person will liaise with relevant staff, parents, health professionals and other agencies to decide on the support to be provided to the child
- Where appropriate, an Individual Healthcare Plan will be drawn up

### **Individual Healthcare Plans**

- A plan will be written for pupils with a long-term and complex medical condition
- The plan will clarify what needs to be done, when and by whom and include information about the child's condition, special requirements, medicines required and action to take in the event of an emergency
- Plans will be reviewed annually or earlier if the child's condition changes

### **Administering Medicines (see Administration of Medicines Policy)**

- Written consent from parents must be in place before medicines are administered to a child at school
- Medicines must be in-date, clearly labelled, provided in the original container, include instructions for administration, dosage and storage
- Medicines must be stored safely in the school office, where they will be administered – the exceptions to this are in the case of inhalers and epi-pen which need to be kept by a responsible adult in the classroom
- Written records should be kept of all medicines administered to children

### **Action in Emergencies**

- Request an ambulance – dial 999 and be ready with the information below.
  - The school's telephone number
  - Your name

- Your location
  - Exact location of patient within the school
  - Name of the child and a brief description of their symptoms
  - Clear instructions as to how the ambulance can access the premises
- Ensure the gates are open so the ambulance can gain access
  - Contact parents to inform them of the situation
  - A member of staff should stay with the child until the parent arrives; if the parent does not arrive before the pupil is transported to hospital, then a member of staff must accompany the child in the ambulance

### **Activities**

- Reasonable adjustments will be made to enable pupils with medical conditions to participate fully and safely in day trips, residential visits, sporting activities and other activities beyond the normal curriculum

### **Good Practice**

Pupils with medical conditions:

- Should have easy access to medication and must know where their medicines are located
- Should not be sent home frequently unless their care plan stipulates this
- Should not be sent to the school office unaccompanied if they require medication
- Should be able to eat, drink or go to the toilet whenever necessary, if it helps them to manage their condition

### **Complaints**

- Any complaints regarding the school's actions in supporting a child with medical conditions should be discussed with the Headteacher in the first instance, and then in accordance with the school's Complaints Procedure

### **Equality Impact Statement**

- The school will do its utmost to ensure that this policy does not discriminate, directly or indirectly. The governors will do this through regular monitoring and evaluation of our policies.

This policy pays due regard to the DfE guidance '*Supporting pupils at School with Medical Conditions*' (2017)

**Reviewed September 2025**



## **REQUEST FOR SCHOOL TO ADMINISTER MEDICINE – FORM A**

St. Ethelbert's School will only give your child medicine if you have completed and signed this form, and if the Headteacher has agreed that school staff can administer the medication.

### **DETAILS OF PUPIL**

**Name:** \_\_\_\_\_

**Class:** \_\_\_\_\_

**Condition/ illness:** \_\_\_\_\_

### **MEDICATION:**

**Name of medication (as on container):** \_\_\_\_\_  
\_\_\_\_\_

**Dates when medicines will be administered in school:** \_\_\_\_\_  
\_\_\_\_\_

**Dosage and method:** \_\_\_\_\_

**When ? (e.g. after lunch)** \_\_\_\_\_  
\_\_\_\_\_

**Special precautions:** \_\_\_\_\_

**Side effects :** \_\_\_\_\_  
\_\_\_\_\_

**Self- administration:**     Y    /    N    

### **CONTACT DETAILS**

**Number to be rung in an emergency :** \_\_\_\_\_  
\_\_\_\_\_

**I understand that I must deliver the medicine personally to the office**

**Signed :** \_\_\_\_\_

### RECORD OF MEDICATION ADMINISTERED

**FORM B**

[illegible]