Leigh Primary School

The Green, Leigh, Tonbridge, Kent TN11 8QP
Telephone/Fax: 01732 832660

'Caring, Sharing and Learning Together'

Medical Policy

File name: **Medical Care Policy.doc**	**Associated Docs:** **Medical Care Consent Form** **Medicine Request Form** **Record of Medicine Form** **KCC Personal Care Guidelines. doc** **Medical Care EQIA.doc**	**Non Statutory**	**Review Period :** **Biennial**
Policy Owner: Resources	**Last Revised :** **30/03/26**	**Next Revision Due:** **30/03/28**	**Page 1 of 16**

Values

Leigh Primary School is a school in which the teaching and learning, achievements, attitudes, well-being and the happiness of every individual, matter. We believe that everyone has the right to succeed and the entitlement to develop their full potential. We recognise pupils bring to school different experiences, interests and strengths, which will affect the way in which they learn. As an inclusive school, we have a responsibility to provide a broad and balanced curriculum for all pupils, which meets the specific needs of individuals and groups of pupils. Educational experiences and opportunities will be provided to enable individuals to progress to the best of their ability*.*

Equal Opportunities Statement

We promote equality and the building of a democracy in which all members have rights and responsibilities, and the same opportunity to benefit from, and take part, in the education provided by the school, actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so. The school will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits and sporting activities.
Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted. Diversity is valued as a rich resource that can contribute to the learning of all pupils and staff.

Disability Statement

Leigh Primary School is proud to be an inclusive school. We offer access to a broad and balanced curriculum for all pupils regardless of disability. We strive to ensure all pupils can access, educationally and physically, all learning opportunities within and beyond the school.

Within the confines of an old building, we aim to ensure that all users can access key learning areas, and will ensure that no user experiences any discrimination or reduced entitlement to learning due to being unable to physically access areas of the school.

As with any additional needs the school works closely with parents and appropriate outside agencies to ensure equality of access for all.

Every Child Matters

This Personal Care Protocol demonstrates how we aim also to meet the five outcomes outlined in the document ‘Every Child Matters-Change for Children 2004’ (DFES publication -1088-2004, version 1.0); namely:

1. Be healthy
2. Stay Safe
3. Enjoy and achieve through learning
4. Make a positive contribution to society
5. Achieve economic well-being

MEDICAL POLICY

GENERAL

It is the parents/carers responsibility to ensure that the school is kept informed of any medical condition and treatment required by their child/children in order to assist the school in caring for the child appropriately. Our policy has been drawn up in accordance with good practice and KCC guidelines and includes a full personal care protocol.

If a child is unwell at school, we will make every effort to contact the parents/carers. Up-to-date home/work telephone numbers or other contact numbers will be stored in an easy access folder in the office. Until we have contacted the child's parents/carers we will take any action required in the interests of the child.

In the event of an accident, appropriate first aid will be given by our registered first aiders, a list of whom can be found in the Kitchen area and the school office.

In the case of more serious accidents, we will contact parents/carers as soon as possible. We will always inform parents/carers if their child suffers a knock on the head, even if there are no apparent physical symptoms.

Whilst at school children in the reception year and year 6 are given height and weight checks.

A record is kept of any child with medical conditions and a copy is kept in the medical file in the classroom, and in the central medical file.

Roles and responsibilities

The governing board

The governing board has ultimate responsibility to make arrangements to support pupils with medical conditions. The governing board will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

The Head Teacher

The Head Teacher will:

- Make sure all staff are aware of this policy and understand their role in its implementation
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHPs), including in contingency and emergency situations
- Ensure that all staff who need to know are aware of a child's condition
- Take overall responsibility for the development of IHPs
- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way
- Contact the school nursing service in the case of any pupil 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
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date

Staff
Supporting pupils with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to pupils with medical conditions, although they will not be required to do so. This includes the administration of medicines.
Those staff who take on the responsibility to support pupils with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so.
Teachers will take into account the needs of pupils with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

Parents
Parents will:

- Provide the school with sufficient and up-to-date information about their child's medical needs
- Be involved in the development and review of their child's IHP (individual healthcare plans) and may be involved in its drafting
- Carry out any action they have agreed to as part of the implementation of the IHP, e.g., provide medicines and equipment, and ensure they or another nominated adult are contactable at all times

Pupils
Pupils with medical conditions will often be best placed to provide information about how their condition affects them. Pupils should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHPs. They are also expected to comply with their IHPs.

MEDICAL INFORMATION

Information regarding pupils' medical needs that members of staff need to be aware of is held in the medical box in each classroom. Emergency information (Children with specific, potentially serious, medical complaints) can also be found on display in the child's class, the kitchen, the school office and the file in the hall.

Being notified that a child has a medical condition

When the school is notified that a pupil has a medical condition, the process outlined below will be followed to decide whether the pupil requires an IHP.

The school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for pupils who are new to our school.

See Appendix 1.

6. Individual healthcare plans

The Head Teacher has overall responsibility for the development of IHPs for pupils with medical conditions. This has been delegated to the medical and first aid manager. Plans will be reviewed at least annually, or earlier if there is evidence that the pupil's needs have changed.

Plans will be developed with the pupil's best interests in mind and will set out:

- What needs to be done
- When
- By whom

Not all pupils with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the Head Teacher will make the final decision.

Plans will be drawn up in partnership with the school, parents and a relevant healthcare professional, such as the school nurse, specialist, or pediatrician, who can best advise on the pupil's specific needs. The pupil will be involved wherever appropriate.

IHPs will be linked to, or become part of, any education, health and care (EHC) plan. If a pupil has SEN but does not have an EHC plan, the SEN will be mentioned in the IHP where appropriate.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The governing board and the Head Teacher/medical and first aid manager will consider the following when deciding what information to record on IHPs:

- The medical condition, its triggers, signs, symptoms and treatments
- The pupil's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g., crowded corridors, travel time between lessons
- Specific support for the pupil's educational, social and emotional needs. For example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions
- The level of support needed, including in emergencies. If a pupil is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring
- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the pupil's medical condition from a healthcare professional, and cover arrangements for when they are unavailable
- Who in the school needs to be aware of the pupil's condition and the support required
- Arrangements for written permission from parents and the Head Teacher for medication to be administered by a member of staff, or self-administered by the pupil during school hours
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the pupil can participate, e.g., risk assessments
- Where confidentiality issues are raised by the parent/pupil, the designated individuals to be entrusted with information about the pupil's condition
- What to do in an emergency, including who to contact, and contingency arrangements

ADMINISTRATION OF MEDICINE

Parents/Carers will be informed that although we will always care for children who become ill at school, children on short courses of medicines, such as antibiotics, should take these at home. Only if antibiotics need to be administered four times a day will teaching assistants administer one dose only. If children do need to bring prescribed medicines to school the medicine should be:

- In original packaging indicating the child's name, expiry date, dose, instructions for administration and type of medication
- Handed to the teaching assistant in the child's class together with a completed school medical form for the administration of medicines ***(see appendix 2 - Request to administer medication form.doc)***
- All medicines will be stored safely. Non-emergency medication will be stored either in the locked medicine cabinet in the upstairs staff area, or in the lockable fridge box if required. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to pupils and not locked away.
- Medicines will be returned to parents to arrange for safe disposal when no longer required.
- The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date
- Pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

Anyone giving a pupil any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents will always be informed.

Record of Medicines Administered

A record is kept and stored in the orange medical file in the landing cupboard, upstairs staff area. ***(See appendix 3: Record of Medication administered Form.doc)*** (Records of medication administered to pupils will be kept for as long as the pupil is at the schoo*l).*

Ongoing medical needs

A record is kept and stored in the purple medical file in the landing cupboard, upstairs staff area ***(see appendix 4: Individual health care plan form.doc)***

Pupils managing their own needs

Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents and it will be reflected in their IHPs, ***(see appendix 5: self-administration of medication form.doc.)***

Pupils will be allowed to carry their own medicines and relevant devices wherever possible. Staff will not force a pupil to take a medicine or carry out a necessary procedure if they refuse, but will follow the procedure agreed in the IHP and inform parents so that an alternative option can be considered, if necessary.

Residential courses

The designated member of staff will be responsible for medical care and will ensure that all medicines are administered correctly and at the right time.
All parents/carers will be required to sign the relevant forms before their child/children go on these visits.

School trips
A First Aider must accompany all school trips off the school site. The First Aider will bring suitable emergency equipment, and any prescribed medicines on the trip, along with details of individual medical needs.

Unacceptable practice

School staff should use their discretion and judge each case individually with reference to the pupil's IHP, but it is generally not acceptable to:

- Prevent pupils from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assume that every pupil with the same condition requires the same treatment
- Ignore the views of the pupil or their parents
- Ignore medical evidence or opinion (although this may be challenged)
- 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 IHPs
- Penalise pupils 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 or other breaks whenever they need to in order to manage their medical condition effectively
- Require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their pupil, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs
- Prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips, e.g., by requiring parents to accompany their child
- Administer, or ask pupils to administer, medicine in school toilets

Clinical / Medical Waste
Any clinical or medical waste produced from the administration of medicines on site should be disposed of appropriately in accordance with the manufacturer's instructions.

Emergency procedures

Staff will follow the school's normal emergency procedures (for example, calling 999). All pupils' IHPs will clearly set out what constitutes an emergency and will explain what to do.

If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent arrives, or accompany the pupil to hospital by ambulance.

Training

Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so.

The training will be identified during the development or review of IHPs. Staff who provide support to pupils with medical conditions will be included in meetings where this is discussed.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the Head Teacher Training will be kept up to date.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils
- Fulfil the requirements in the IHPs
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures
- Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.
- All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

Complaints

Parents with a complaint about their child's medical condition should discuss these directly with the Head Teacher in the first instance. If the Head Teacher cannot resolve the matter, they will direct parents to the school's complaints procedure.

LOCATION OF FIRST AID BOXES

First Aid boxes are located on the school landing, in Class 1 and in the kitchen of Jessica's Hall. Designated First Aiders can be contacted by the School Office or in the staffroom.

ACCIDENTS

In the event of an accident injuring one or more people, the first priority is to ensure, within the limits of personnel and facilities, the safety of other pupils and adults in the vicinity. In attending to the injured person(s), help may be called from colleagues holding a first aid certificate.

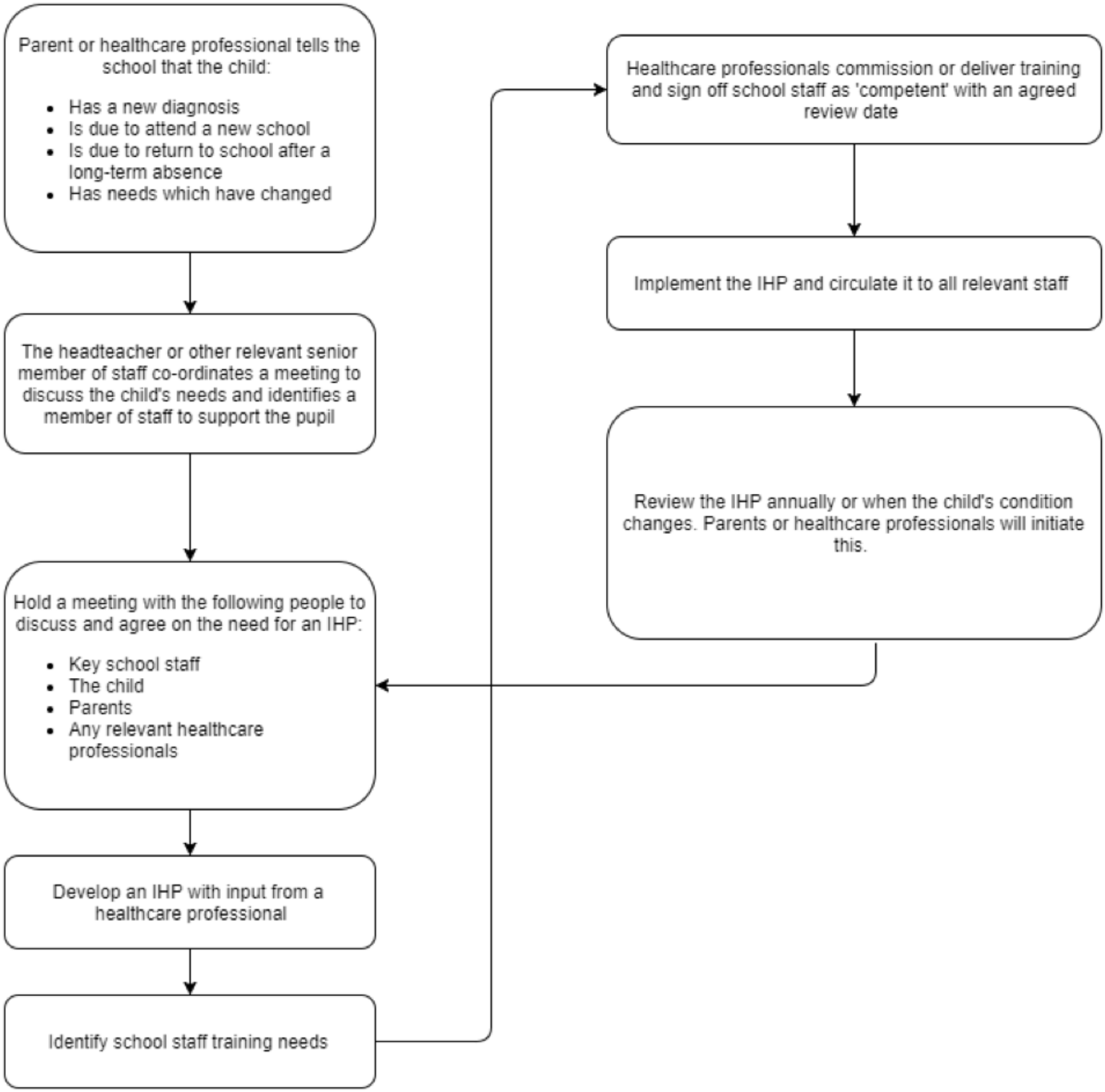
If the accident is of a more serious nature the principle first aider (or another first aider in her absence) should be informed. A decision will then be taken by a senior member of staff whether or not an ambulance should be called. Parents/carers should be contacted as soon as possible.

If the accident is less serious but hospital treatment is deemed necessary and a parent/carer cannot collect the pupil in good time, an ambulance should be called. Staff should not take children in their own cars unless there is no other option. Staff using their own cars must travel in pairs and must have the correct insurance cover for transporting children from the workplace.

The member of staff who was first on the scene must complete an accident report form from the staff room and submit it to the Head Teacher for signature.
Minor accidents are logged in the Accident Book in the staff room. Major accidents are logged in the KCC Accident Book (staff room) and reported to the Health & Safety Executive and to the KCC Health & Safety Department.

Please see the First aid policy for further details.

Appendix 1: Being notified a child has a medical condition



Appendix 2: Request to administer medication

Date completed –

Review date –
(if applicable)

Parental request for school to administer medication.

Name	**Class**
Date of birth	
Medical condition or illness	
On-going medical condition	**Yes/No**
If answered no, please state duration of the course of medication	

Medication
Name and type of medication (as described on the container)
Expiry date
Dosage
Timing
Special precautions/Instruction
Are there any side effects school should know about?
Action to take in an emergency

NB – Medication must be in the original packaging as dispensed by the pharmacy

Contact details
Name
Telephone number
Relationship to the child

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

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

Signature Date

I agree that the child named above will receive the stated medication as per the package/prescription instructions, and will be given/supervised by a member of staff. This will continue until the course of medication if finished or until instructed by the parent.

Signed (staff member) Date

Appendix 3: Record of medication administered

Leigh Primary School – record of medication administered to an individual child

Name	Class
Date medication received	
Quantity received	
Name of medication	
Expiry date	
Dosage and frequency	

Staff signature - date-

Date			
Time given			
Dosage			
Name of staff administering			
Signature of staff administering			

Date			
Time given			
Dosage			
Name of staff administering			
Signature of staff administering			

Date			
Time given			
Dosage			
Name of staff administering			
Signature of staff administering			

NB – If a continuation sheet is used, please ensure it is staple to the original front sheet.

Appendix 4: Individual health care plan

Leigh Primary school – individual health care plan

Date completed -

Review date -

Name –
Class -
Date of birth –
Medical condition/diagnosis

Emergency contacts (please provide 2)	
Name	Name
Phone numbers	Phone numbers
Home	Home
Work	Work
Mobile	Mobile

Details of medical professionals	
G.P	
Name -	Contact number-
Hospital	
Name	Contact number

Description of medical needs
condition
Symptoms/signs/triggers

Treatment

Leigh Primary school – individual health care plan

Date completed -

Review date -

medication
Name of medication
Dose
Time to be administered

Daily care requirements or specific support required

Emergency procedure
Describe what constitutes an emergency
Action to take in an emergency

Other information

Signed	
Parent-	date
School staff -	date

Appendix 5: self-administration of medication

Leigh primary school – Parental request and agreement for child/young person to carry and self-administer medication

Name	Class
Date of birth	
Medical condition or illness	
Name and type of medication (as described on the container)	

I (printed name of parent/carer) .....

- Request that my child carry and self-administer the above named medication.
- Confirm that my child understand fully when and how to administer their medication.
- Confirm that the information given is accurate and up-to-date.
- Will inform school/setting in writing of any changes to this information.
- Understand that the self-administering of the medication will not be supervised by staff.
- Agree to not hold staff responsible for loss, damage or injury associated with my child carrying and self-administering their medication.

Signature of parent/carer .....Date:.....

School/Setting Statement of Consent

(Name of school/setting) ..... agrees to allow (Name of child/young person)..... to carry and Self-administer their named medication

Name of staff member (please print) .....
Signature of staff member ..... Date.....

NB- The staff member responsible for medication must take into consideration any risk/insurance implications for the child/young person or others before consent is given

If more than one medication is to be carried and self-administered then a separate form must be completed for each.

	Signed	Date
Approved by Governing Body	Governing Body	30/03/2026
Chairman of Governors	Dave Dorrell	30/03/2026
Co-Head Teachers	Jenna Halfhide and Joanne Shobbrook	30/03/2026