

BURLINGTON INFANT AND NURSERY SCHOOL

POLICY TITLE: Medical Conditions Policy

Persons with Responsibility: Michelle Docwra Inclusion Manager

Key Legislation:

Education Act 2002

Equalities Act 2010

Special Educational Needs and Disability Act 2001 (SENDA) and the Special Educational Needs and Disability Act 2005.

Care Standards Act 2000

The Health and Safety at Work Act 1974

The Management of Health and Safety at Work Regulations 1999

The Medicines Act 1968.

Children and Families Act 2014

Documents consulted:

Kingston's Medical Conditions Policy 2014

DfE Supporting Pupils at School with Medical Conditions 2015

National College Supporting Pupils with Medical Conditions Policy 2025

Managing Medicines in Schools and Early Years Settings 2004

Policy History:

Issue No.	Date	Author	Summary of Changes	Next Review Date
9	March 2023	MD	Reviewed	Spring 2024
10	Feb 2024	MD	Reviewed	Spring 2025
11	July 2025	MD	Reviewed	Summer 2026
12	April 2026	SYW	Updated	Summer 2027

Approved by Governors at a meeting on : _____

Please refer to signed minutes of this meeting

Equality Statement

We have carefully considered and analysed the impact of this policy on equality and the possible implications for our stakeholders with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations in our community.

Burlington Infant and Nursery School Medical Conditions Policy

Aims

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

- a. The school recognises its statutory duty to make arrangements to support pupils with medical conditions and will ensure that such pupils can access and enjoy the same opportunities at school as any other child.
- b. Pupils with medical conditions will be properly supported so that they have full access to education, including school trips and physical education.
- c. No child with a medical condition will be denied admission or prevented from attending school because arrangements for their medical condition have not yet been made.
- d. All staff understand their duty of care to children and young people in the event of an emergency.
- e. All staff understand the common medical conditions that affect children at this school. Staff receive training on the impact this can have on pupils.
- f. The medical conditions policy is understood and supported by the whole school and local health community.

2. Burlington Infant and Nursery 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

- a. This school has consulted on the development of this medical condition policy with a wide-range of key stakeholders within both the school and health settings. These key stakeholders include:
 - i. parents/carers
 - ii. school staff
 - iii. school governors and other stakeholders

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

- a. Pupils are informed about staying safe and healthy, in line with the medical conditions policy:
 - i. in personal, social and health education (PSHE) classes
- b. Parents/carers are informed about the medical conditions policy:
 - i. by including the policy on the school website
 - ii. through individual Healthcare Plans
 - iii. in the school newsletter / email as appropriate
- c. School staff are informed of their responsibilities as part of their induction training and are regularly reminded about the medical conditions policy:
 - i. through copies handed out at a staff meeting at the start of the school year and
 - ii. through individual Healthcare Plans
 - iii. at scheduled medical conditions training/staff meeting

4. All staff understand and are trained in what to do in an emergency for the most common serious medical conditions at this school

- a. Staff are informed of the most serious medical conditions at this school, through Healthcare Plans for pupils in their care who may need emergency help.
- b. Emergency services will be contacted immediately when required, and staff will not delay taking action.
- c. All staff who work with pupils receive appropriate training and/or guidance and know what to do in an emergency for the pupils in their care with medical conditions, e.g. annual allergy training for all staff
- d. Emergency procedures for pupils with medical conditions are clearly displayed in the medical room and in the child's classroom.
- e. 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.

5. Administration of medication at school

- a. The school will only administer prescription medicines where written consent has been provided.
- b. Non-prescription medicines will not normally be administered, unless in exceptional circumstances (e.g. pain relief following injury), and with written parental consent.
- c. The school office holds Calpol & Piriteze - these are only administered with verbal parental consent and only in exceptional circumstances (e.g. very high temperature or allergic reaction).
- d. The school office will keep a spare inhaler and EpiPen for emergency use should a pupil's prescribed medication be deemed unusable.

Administration – emergency medication

- a. All pupils with medical conditions have easy access to trained adults who can administer their emergency medication.
- b. Adults supporting off-site visits will carry (at all times) the emergency medication for the children in their care.

Administration – general

- c. Medicines will only be accepted if:
 - i. in original packaging
 - ii. labelled with child's name
 - iii. include dosage instructions
- d. All medication will be administered by a member of trained staff at this school.
- e. All staff are made 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 and/or agree to do so.
- f. There are several members of staff at this school with first aid training who can support children to administer medication.
- g. Training is given to all staff members who agree to administer medication to pupils, where specific training is needed. The local authority provides full indemnity.
- h. All school staff have been informed through training that they are required, under common law duty of care, to act like any reasonably prudent parent in an emergency situation. Where appropriate and as agreed in advance, this may include taking action such as administering medication.
- i. Parents/carers must notify the school immediately if their child's medication changes or is discontinued, or the dose or administration method changes.
- j. If a pupil refuses their medication, staff record this on the daily medication administration form and notify parents immediately for further instructions.
- k. All staff attending off-site visits are aware of any pupils with medical conditions on the visit, and what to do in an emergency.
- l. Medical administrative instructions are attached to the medicines, and specific medical needs are detailed in the risk assessments which staff must carry with them during off-site visits.

- m. A spare school inhaler and EpiPen will be taken and used on school trips in the event that a child's prescribed medication has expired or deemed unusable for which prior consent will have already been given by the parent.
- n. If a child needs specialist care, only specifically trained staff may administer the medication. Parents will be alerted if no trained staff are available that day and appropriate arrangements will be made.

6. Defibrillators

- a. The school has a Mediana Automated External defibrillator - HeartOn A15 (AED).

Lot.2023-06-05 (EXP. max 2027) 2 x set of pads (EXP. 16/12/2028)
- b. The AED will be kept in the school office easily accessible to all staff. The school office door has a green defibrillator sign on the door. All staff members will be made aware of the AED's location and what to do in an emergency. A risk assessment regarding the storage and use of AEDs at the school will be carried out and reviewed annually.
- c. No training will be needed to use the AED, as voice and/or visual prompts guide the rescuer through the entire process from when the device is first switched on or opened; however, first aiders will be trained in cardiopulmonary resuscitation (CPR), as this is an essential part of first-aid and AED use.
- d. The emergency services will always be called where an AED is used or requires using.
- e. Where possible, AEDs will be used in paediatric mode or with paediatric pads for pupils under the age of eight.
- f. Maintenance checks will be undertaken on AEDs on a weekly basis by the First Aid admin staff, who will also keep an up-to-date record of all checks and maintenance work.

7. Unacceptable practice:

Burlington Infant and Nursery School recognises that the following practices are not acceptable:

- a. Preventing children from easily accessing medication
- b. Assuming every child with the same condition requires identical treatment
- c. Ignoring the views of the child or parents
- d. Sending children home frequently or preventing attendance
- e. Penalising children for absences related to their condition
- f. Preventing participation in activities (including PE or trips) without evidence-based reason
- g. Requiring parents to attend school to administer medication unnecessarily

8. Burlington Infant and Nursery School has clear guidance on the storage of medication at school

Safe storage – emergency and non-emergency medication

- a. Emergency medication is readily available at all times during the school day or at off-site activities.
- b. Most emergency medication is kept in a cool, dry secure cupboard in the school office (or classroom only if advised) and is readily available.
- c. First aid staff in the school office ensure the correct storage of medication at school.
- d. The expiry dates for all medication stored at school are checked monthly, and all expiry dates are logged.
- e. The first aid staff, along with the parents/carers of pupils with medical conditions, ensure that all emergency and non-emergency medication brought in to school is:
 1. Stored in its original containers
 2. Stored in accordance with instructions

3. Clearly labelled with the:
 - i. Pupil's name
 - ii. Name and dose of the medication
 - iii. Expiry date
 - iv. Prescriber's instructions for administration
 - v. Frequency of dose.
- f. Any refrigerated medication must be stored in an airtight container and is clearly labelled. Refrigerators used for the storage of medication are located in the school office or the nursery, inaccessible to pupils.
- g. All medication is sent home with pupils at the end of the school year as appropriate.
- h. Parents/carers must ensure that new and in date medication is provided to the school when required.

Safe disposal

- a. Parents/carers are required to collect out-of-date medication.
- b. If parents/carers do not pick up out-of-date medication, medication is disposed of safely. Any uncollected medication that cannot be put in general waste, is taken to a pharmacy or GP surgery for disposal.
- c. Sharps boxes must be used for the disposal of needles. Parents/carers must obtain sharps boxes from the child's GP or paediatrician on prescription. All sharps boxes in this school are stored in a locked cupboard.
- d. Collection and disposal of sharps boxes are carried out by clinical waste collection contractors or parents.

9. Medical record keeping:

Enrolment forms

- a. Information regarding any health conditions or health issues is sought on the admission forms, as part of the enrolment process.
- b. Individual Healthcare Plans (IHPs) will:
 1. be reviewed at least annually or earlier if needs change
 2. Include:
 - i. condition details
 - ii. Medication
 - iii. emergency procedures
 - iv. staff responsibilities

Healthcare Plans and Posters

Creating the Healthcare Posters (poster with child's picture)

- a. A Healthcare Plan and poster will be created to record important details about individual children's medical needs, their triggers, signs, symptoms, medication and other treatments.
- b. The Healthcare poster includes the steps to take in an emergency, and is displayed clearly in the school office, staff room and in the medical cupboard (clearly marked with a first aid sign) in the child's classroom. Details of the child's medical condition must be discussed with all appropriate staff working with the child.
- c. Parents/Carers of pupils with a long-term medical condition are supported by a first aid trained member of staff to complete a Healthcare Plan. The first aider will explain why and how the Healthcare Plan is used, and the steps that the school will take in order to keep their child safe. The parent will also be given a copy of this policy. This may take place:
 - at the start of the school year
 - at enrolment

- when a diagnosis is first communicated to the school – which may be mid-year (see appendix 1)
- d. Where possible the parents/carers, a health care professional where appropriate, and a first aid trained member of staff should complete the healthcare plan together, before returning to school. A senior member of school staff will also be present in cases of complex healthcare or educational needs, e.g. Inclusion Leader.
 - e. If a pupil has a short-term medical condition that requires medication during school hours, a 'Medications Permission Slip' must be signed by the parent/carer. This can be obtained from the school office. This slip must detail clear instructions from the child's doctor.
 - f. Healthcare plans are held in the pupils file in the school office and copies in classrooms if appropriate..
 - g. Healthcare plans are reviewed at the beginning of each year.
 - h. When writing the care plans, parents/carers must alert the office of any changes to 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 treatments change.
 - i. All staff are reminded to check the staff room board and medical cupboard in each classroom for Healthcare Plans for children in their care. This includes when covering a class. All staff must ensure they protect pupil confidentiality.

Other record keeping

- a. The school keeps an accurate administration 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. If a pupil refuses to have medication administered, this is also recorded and parents/carers are informed as soon as possible.
- b. The school holds regular, relevant training on common medical conditions, e.g. annual Anaphylaxis and Asthma training. Attendance at these training sessions is logged by the office. Where appropriate, all staff attending receive a certificate confirming the type of training they have had.

10. Inclusion:

- a. Burlington Infant and Nursery 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.
- b. The school will ensure pupils with medical conditions:
 - i. are not disadvantaged academically or physically, e.g. access to outdoor activities
 - ii. receive support to catch up after absence
 - iii. can access remote or alternative learning where appropriate
 - iv. Do not experience any issues in accordance with the school's anti-bullying policy
 - v. Are supported through staff awareness of the potential triggers for pupils' medical conditions when exercising and how to minimise these triggers.
 - vi. Have the appropriate medication or food with them during physical activity and that pupils take them when needed.

11. Common triggers:

- a. The school is committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out of school visits.
- b. Healthcare plans are used to identify individual children who are sensitive to particular triggers, and action plans are in place as required to ensure these children remain safe throughout the school day.
- c. Risk assessments specifically considering medical needs take into account the needs of children with medical conditions where appropriate .

- d. The school reviews Risk Assessments and Health Care Plans following medical emergencies and incidents to see how they could have been avoided. Appropriate changes to the school's policy and procedures are implemented after each review.

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

Governing Body

Burlington Infant and Nursery School's Governing Body has a responsibility to:

- Compliance with statutory guidance.
- Ensure the health and safety of 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 and outings
- Ensure health and safety policies and risk assessments are inclusive of the needs of pupils with medical conditions
- Support the school in aiming to establish a nut-free environment to protect all children from allergic reactions to nuts
- Ensure the medical conditions policy is effectively monitored and evaluated and regularly updated
- Ensure that appropriate insurance is in place to cover staff providing support to pupils with medical conditions. The school holds an insurance policy covering liability relating to the administration of medication.

Head teacher

This school's head teacher has 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 sufficient trained staff are available
- Ensure the policy is put into action, and that the policy is maintained and clearly communicated
- Assess the training, support and development needs of staff and arrange for them to be met
- Ensure the policy is regularly updated according to review recommendations and recent local and national guidance and legislation
- Ensure appropriate insurance/indemnity is in place, which fully indemnifies all staff acting in accordance with this policy.

All school staff

All staff at this school have a responsibility to:

- Follow Health Care Plans, with an awareness 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
- Undertake training as required.
- Know which pupils in their care have a medical condition and be familiar with the content of the pupil's Healthcare Plan, and pass this information on to any adults (cover staff etc) working within the classroom, sign posting to the Healthcare poster on display
- Maintain effective communication with parents/carers including informing them if their child has been unwell at school
- Ensure pupils who require medication have 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 this school have a responsibility to:

- ensure pupils who have been unwell catch up on missed school work wherever possible
- be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it
- liaise with parents/carers, the pupil's healthcare professionals and the Inclusion Leader 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.
- ensure that pupils in their class have their Healthcare poster displayed in a accessible place in their classroom, for all staff (including supply staff), and that medical needs and conditions are shared with all staff in their team

First aider

First aiders at this school have a responsibility to:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards with the school
- liaise with parents/carers and health care professionals where appropriate to ensure that a Healthcare plan is written for each child with medical needs as soon as information on the child's medical needs is shared with the school
- ensure that the child's Healthcare poster is displayed in key places including the staffroom, the medical room and the child's classroom
- ensure that information regarding a child's medical needs is shared with all appropriate staff straight away
- keep clear records of any administration of medication, and inform the parents
- when necessary ensure that an ambulance or other professional medical help is called.

Inclusion Leader

The Inclusion Leader at this school has the responsibility to:

- lead on and update the school's medical condition policy
- know which pupils have a medical condition and which have special educational needs because of their condition
- ensure teachers take the necessary steps to ensure pupils who have been unwell catch up on missed schoolwork wherever possible
- ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in exams or coursework.
- Lead and coordinate meetings with healthcare professionals, school staff and parents/carers as appropriate to ensure Healthcare plans and training is in place for children with complex medical needs
- Coordinate appropriate and up to date training for all staff, to support children's medical needs

Pupils

The pupils at this school are supported to:

- treat other pupils with and without a medical condition equally and show consideration for pupils with a medical

condition

- tell their parents/carers, teacher or nearest staff member when they are not feeling well

Parents/carers

The parents/carers of a child at this 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, during visits and other out-of-school activities
- tell the school about any changes to their child's condition or medication, what they take, when, and how much
- ensure their child's medication and medical devices are labelled with their child's full name
- provide the school with all appropriate and spare medication labelled with their child's name (e.g. 2 x Epipens with Piriton)
- 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 school work they have missed, where possible
- ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional
- ensure their child has a written Healthcare plan from their doctor or specialist healthcare professional to help school staff manage their condition.

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

- a. New Department for Education and Department of Health guidance is actively sought and fed into the review.
- b. In evaluating the policy, the school reviews the effectiveness of the medical conditions policy, following up on any feedback from a wide-range of key stakeholders within the school and health settings, including pupils, parents/carers, school staff, school governors and other stakeholders
- c. The needs of pupils with various medical conditions are considered and the school will consult with parents over any issues when administering medication.

Further advice and resources

The Anaphylaxis Campaign

PO Box 275
Farnborough
Hampshire GU14 6SX
Phone 01252 546100
Fax 01252 377140
info@anaphylaxis.org.uk
www.anaphylaxis.org.uk

Asthma UK

Summit House
70 Wilson Street
London EC2A 2DB
Phone 020 7786 4900
Fax 020 7256 6075
info@asthma.org.uk
www.asthma.org.uk

Diabetes UK

Department for Education

20 Great Smith St, London SW1P 3BT
Phone 0370 000 2288
www.gov.uk/government/organisations/department-for-education

National Children's Bureau

National Children's Bureau
8 Wakley Street
London EC1V 7QE
Phone 020 7843 6000
Fax 020 7278 9512
www.ncb.org.uk

Epilepsy Action

New Anstey House
Gate Way Drive
Yeadon

Macleod House
 10 Parkway
 London NW1 7AA
 Phone 020 7424 1000
 Fax 020 7424 1001
 info@diabetes.org.uk
 www.diabetes.org.uk

Leeds LS19 7XY
 Phone 0113 210 8800
 Fax 0113 391 0300
 epilepsy@epilepsy.org.uk
 www.epilepsy.org.uk

Record of medicine administered to an individual child
4 DOSE MEDICINE ONLY

Burlington Infant and Nursery School	
Name of child	
Date medicine provided by parent	/ /
Class	
Name of medicine	
Expiry date	/ /
Dose and frequency of medicine	

Date	/ /	/ /	/ /
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date	/ /	/ /	/ /
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date	/ /	/ /	/ /
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date	/ /	/ /	/ /
Time given			

Dose given			
Name of member of staff			
Staff initials			

Individual health care plan templates:

- [w 1 IHP - photo & inhaler consent 2025.docx](#)
- [w 2 IHP -general & photo 2025.docx](#)
- [w 3 IHP - photo & autoinjector consent 2025.docx](#)
- [☰ Food allergy action plan 26](#)

Template C: contacting emergency services

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below. Speak clearly and slowly and be ready to repeat information if asked.

1. Your telephone number: 0208 942 1586
2. Your name
3. Your location as follows: Burlington Infant & Nursery School, Burlington Road KT3 4LT
4. Provide the exact location of the patient within the school setting
5. Provide the name of the child, DOB and a brief description of their symptoms
6. Inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
7. Put a completed copy of this form by the phone - Give child's data sheet to ambulance crew on arrival