HINTON ST GEORGE
CHURCH OF ENGLAND PRIMARY SCHOOL
& St George's Pre-School

'Let Your Light Shine'

MEDICAL NEEDS POLICY

Originally Adopted: October 2026
Frequency of Review: Annually
Next Review Date: October 2027

Signed _____ Date _____
on behalf of the Governing Body

Hinton St George C of E Primary School

This Policy should be taken and used as part of Hinton St George Church of England School's overall strategy and implemented within the context of our vision, Instrument of Government aims and values as a Church of England School.

This Policy statement has been formally adopted by the governing body, in consultation with the headteacher, and will be reviewed at the frequency recorded on this cover page.

Hinton St George Primary School Medical Needs Policy	**Who is responsible?**
Children with Medical Conditions Policy	The Governor with responsibility for SEND, the Headteacher and the SENDCo
We aim to ensure that all children, including those with medical conditions can continue to enjoy learning, friendships, and play.	All staff
Parents have the prime responsibility for their child's health and are required to provide the school (via the Headteacher/SENDCo) with information about their child's medical condition before they are admitted to the school, or as soon as the child first develops a particular medical need.	Parents
Pupils with Short Term Medical Needs	
If children are unwell and unable to cope with a busy school day or if the child has an infectious or contagious condition they should not be sent to school. If they become ill during the day, parents/carers will be contacted by the school office in order that the child can be taken home.	Parents School Office
Many children will need to take medicines during the day at some time during their time in school. This will usually be for a short period only, perhaps to finish a course of prescribed antibiotics. Where possible, doses should be given before or after school, however medicines may be brought into school if it would be detrimental to the child not to do so. Medicines should be brought to school in the original containers with the labels attached and parents/ carers are responsible for ensuring the correct measuring device is enclosed for school use.	Parents
Parents should inform the school (using the forms available from the school office) about the medicines that their child needs to take and provide details of any further support required. A form will be completed by the parent requesting that medication is administered.	Parents
Responsibility for administering medication	
The school will ensure that there are sufficient members of support staff who are employed, appropriately trained and willing to manage medicines. The type of training necessary will depend on the individual case. If they are in doubt about any procedure, staff will not administer the medicines but will check with the parents or a health professional before taking further action. The school will do their utmost to ensure medicines are given. Parents will be informed if a medicine dose has been missed so that the next dose can be given as soon as possible	Headteacher First Aid trained staff
Record-keeping	
Staff will complete and sign a record each time they give medicine to a child. These are filed in the medical file held in the office.	First Aid trained staff
Refusal to take medicine	
If a child refuses to take medicine, staff will not force them to do so, but will note this in the records and the class teacher will inform parents of the refusal immediately.	Class teacher First Aid trained staff
If a refusal to take medicines results in an emergency, then the usual emergency procedures will be followed.	Staff Headteacher
Storage of medication	
All emergency medicines, such as asthma inhalers and adrenaline pens (Epi-Pens), will be safely stored and will be readily available. They will not be locked away and **where children are considered safely able to take care of their own medicines they will be supported to do so.**	Staff
Some medicines need to be refrigerated. These will be kept in the staff room refrigerator and access will be restricted to the refrigerator holding medicines.	Staff
Absence from school for more than 15 days	
For those children who attend hospital appointments or are admitted to hospital on a regular basis, special arrangements may also need to be considered. In this event advice may be sought from Medical/ PEVP panel who might offer additional support from the Link Education Centers.	SENDCo Class teacher
Children with medical needs may be unable to attend school for many reasons relating to their condition and in this event the school will make arrangements to link the child to suitable learning opportunities (remote learning – e.g. Google Classroom or printed home learning) and will facilitate their links with other children so that friendships are sustained.	SENDCo Class teacher

Pupils with Long Term or Complex Medical Needs	
Where a child's needs are particularly complex and could affect their ability to access the full curriculum or participate in other areas of school life, then special arrangements will be made. The PIMS Team and SENITAS may be contacted to support any adaptations to the curriculum. In some cases, this might take the form of dedicated adult support, at certain times of the school day. Alternatively, the child's needs could be such that modifications to the learning environment and /or the provision of specialist aids will need to be considered.	SENDCo Headteacher
Individual Health Care Plans	
A written, individual health care plan will be developed, where needed and with the support of medical professionals, to clarify for staff, parents and the child, the support that will be provided and what training may be required. This will include: • details of the child's medical condition, • any medication, • daily care requirements • action to be taken in an emergency, • parents/carers details including emergency contact numbers.	SENDCo Class teacher Other professionals linked to the individual child's care
Those who may contribute to a health care plan include: • The school nurse, specialist nurses, children's community nurses, the child's GP or other health care professionals (depending on the level of support the child needs) • The parents/ carers (and the child, if appropriate) • The Headteacher and SENDCo • The class teacher, care assistant or teaching assistant • Support staff who are trained to administer medicines or trained in emergency procedures • PIMS team The health care plan will be endorsed by a health care professional.	SENDCo Class teacher Headteacher Other professionals linked to the individual child's care
The school will agree with parents how often they should jointly review a health care plan. The timing of this will depend on the nature of the child's particular needs. In most cases this will take place at the start of each school year; however, some plans will need to be reviewed more frequently depending on individual needs.	Parents SENDCo
Healthcare plans and training are not transferable, even when children have the same condition.	SENDCo
Training:	
If school staff need to be trained to administer medical procedures the school will contact the relevant health care professional, e.g. School Nurse, specialist nurse or children's community nurse. Parents cannot be responsible for leading this training, but parents and children will be asked to participate in the training and give advice and guidance on how they prefer things to be done. **Parents and school staff cannot cascade training that they have received when the training is specific to an individual child.**	SENDCo Headteacher
School staff who have been trained are responsible for following/delivering the health care plan and if the child's condition alters, they will contact an appropriate professional and the parents, making them aware of the change and requesting further training if needed or an alteration to the plan.	Individual named staff
School staff will request further training when needed, and professional updates at least once a year. Staff who have been trained in the child's care are responsible for following the procedures in children's care plans as they have been trained to do. The Headteacher/SENDCo will liaise with health care professionals and the trained staff to support and facilitate training refreshers and updates as needed. Individual staff are responsible for identifying and communicating any changes that they notice in the child's care needs. The SENDCo will inform parents and health care professionals in writing and discuss whether further training is needed.	Individual named staff Headteacher SENDCo
Communicating Needs	
Files containing outlines of individual children's medical conditions and action to be taken, are available to all teaching and support staff.	Headteacher School Administrator
Health Care Plans for individual children are kept in the classroom where they are accessible to all staff involved in caring for the child.	Class teachers
Further copies and full medical records are stored in the child's personal file.	Office Administrator SENDCo

Educational visits (also see Off-Site Visits Policy)	
Visits and school residential trips will be planned so that pupils with medical needs can participate and reasonable adjustments will be made as appropriate to ensure that they are not discriminated against. If a risk assessment indicates that it is not safe for the pupil to participate in part of the experience because of their condition, then reasonable adjustments will be made and an alternative experience will be provided to ensure that they are enabled to join in the curriculum surrounding the trip.	All staff
Staff supervising excursions and residential trips will always make sure that they are aware of any medical needs, and relevant emergency procedures. Parents/ carers of children participating in residential trips will need to complete required consent forms giving details of all medical/dietary needs. All medication or equipment which needs to be administered during the course of the visit should be handed directly to the class teacher in accordance with the school's guidelines before leaving the school at the start of the trip.	All staff
A copy of individual health care plans will be taken on visits in the event of the information being needed in an emergency.	Visit leader
Arrangements for taking any necessary medicines will be made and if necessary, an additional member of the support staff, or an appropriate volunteer might be needed to accompany a particular child. Children's parents will not be required to accompany their own children on school trips.	Visit leader
If there is any concern about whether the school is able to provide for a child's safety, or the safety of other children on a visit, then parents will be consulted and medical advice sought from the school health service or the child's GP.	Headteacher External health services
Sporting Activities	
All children with medical conditions will be encouraged to participate as fully as possible in physical activities and extra-curricular sport. For many, physical activity can benefit their overall social, mental, and physical health and well-being. Staff will be sensitive to their individual needs and sufficient flexibility will be incorporated into the lesson planning for all children to be included in ways appropriate to their own abilities. For any sporting activities, medical needs information will be requested from parents/ carers on the consent form. For other activities, the information will be taken from the child's records which parents/ carers are responsible for updating at the school office. Data collection sheets are sent out annually, but parents/ carers are responsible for updating any changes from the information submitted.	All staff
Any restrictions on a child's ability to participate in P.E will be recorded in their individual health care plan. This will include a reference to any issues of privacy and dignity for children with particular needs.	SENDCo
Some children may need to take precautionary measures before or during exercise and may also need to be allowed immediate access to their medicines such as asthma inhalers.	All staff
Insurance	
This is a Local Authority Maintained school. The governing body will ensure that appropriate level of insurance is in place and appropriately reflects the level of risk. We link to the local authority as employers who are responsible for insurance arrangements of LA schools and their employees.	Governing body Headteacher Local Authority
<u>Unacceptable Practice</u> **It is not acceptable:** • **to place children at risk for any reason** • **to exclude children from curriculum activities because of their medical condition** • **to place requirements and responsibilities on parents to fill gaps in staffing or resources**	