

All Saints' C. of E. Primary School



Rooted in Faith, Growing Through Learning

Policy Subject: Medical Conditions Policy

Date: June 2025

Our Vision
Confident Futures

Our Mission
Inspiring and enabling each other,
through our Christian values,
to flourish and be outstanding in everything we do

Our Core Values
Kindness
Respect
Resilience

The Designated Safeguarding Lead (DSL) is
Joanne Ghosh – Head Teacher

The Deputy Designated Safeguarding Leads (D-DSLs) are
Gemma Osafo – Deputy Head Teacher
Louisa Ball – Inclusion Manager
Rebecca Buchanan – EY/KS1 Phase Leader
Janet Sharp – KS2 Phase Leader

Online Safety Lead (OSL)
Janet Sharp – KS2 Phase Leader

Governor with Responsibility for Online Safety
Rob Wilson

Designated Member of Staff for Looked After Children
Louisa Ball – Inclusion Manager

Governor with Responsibility for Looked After Children
James Burn & Alex Millbrook
Governors with Responsibility for Safeguarding
James Burn & Alex Millbrook

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Key Personnel and Information

Designated Member of Staff:	Louisa Ball – Inclusion Manager Email: louisa.ball@allsaints.wandsworth.sch.uk Tel: 0208 788 5196
Governor responsible for Medical Matters	Aryan Jogiya
School Nurse	Toun Olumegbon Central London Community Healthcare Trust Tel – 03300581679 Duty Line Email: clcht.wandsworthschoolnursingcentralisedduty@nhs.net
Useful information for staff, parents/ carers and pupils	https://www.healthmatters.clch.nhs.uk/wandsworth
First Aiders	First Aiders: Louisa Ball, Gemma Osafo, Nicky Chubb, Elena Ricks, Jan Sharp, Rachid Ikhlef – Paediatric First Aiders

Safeguarding Statement

The Governors and staff of All Saints' CofE Primary School fully recognise and are committed to the responsibilities and duties placed upon them with regard to arrangements for safeguarding and promoting the welfare of all pupils. We expect all staff, including volunteers, to share this commitment, recognising that they have a full and active part to play in protecting pupils from harm.

Safeguarding and promoting the welfare of children is defined as:

- *Protecting children from maltreatment*
- *Preventing impairment of children's mental and physical health or development*
- *Ensuring that children grow up in circumstances consistent with the provision of safe and effective care*
- *Taking action to enable all children to have the best outcomes*

Parents and carers expect a secure and caring environment in which the children can flourish. We believe that our school should provide a caring, positive, safe and stimulating environment in which pupils can learn and which promotes the social, physical and emotional wellbeing of each individual pupil, and which takes a child-centred approach.

To meet this expectation, the school adheres to a wide range of national and local policies and guidance, including Working Together to Safeguard Children 2023 and Keeping Children Safe in Education 2024, and this policy is in line with the London Child Protection Procedures 2017 (5th edition amended October 2017, updated in 2025), as well as the school's Safeguarding & Child Protection policy, Online Safety Policy, Anti-

Bullying Policy and Health & Safety Policy. Parents and carers are welcome to read the policies on our website or on request from the School Office.

Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare. We will ensure that our concerns about our pupils are discussed with his/her parents/carers first unless we have reason to believe that such a move would be contrary to the child's welfare.

Part of our legal duty to safeguard children may also include the need to consult with and take advice from other agencies such as the Police or social services should the need arise.

Section 1: Policy statement and principles

All Saints' is an inclusive community that aims to support and welcome pupils with medical conditions. The 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, emotional, sporting and educational activities.

At All Saints' we understand that it is our responsibility to make the school welcoming, inclusive and supporting to all pupils with a medical condition and provide them with the same opportunities as other pupils at the school.

We will help to ensure they can:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic well-being

For staff, the school leadership will ensure that:

- All staff understand their duty of care to children and young people in the event of an emergency.
- Staff receive on-going training and are regularly updated on the impact medical conditions have on pupils. The training agenda is based on a review of current healthcare plans.
- All staff feel confident in knowing what to do in an emergency.
- All staff understand the importance of medication being taken as prescribed.
- All staff understand the common medical conditions that affect children at this school.

All Saints' has consulted on the development of this medical condition policy with key stakeholders:

These key stakeholders include: Governors; Teachers and Support Staff including First Aiders; School Community Nursing Service (School Nurse) and Pupils

The Medical Conditions Policy is supported by a clear communication plan for staff, parents and pupils to ensure its full implementation. Staff, parents and pupils are kept up to date with information relating to medical matters via the All Saints' School website, Newsletters and in staff training.

Section 2: Policy Review

The Medical Conditions Policy will be reviewed annually and updated if appropriate; Department for Education and Department of Health guidance will be referred to. All Saints' will seek feedback from all stakeholders including pupils with medical conditions.

Section 3: Roles and Responsibilities

Parents and Guardians

It is parents' and guardians' responsibility to inform the school of their child(ren)'s medical conditions and needs. They must also:

- Inform the school if the child has an Individual Healthcare Plan
- Inform the school of any changes which may affect the medical condition
- Provide details of daily medical needs
- Provide labelled medication if required to be administered in school
- Provide labelled medication if required to be administered on daily trips and residential trips
- Ensure that all emergency medication (Epipen, inhalers etc.) is kept up-to-date

Pupils

Pupils, where appropriate, should ensure they inform responsible adults on how their condition affects them.

The Governing Body

The Governing Body should ensure the following for staff and pupils:

- Risk assessments are inclusive of pupils with medical conditions
- The Medical Conditions Policy is kept up to date, with review of the policy being carried out by the Governors' Pupils Committee

The Head Teacher

The Head Teacher's role is to ensure the following:

- The school is inclusive and welcoming
- The Medical Policy is kept up-to-date with local and national guidance and frameworks
- Liaison between interested parties
- The policy is implemented and kept up to date for pupils
- Staff receive training

Inclusion Manager (SENCo)

The Inclusion Manager's role and responsibility is to:

- Coordinate the update of All Saints' Medical Conditions Policy
- Ensure children with medical needs are referred to the school nursing service
- Know which pupils have SEND due to their medical condition
- Ensure teachers make arrangements if a pupil needs special consideration
- Ensure pupils with medical conditions are not excluded unnecessarily from activities

Teachers and other school staff (including First Aiders)

All staff at All Saints' should:

- Know which pupils have a medical condition
- Be aware of triggers and symptoms of conditions and how to act in an emergency
- Ensure pupils have immediate access to emergency medication
- Communicate with parents if a child is unwell
- Ensure pupils have their medication when out of the school premises

- Be aware if pupils with medical conditions suffer bullying or need extra social support
- Understand common medical conditions and impact on pupils
- Ensure all pupils with medical conditions are not excluded unnecessarily from activities
- Ensure pupils with medical conditions have adequate medication and sustenance during exercise
- Be aware that medical conditions can affect school work and liaise with parents if a child's learning is suffering due to a medical condition
- Use opportunities to raise awareness of medical conditions
- Give immediate help to casualties in school
- Ensure ambulance or other professional help is called when necessary
- If we have any medical concerns the school will refer to the school nursing service

Other Health Professionals

All Saints' has an assigned School Nurse who visits when requested and, currently, 5 First Aiders, including Paediatric First Aiders. Their role is to:

- Help update the All Saints' medical conditions policy
- Help provide regular training to school staff on common medical conditions
- Provide information about additional training

The school nursing service provides support and advice to school staff and will work closely with the Inclusion Manager to ensure children's health needs are met. Following a referral the School Nurse may put an Individual Health Care Plan in place.

Section 4: Monitoring of Individual Healthcare Plans

All Saints' use Individual Healthcare Plans to record important details about individual children's medical needs at school. This includes information about the triggers, signs, symptoms, medication and other treatments. Further documentation and information can be attached to the Individual Healthcare Plan.

- If a pupil has a short-term medical condition that requires medication during school hours, a medication form plus explanation is sent to the pupil's parents to complete (Appendix 3)
- The parents, healthcare professional and sometimes the pupil with the medical condition, are asked to fill out the Individual Healthcare Plan together. Parents then return the completed forms to the school office.
- A copy of the Individual Healthcare Plan is given to parents. Parental consent is required for this document.

School Health Care Register

All Saints' has a Health Care Register which is regularly updated when a new pupil with a medical condition joins the school or the medical needs of individual pupils change. Each time a change occurs to the Register it is circulated amongst staff and displayed in classrooms, the kitchen, the school office and the staffroom.

In addition to this, each teacher is given a list of pupils who require emergency medication such as an EpiPen or insulin.

All lunchtime staff have knowledge of children with known allergies

Ongoing Communication and Review of Individual Healthcare Plans

Parents and carers of pupils with medical conditions should regularly communicate via the school office with the Inclusion Manager or an All Saints' First Aider. This ensures the Health Care Register and any Individual Healthcare plans are kept current.

Access to Individual Healthcare Plans

Individual Healthcare Plans are kept in the office.

Usage of Individual Healthcare Plans

Individual Healthcare Plans are used by the school to:

- State the expiry date of medications so that parents know when to update them
- 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. All Saints' uses this information to help reduce the impact of common triggers
- To provide any emergency care services with an up-to-date and accurate summary of a child's medical condition and needs, in the case of an emergency

Section 5: Administration of Medication

- At All Saints' we understand the importance of taking medication as prescribed.
- All staff understand 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. Where specific training is not required, any member of staff may administer prescribed and non-prescribed medicines to pupils under the age of 16 with parental consent.
- The Local Authority is responsible for ensuring full insurance and indemnity to staff who administer medicines. All Saints' insurance policy includes liability cover.
- Administration of medication which is defined as a controlled drug (even if the pupil can administer themselves) should be done under the supervision of a member of staff.

Section 6: Emergency Medication

Schools in the UK are able to keep emergency allergy medication as well as that prescribed for individual pupils. All Saints' has one emergency EpiPen and one emergency Asthma Bag, containing a reliever inhaler and spacer.

This emergency medication is to be used only by pupils with a prescribed EpiPen or inhaler in the event that their devices do not work. Consent must be sought from parents for the use of this emergency medication though is often included in their allergy plan or asthma plan.

Section 7: Storage of Medication

Safe storage – general

- Staff in the school office ensures the correct storage of medication at school.
- Staff in the school office, along with the parents 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 and dose of the medication and the frequency of dose. All medicines must be in their original pack or bottle.
- Some medication may need to be refrigerated. All refrigerated medication is stored in a container and is clearly labelled. This is a secure area (the office) which is inaccessible to unsupervised pupils.
- It is the parent's responsibility to ensure up-to-date medication comes into school on the first day of the new academic year.
- There is a medical bin in the school office to dispose of medical waste. Gloves are worn and hands are washed regularly to avoid contamination and ensure hygiene.

Safe storage – emergency medication (EpiPens/Asthma pumps)

- Emergency medication is readily available to pupils who require it, at all times during the school day.
- When inside the school building, EpiPens are kept in an identified cupboard/or First Aid bag in the classrooms and are readily available. Individual Emergency Medication boxes (containing extra EpiPens, Asthma pumps and other medication) are kept in secure location on the shelf in the lobby area in the school office, accessible only to adults.
- For trips or activities outside the school grounds, the Individual Emergency Medication boxes are carried by a responsible adult.

Safe storage – non emergency medication

- All non-emergency medication is kept in a cupboard in the school office or in a fridge where necessary.
- Pupils with medical conditions know where their medication is stored and how it can be accessed.
- Staff ensure that medication is only accessible to those for whom it is prescribed.

Section 7: Record Keeping

- When a child starts at All Saints' an information form is completed which details medical needs (see Appendix 2).
- Individual Healthcare Plans are written by the School Nurse with the parent and explained in detail to the parents. The school agrees to this plan.
- When a child requires the administration of medication, parents fill out a form detailing this (see Appendix 3).
- The administration of medication is logged by Staff located in the Office.

Section 8: In an emergency

At All Saints' the relevant staff understand and are updated in what to do in an emergency for the most common serious medical conditions.

- In an emergency situation school staff are required under common law duty of care to act like any reasonably prudent parent or carer. This may include administering medication.
- All staff undertake EpiPen training annually.
- Designated First Aiders initially go on a three-day training course and then receive a two-day refresher every three years.
- All Saints' uses Individual Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of pupils in their care who have complex health needs that require emergency help. Supply staff are briefed on entry to the school; when undertaking their commissioned duties.
- In an emergency situation, All Saints' staff would ensure that either paramedics or the hospital are aware of the contents of the Healthcare plan.
- When a pupil with an Individual Healthcare Plan transitions to another school, the relevant member of All Saints' staff will contact the receiving school and discuss the details of the Healthcare Plan with their relevant staff.
- 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. All Saints' will always try to ensure that the staff member will be one of the school's First Aiders. The staff member concerned should inform a member of the school's Senior Management and/or a member of the School Critical Incident Team.
- All pupils with medical conditions have easy access to their emergency medication (e.g. EpiPen) and it should accompany them at all times unless it is a controlled drug as defined in

the Misuse of Drugs Act 1971. This also applies to any off-site or residential visits, when all emergency medication always accompanies the pupil.

- At All Saints' when pupils go on a school trip or residential a risk assessment is undertaken to ensure pupils needing medication have access, and a staff member is named as the responsible lead. The risk assessment also helps to identify any reasonable adjustments that need to be made.
- If a pupil with a medical condition has an emergency situation at school, it is the role and the responsibility of **all staff** to assess the situation, administer any emergency medication and call for further help if required.

Section 9: Unacceptable Practice

All Saints' staff recognises **it is unacceptable practice to:**

- Prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary
- Assume that every child with the same condition requires the same treatment
- Ignore the views of the child or their parents; or ignore medical evidence or opinion (although this may be challenged)
- Send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans
- Send a sick child to the school office unaccompanied
- Penalise children 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 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; or prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany the child

Section 10: Complaints

If parents or pupils wish to complain about how pupils with medical conditions are supported, they should do so by contacting the Headteacher, in the first instance. The matter will then be dealt with directly or referred to the Governing Body.

The Medical Conditions Policy was reviewed in June 2025, by the Senior Leadership Team and the Pupils Committee.

It was formally adopted and approved by Governors: July 2025

Signed: *P.J. Ashworth*

Date: 03.07.25

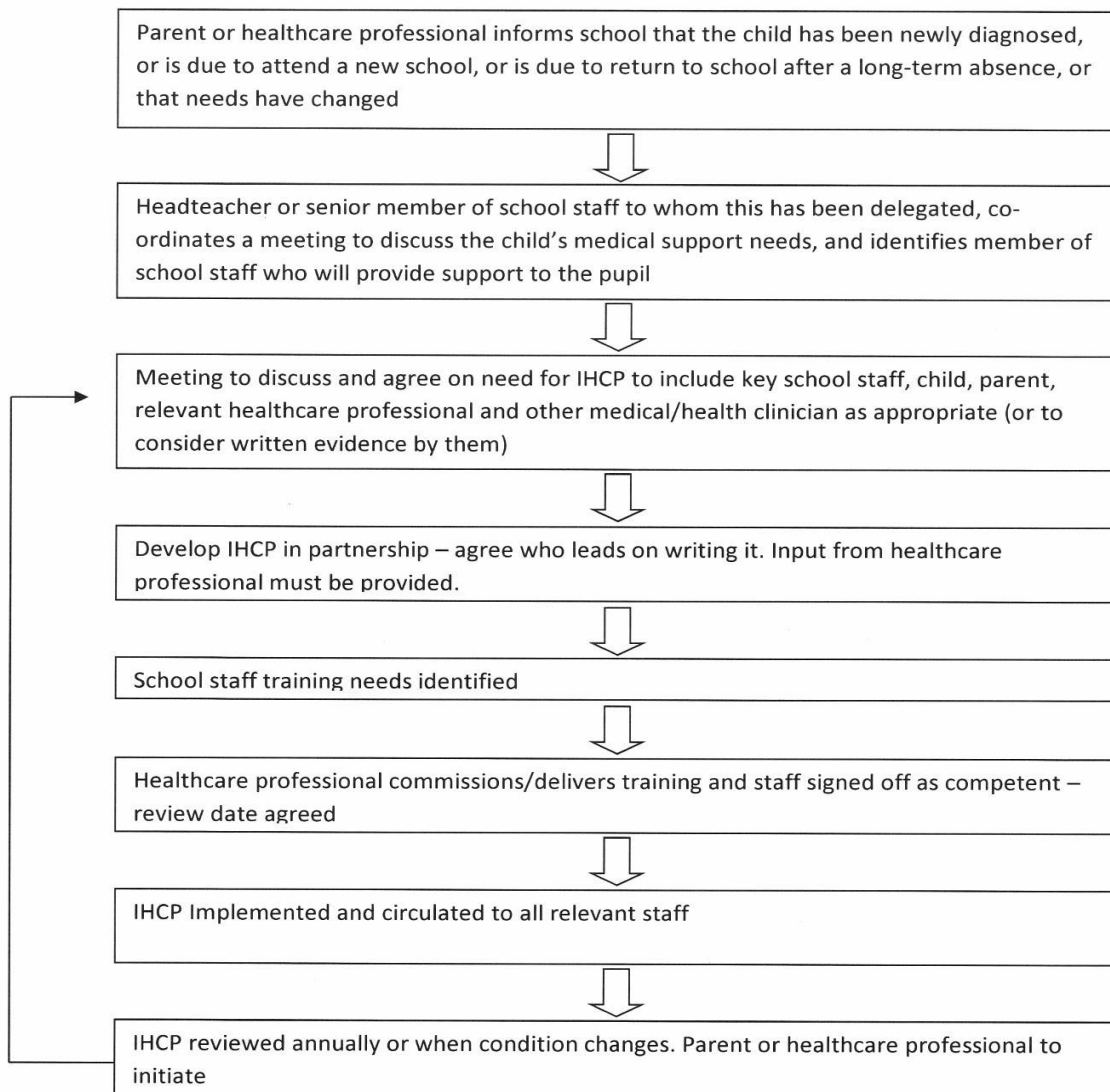
Chair of Governors

Date of Next review (Annually): June 2026

Section 11: Appendices

Appendix 1 Monitoring of Individual Healthcare Plans;

Monitoring of individual healthcare plan:



Appendix 2

INFORMATION REQUESTED FOLLOWING ACCEPTANCE OF A SCHOOL PLACE OR OFFER OF A PLACE IN NURSERY
 This information helps us complete various Council and Government Returns including the Department for
 Education and Wandsworth Education Authority.
 All information will be treated as highly confidential

Child's First Names:	Child's Surname:
Name by which you wish your child to be known e.g on pegs, labels etc.:	
Date of Birth:	Gender:
Home Address: Do both parents live at address above: <input type="checkbox"/> If not, please supply details:	Current Nursery, Playgroup or School (give name, address and telephone number): Hours per week: Start date:
Are either of the addresses above: Bed and Breakfast accommodation YES / NO Other Temporary accommodation YES / NO	
Home Telephone Number: Please state in the boxes below who should be contacted 1 st and 2 nd when we need to telephone you during the school day.	
Parent 1's Title and Full Name: <input type="checkbox"/>	Parent 2's Mobile Telephone Number:
Parent 1's Title and Full Name: <input type="checkbox"/>	Parent 2's Mobile Telephone Number:

Parent 1's Work Address:	Parent 1's Work Telephone Number:																
Parent 2's Work Address:	Parent 2's Work Telephone Number:																
Who has legal Parental Responsibility for your child? Parent 1 <input type="checkbox"/> Parent 2 <input type="checkbox"/> Both <input type="checkbox"/> Other <input type="checkbox"/> If 'other', please give full details (name, address, tel no. relationship to child)																	
Email details: Parent 1: Parent 2:																	
Names of other people who could look after your child if we could not contact you: <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">First contact name:</td> <td style="width: 50%;">Relationship:</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td>Telephone numbers:</td> <td></td> </tr> <tr> <td> </td> <td></td> </tr> <tr> <td>Second contact name:</td> <td>Relationship:</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td>Telephone numbers:</td> <td></td> </tr> <tr> <td> </td> <td></td> </tr> </table>		First contact name:	Relationship:	 	 	Telephone numbers:		 		Second contact name:	Relationship:	 	 	Telephone numbers:		 	
First contact name:	Relationship:																
Telephone numbers:																	
Second contact name:	Relationship:																
Telephone numbers:																	
Has this child been excluded for another school? YES / NO If so, which school?																	

<p>Does your child have a Statement of Special Educational Needs or an Education Health Care Plan? (please circle or highlight and enclose a copy)</p> <p style="text-align: right;">YES / NO</p>									
<p>Does your child have any fears/phobias?</p>									
<p>Child's Country of Birth:</p>	<p>Child's Religion:</p>								
<p>Has your family be given/granted:</p> <ul style="list-style-type: none"> - Refugee status YES / NO - Asylum seeker status YES / NO 	<p>Is English an additional language?</p> <p style="text-align: right;">YES / NO</p>								
<p>National Identity:</p>	<p>Other languages spoken at home:</p>								
<p>Details of Siblings:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Surname</th> <th style="width: 20%;">First Name</th> <th style="width: 20%;">Date of birth</th> <th style="width: 40%;">School attending</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		Surname	First Name	Date of birth	School attending				
Surname	First Name	Date of birth	School attending						

What do you consider to be your child's and your ethnicity?: (please tick below)							
	Child	Parent 1	Parent 2		Child	Parent 1	Parent 2
White British				Black Ghanaian			
White Irish				Black Nigerian			
Traveller of Irish Heritage				Black Somalian			
Gypsy/Roma				Black Caribbean			
White Eastern Europe				Any other Black background (please state)			
White Western Europe							
White and Black African				Indian			
White and Black Caribbean				Pakistani			
White and Asian				Bangladeshi			
Any other White background (please state)				Any other Asian background			
Latin/South/Central American				Any other ethnic background (please state)			

Thank you for taking the time to complete this form. As mentioned above, all information you supply on this form will be treated in the utmost confidence.

Appendix 3

Parental agreement for All Saints' CE Primary School to administer medicine



The school will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that staff can administer medicine.

Child's name	<input type="text"/>
Date	<input type="text" value="/ /"/>
Class	<input type="text"/>
Name and strength of medicine	<input type="text"/>
Expiry date	<input type="text" value="/ /"/>
How much to give (<i>i.e. dose to be given</i>)	<input type="text"/>
When to be given	<input type="text"/>
Any other instructions	<input type="text"/>
	<input type="text"/>

Note: Medicines must be in the original container as dispensed by the pharmacy

Name and phone no. of GP	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

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

Parent signature: _____
Print Name: _____
Date: _____