PAISLEY PRIMARY SCHOOL

We value every child in our community: we want them to aspire to the greatest things!

Supporting Students with Medical Conditions Policy

September 2026

Supporting Students with Medical Conditions Policy

Definition and Rationale

Students' medical needs may be broadly summarised as being of two types:

(a) Short-term - affecting their participation in school activities when they are on a course of medication

(b) Long-term - potentially limiting their access to education and requiring extra care and support (deemed special medical needs)

Rationale

The Children and Families Act 2014 places a duty on Local Governing Bodies to make arrangements for supporting students at their Academy with medical conditions. This policy takes account of Section 100 of the Children and Families Act 2014 "Supporting Children at Academy with Medical Conditions" as well as the Equalities Act 2010 in setting out principles and procedures such as "reasonable adjustment" that are in line with legal requirements. Some students may have Special Educational Needs (SEN) and may have a statement or Education, Health and Care (EHC) plan, for these children this guidance should be read alongside the Special Educational Needs and Disability (SEND) code of practice.

Students with special medical needs have the same right of admission to Academy as other children and cannot be refused admission or excluded from Academy on medical grounds alone.

Paisley Primary School accepts all employees have rights in relation to supporting students with medical needs as follows:

- Receive appropriate training

- Work to clear guidelines
- Bring to the attention of management any concern or matter relating to supporting students with medical needs
- Have concerns about legal liability
- Choose whether or not they are prepared to be involved

1 Policy statement

1.1 This policy is for supporting students at the Academy with medical conditions

(includes a Medicine Policy)

Paisley Primary School is an inclusive community that welcomes and supports

students with medical conditions. The school ensures that arrangements are in

place to support students with medical conditions. It provides children with medical

conditions the same opportunities and access to activities (both in school and

outside) as other students.

We will help to ensure that students with medical conditions can:

- Be healthy
- Stay safe
- Enjoy
- Achieve
- Make a positive contribution
- Achieve economic well-being once they leave Academy

This Medical Policy is supported by a clear communication plan for staff, parents/carers and other key stakeholders to ensure its full implementation.

Paisley Primary School will ensure all staff understand their duty of care to the students and are confident in knowing what to do, in the event of an emergency.

The Academy understands that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood. The

Academy understands the importance of medication and care being taken as directed by health care professionals and parents.

Staff receive training on the impact medical conditions can have on students and understand the common medical conditions that affect students at this Academy.

Relevant staff understand and are trained in what to do in an emergency for the most common serious medical conditions at this Academy. Supply staff are informed of students in their class who have medical needs.

2 Policy framework

2.1 The policy framework describes the essential criteria for how the Academy can meet the needs of young people with long-term conditions.

Paisley Primary School is welcoming and supportive of students with medical conditions. No student will be denied admission or prevented from taking up a place in this Academy because arrangements for their medical condition have not been made.

This Academy aims to liaise with parents/carers of students with medical conditions to ensure they feel secure in the care their children receive at this Academy.

Students and parents/carers will feel confident in the care they receive from this Academy and feel that the level of care meets their needs. Staff understand the medical conditions of students at this Academy and that they may be serious and adversely affect the students' quality of life and impact on their ability to learn.

All staff understand their duty of care to children and young people and know what to do in the event of an emergency.

The whole Academy and local health community understand and support the Medical Conditions Policy. This Academy understands that all students with the same medical condition may not have the same needs.

Staff recognise that the prime responsibility for a student's health, lies with the parent/carer.Teachers and other Academy staff in charge of students have a common law duty to act in loco parentis and may need to take swift action in an emergency. This duty also extends to Academy staff leading activities taking place off the Academy site. This could extend to a need to administer medicine

2.2 The Medical Conditions Policy is supported by a clear communication plan for staff, parents and other key stakeholders to ensure its full implementation Students, parents, relevant local healthcare staff and other external stakeholders are informed of and reminded about, the Medical Conditions Policy through clear communication channels, including the

Academy website, Academy newsletters, at meetings and reviews

2.3 All staff understand and are trained in what to do in and emergency for children with medical conditions in this Academy. Paisley Primary School ensures all staff understand their duty of care to students in the event of an emergency. We aim to ensure all staff feel confident in knowing what to do in an emergency. In an emergency situation Academy staff are required under common law duty of care, to act like any reasonably prudent parent/carer. This may include administering medication. All staff receive training in what to do in and emergency and this is refreshed at least once a year. Some students with a medical condition at this Academy have an Individual Health Care Plan (IHP) which explains what help they need in an emergency. The IHP will accompany a student should they need to attend hospital. Parental permission will be sought and recorded in the IHP for sharing the IHP with emergency care settings. Not all students require an IHP, the decision not to have an IHP will be taken in consultation with healthcare professionals and parent/carers. If a student needs to attend hospital, a member of staff (preferably known to the student) will stay with them until a parent arrives, or accompany a student taken to hospital by ambulance. Staff will not normally take students to hospital in their own car.

Paisley Primary School have clear guidance on providing care and support and administering medication at Academy.This Academy understands the importance of medication being taken as prescribed and care received as detailed in the students' IHP.

If a parent/carer wishes the Academy to administer medication they must sign a consent form, medication will not be given without consent.

Medicines should only be brought into the Academy when essential; that is, where it would be detrimental to a students' health if the medicine were not administered during the Academy day.

2.4 Only prescribed medication from a doctor, dentist, nurse prescriber or pharmacist prescriber will be administered. Medicines should be provided in the original container as dispensed by the pharmacist and include the prescriber's instructions for administration and dosage. Any medications not presented properly will not be accepted by Academy staff. Students should not bring in their own medicine this should be brought into the Academy by the parent/carer. The Academy will only administer antibiotics if the dosage is required 4 times a day. Parent/carers can come into Academy at lunchtime to administer medicines if they have not been prescribed.

The Academy will make sure that there are several members of staff who have been trained to administer medication and meet the care needs of an individual student. The Academy will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover

and any other contingencies. Paisley Primary School's Local Governing Body have made sure that there is appropriate level of insurance and liability cover in place.

This Academy will make sure a trained member of staff is available to accompany a student with a medical condition on an off-site visit, including overnight stays. All staff attending off-site visits are aware of any student with medical conditions on the visit. They receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed

If a student misuses their medication, or anyone else's, their parent/carer is informed as soon as possible and the Academy's disciplinary procedures are followed.

Students are encouraged to manage their own health needs, this is after discussion with the student, parent/carer and health professional if relevant.

Medication will be stored securely, students will know how and where to access their medication.

All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a student taking medication unless they have been specifically contracted to do so.

Many members of staff are happy to take on the voluntary role of administering medication. For medication where no specific training is necessary, any member of staff may administer prescribed medication to students but only with the consent of the students parent/carer - which should be documented.

Training is given to all staff members who agree to administer medication to students, where specific training is needed. The Local Governing Body provides full indemnity.

All Academy staff have been informed through training that they are required, under common law duty of care, to act like any reasonably prudent parent/carer in an emergency situation. This may include taking action such as administering medication.

Parents/carers of students attending Paisley Primary School, understand that if their child's medication changes or is discontinued, or the dose or administration method changes, they should notify the Academy immediately

2.5 Paisley Primary School has clear guidance on the storage of medication and equipment at the Academy.

Paisley Primary School makes sure all staff understand what constitutes an emergency for an individual student and ensures that emergency medication/equipment is readily available wherever the student is in the Academy and off site activities and is not locked away. The Academy makes sure that students have the appropriate medication/equipment/food with them during physical activity.

Paisley Primary School will make sure that all medication is stored safely, and that students with medical conditions know where they are at all times and have access to them immediately.

The Academy will keep controlled drugs stored securely, but accessible, with only named staff having access. Staff at the Academy can administer a controlled drug to a student once they have had specialist training and the Head of School's permission.

The Academy will store medication that is in date and labelled in its original container, where possible, in accordance with its instructions. The exception to this is insulin, which must still be in date, this will generally be supplied in an insulin injector pen or a pump.

Parents/carers are asked to collect all medications/equipment at the end of the Academy term and to provide new and in date medication at the start of each term. Parents/carers should ensure their child's name is clearly displayed sharps boxes are kept securely at the Academy and will accompany the child on off site visits. Parents/carers will be responsible for the delivery and removal of sharps boxes.

2.6 Paisley Primary School has clear guidance about record keeping Parents/carers at Paisley Primary School are asked if their child has any health conditions or health issues on the enrolment form. Parents/carers of new students starting at other times during the year are also asked to provide this information on enrolment forms.

This Academy uses an IHP to record the support an individual student needs around their medical condition. The IHP is developed with the student where appropriate, the parent/carer, Academy staff, specialist nurse where appropriate and relevant healthcare services .

- Health Care Plans will include:
- The medical condition, its triggers, signs symptoms and treatments
  - The students' needs including medication and who will administer
  - Specific support for educational, social and emotional needs
  - The level of support needed
  - Who will provide support
  - Arrangements for Academy trips and out of hours' clubs

- Confidentiality
- Emergency details including contact details

The Academy has a centralised register of IHPs and an identified member of staff has responsibility for this register, this is stored in a secure location

If the student has an EHC the IHP is linked in to this.

IHPs are regularly reviewed at least every year or when the students' needs change.

Academy staff are made aware of and have access to the IHP for the students in

their care

- Whenever possible this Academy seeks permission from parents/carers before sharing any medical information with any other party, all staff are aware of the need to protect student's confidentiality
- This Academy meets with the student where appropriate, parent/carer, specialist nurse where appropriate and relevant healthcare services prior to any overnight or extended day visit to discuss and make a plan for any extra care requirements set out in the student's IHP. This is recorded in the student's IHP which accompanies them on the visit.
- This Academy keeps an accurate record of all medication administered, including the dose, time, date and supervising staff. If a student refuses to have medication administered, this is also recorded and parents/carers are informed as soon as possible.
- This Academy makes sure all staff providing support to a student have received suitable training and ongoing support to make sure that they have the confidence to provide the necessary support and that they fulfil the requirements set out in the student's IHP. This should be provided by the specialist nurse/Academy nurse or other suitably qualified healthcare professional and/or the parent/carer. The Academy will keep an up to date record of all training undertaken and by whom.

2.7 Paisley Primary School ensures that the whole Academy environment is inclusive and favourable to students with medical conditions. This includes the physical environment as well as social, sporting and educational activities

- Paisley Primary School is committed to providing a physical environment accessible to students with medical conditions and students are consulted to ensure this accessibility. This Academy is also committed to an accessible physical environment for out of Academy activities.

- The Academy makes sure the needs of students with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities and residential visits.
- All staff are aware of the potential social problems that students with medical conditions may experience and use the knowledge, alongside the Academy's Anti-Bullying Policy to help prevent and deal with any problems. We use opportunities such as PHSE and science lessons to raise awareness of medical conditions to help promote a positive environment .
- The Academy understands the importance of all students taking part in physical activity and that all relevant staff makes appropriate adjustments to physical activity sessions to make sure they are accessible to all students. This includes out of Academy clubs and team sports.
- The Academy understands that all relevant staff are aware that students should not be forced to take part in activities if they are unwell. They should also be aware of students who have been advised to avoid/take special precautions during activity and the potential triggers for a student's medical condition when exercising and how to minimise these.
- The Academy makes sure that students with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at Academy as any other child and that appropriate adjustments and extra support are provided.
- All Academy staff understand that frequent absences or symptoms such as limited concentration and frequent tiredness may be due to a student's medical condition.
- The Academy makes sure that a risk assessment is carried out before any out of Academy visit. The needs of students with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.

2.8 Paisley Primary School is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. The Academy is actively working towards reducing or eliminating these health and safety risks.

- Paisley Primary School is committed to identifying and reducing triggers both at Academy and on out of Academy visits
- Academy staff have been given training and written information on medical conditions which include avoiding/reducing exposure to common triggers.
- The IHP details an individual student's triggers and details how to make sure the student remains safe throughout the whole Academy day and on out of Academy activities.
- This Academy reviews medical emergencies and incidents to see how they could have been avoided and changes made to the Academy policy according to these reviews.

2.9 Each member of the Academy and health community knows the rules and responsibilities in maintaining and implementing an effective medical conditions policy.

Paisley Primary School works in partnership with all relevant parties including the student where appropriate, parent/carer, the Local Governing Body, all Academy staff and health care professional to ensure that the policy is planned, implemented and maintained successfully.

Paisley Primary School's Local Governing Body have identified unacceptable practice,

this includes:

- Sending students with medical conditions home frequently or preventing them from staying for normal Academy activities including lunch unless this is included in their IHP
- Sending students unaccompanied to the Academy office if they are ill
- Penalising children their attendance record if their absence is related to their
- medical condition including attending appointments
- Preventing students from eating or taking toilet breaks whenever they need to in order to manage their medical condition
- Require parents/carers, or make them feel obliged to attend Academy to administer medication or provide medical support, including with toileting issues
- Prevent students from participating or create barriers to students participating in any aspect of Academy life, including trips, e.g. by requiring parents to accompany a student
- Ignore the views of the student or parent/carer or ignore medical evidence or opinion (although this may be challenged).

2.10 Complaints

Parents/carers who are dissatisfied with the support provided should discuss their concerns directly with the Academy. If for whatever reason this does not resolve the issue, they make a formal complaint via the Academy's complaints procedure.

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

Updates are produced every year.

This policy should be read in conjunction with the Statutory Framework for the Early

Years Foundation Stage together with other Academy policies including:

- SEN Policy
- Health & Safety Policy

- Single Equality Policy
- Safeguarding Policy

Collette Lee
SENDCO
Date of next review: September 2027

Appendix 1


PAISLEY
PRIMARY SCHOOL
We are Paisley Primary School
Paisley children deserve to feel safe, valued and happy.
Paisley children deserve a welcoming and consistent environment.
Paisley children deserve exciting learning experiences.
Paisley children deserve to read with confidence.
Paisley children deserve to have the skills to flourish in the world.
Paisley children deserve a team of trusted, valued and creative staff.