



Policy for Supporting Pupils with Medical Conditions

Unicef articles relevant to this policy:

Article 24 (health and health services): Every child has the right to the best possible health.

Article 3 (best interests of the child): The best interests of the child must be a top priority in all decisions and actions that affect children.

Policy last adopted	September 2025
Policy due for review	September 2027

Responsible People:

- Jane Palmer - Headteacher;
- Lourdes Celi – Welfare Officer in partnership with School Nurse.

Introduction

This policy is written in regard to Section 100 of the Children and Families Act 2014 which places a duty on governing bodies to make arrangements for supporting pupils at their school with medical conditions.

It meets the requirements of the statutory guidance Supporting Children at School with Medical Conditions December 2015.

Aims

- To ensure pupils at Colindale Primary School with medical conditions, in terms of both physical and mental health, are properly supported, so they can play a full and active role in school life, remain healthy and achieve their academic potential.
- To work in consultation with health and social care professionals, their parents and the pupils themselves.
- To ensure children with physical disabilities are not excluded from activities on the grounds of medical conditions unless the activity is advised by a clinician to be incompatible with these healthcare needs.

Procedure

- The people named above are responsible for ensuring that whenever the school is notified that a pupil has a medical condition:
- Sufficient staff are suitably trained
- Annual training on administering an EpiPen is undertaken by all non-teaching members of staff.
- Designated members of staff receive 1st Aid Training which is refreshed or updated regularly
- Specialist training is undertaken by a small team of staff to enable them to manage medical conditions such as diabetes, epilepsy or gastrostomy feeding
- All relevant staff are made aware of a child's condition on information lists which are displayed discreetly in a 1st Aid cabinet in each classroom
- A central record of medical needs is kept on Arbor
- Staff take account of a child's medical needs in lessons
- Cover arrangements for 1st Aiders in case of staff absence/turnover is always available
- Sufficient members of staff are 1st Aid Trained
- Supply teachers are directed to the information on individual healthcare needs which is kept in the classroom 1st Aid cabinet
- Risk assessments are undertaken for visits and activities out of the normal timetable
- A 1st Aider will take Individual Healthcare Plans and medication on any school trip.

Alerting 1st Aiders IN AN EMERGENCY

Procedure

- Each classroom has a 1st Aid Cabinet containing medicine and medical information and procedures including Emergency Medical Health Care Plans.
- Each class has a phone which should be used to summon help.
- An adult can use the phones situated throughout the school to contact the office.
- If the child needs an epi pen, it should be taken from the 1st Aid cupboard immediately and administered by any trained member of staff who is present. (Selected staff are trained annually in how to administer an epi pen) A list of trained staff is kept in the 1st Aid cabinets in each class and also in the Medical Room.
- When the First Aider arrives, ensure that they have an additional adult to assist them if necessary. The teacher may remove the class from the classroom if necessary. Alternatively, the teacher may leave the class in the care of a neighboring teacher or teaching assistant.

1st Aid for minor situations

Procedure

If a child is unwell or has a minor injury they can be sent or taken to the Medical Room.

1st Aid on the Playground

There will be a 1st Aider posted at the entrance next to the field. Basic 1st Aid supplies will be kept in a 1st Aid Cabinet at the foot of the stairs.

All the children can be taken to the 1st Aider for 1st Aid including Reception Class children.

1st Aiders on the playground will be identified by green high visibility jackets.

All staff have a list of children with the following emergency medical needs on their lanyard pass.

- Epi pens
- Epilepsy
- Shunts
- Severe Asthma
- Other medical conditions

Children with mild asthma **are not listed** on this lanyard. The names are in the medicine cabinets, including the medicine cabinet by the 1st Aid point next to the field.

Inhalers are kept in the children's classes.
In the medical room if the child has a second inhaler in the school.

If a child needs an inhaler for an asthma attack, the 1st Aider will keep the child with them and send another adult to fetch the inhaler.

In an emergency, the generic emergency inhaler can be used. These are kept in the Medical Room and also at the 1st Aid point by the field.

Refer to asthma policy for more details.

Accidents to Children

Staff must report all head bumps, facial and limb injuries or bleeding to the first aider immediately.

Informing parents about accidents or when 1st Aid is administered

For major incidents parents will be contacted immediately by phone. If the child has a minor injury above the neck, then parents will be emailed via Medical Tracker. Class teachers will liaise with parents/carers at the end of the day informing them of the injury.

The welfare staff will make the necessary arrangements if children need to be sent home and notify the Headteacher or Deputy Head Teachers.

Calling 999

Staff will follow the procedure in the Ambulance Call Chart which will be displayed in all offices.

Staff do not need permission to call 999 but the headteacher or deputy headteachers or most senior members of staff, must be informed of a serious accident or if an ambulance is called.

The administration of medicines at Colindale School

Parents must deliver medicines directly to the Welfare Officer so that they can be stored appropriately. They must be prescribed by a doctor and labelled with a pharmacy label with the child's name. **We are not allowed to administer medicines bought over the counter.**

Medicines are kept in cupboards in the Medical Room or in the children's fridge in the Medical Room.

Some children may carry medication in a pack under supervision of an assistant.

Some medicines, such as Ritalin, are kept under lock and key.

Antibiotics will be given once a day in the school only if required 4 times a day. Short courses of medicine given such as antibiotics will be recorded on the whiteboards in the Medical Room.

Asthma inhalers are available to children at all times. As appropriate to age and ability, children administer their own inhalers. Staff must record when the inhaler has been

used.

EpiPens are kept in 2 places:

- A clearly marked medicine cupboard in the welfare room. Each epi pen is clearly labeled plastic container.
- The classroom 1st Aid Cabinet. Selected staff are trained to administer epi pens.

Emergency generic epi pens

Colindale School has 2 emergency epi pens for the two different dosages. They are kept in the Medical Room in the cupboard marked epi pens.

N.B. It is the parent's responsibility to keep medication up to date and to advise of any changes to medication – in writing.

If the medication is out of date, then the child cannot attend to school or trips.

At the end of term, welfare staff do ensure that medication dates are checked but we note that the borough advice is that parents have this responsibility.

Regular checks are made by the Welfare Officer to ensure that Epi pens are in place.

Administering Medicines

Parents/carers are responsible for completing written and signed instructions. Medicines will not be accepted in school without.

First Aiders must follow the procedure outlined in the healthcare plan or directions received through training in the appropriate procedures.

Waste/Hygiene

Medical waste will be disposed of in the bins in the Medical Room which include sharps bin.

1st Aid on Trips

The 1st Aider will identify any children with healthcare needs by consulting the lists of children with medical needs in the Medical Room.

The 1st Aider will pack the appropriate healthcare plans and necessary medication and equipment in the green medical bag used on trips.

The Educational Visit Coordinator will decide if a 1st Aider is needed on trips or whether a responsible member of staff with everyday 1st Aid knowledge is appropriate.

Health Care Plans

It is essential that a health care plan be completed where medication is required on a long term basis, e.g. anaphylaxis, epilepsy, diabetes, hemophilia or any complex medical condition. A health care plan must be completed for any medical condition which may lead to a medical emergency; however, unlikely this is to happen.

The Parents and Welfare Office will be involved in drawing up the plan which will be signed by all involved.

Specialist nurses will be consulted if they are involved with the medical care of a child.

The plan will usually be drawn up at the beginning of the academic year or in case of change of setting or if the medication/treatment changes.

Travelling on transport with Health Care Plans

If a child has a healthcare plan and uses SEN transport, the school will send a copy of the plan to the SEN Budget and Contract Manager to inform them.

Health Care plans **must** travel with children on trips. (Please see attached guidance). Health Care Plans will be handed to the assistant by the escort in the mornings and to the escort by the assistant in the evenings.

If a child is clearly unwell then the parent may be called to collect the pupils instead of sending them home on the transport. In any case, the school will inform the escort and attempt to contact the parents.

In case of Emergency on the minibus

There will always be a 1st Aider or a trusted adult with working knowledge of 1st Aid on the school minibus.

In an emergency, the minibus should park responsibly, and a 999 call be made.

In case of an emergency on the school minibus, it must be remembered that the space is very tight, and some pupils are unable to be moved in these circumstances. Dynamic risk assessment will be completed in such circumstances.

Confidentiality

All medical information will be kept secure and will not be disclosed to anyone other than those the parent chooses to be informed.

Appendices

Appendix A – Letter to be sent to parents via Medical Tracker

18/07/2025

Dear Parent/ Carer of child's name

We wanted to let you know that child's name has had an accident in school today which has resulted in a minor injury.

Please find details of the injury below:

Injured area: Head/Face

Injury type: Bump/Bruise

Treatment administered: Ice pack applied

Yours sincerely,

First Aider's name

Appendix B – Risk Assessment

Risk Assessment

Child's name:

Class:

Date:

Notes on child:

Risk	Action
Sitting in class	
Moving around class	
Going up and down stairs	
Playtime	
Lunchtime break	
PE	
Swimming	
Using toilet	

Signed
Parent

Welfare Officer

