



**ROWAN WOOD**  
SCHOOL

**SUPPORTING CHILDREN AND YOUNG PEOPLE WITH MEDICAL  
NEEDS POLICY**

Reviewed policy agreed by GB on:	Autumn 2025
Reviewed policy shared with staff on:	Autumn 2025
Policy to be reviewed again on:	Autumn 2028
Committee responsible for review:	Policy Committee

\* The term 'parent' implies any person or body with parental responsibility such as a foster parent, carer, guardian or local authority.

## **Introduction**

This policy has been drawn up in accordance with the DfE guidance '*Supporting Pupils at School with Medical Conditions*'.

Most children and young people will, at some time, have a medical condition which may affect their participation in school activities. For many this will be short-term: perhaps finishing a course of medication. Other children and young people have medical condition that, if not properly managed, could limit their access to education. Such children and young people are regarded as having *medical needs*. Children and young people with medical needs are able to attend school regularly and, with support from the school, can take part in all school activities. However, school staff take extra care in planning activities to make sure that these children and young people, and others, are not put at risk.

## **Rationale**

Rowan Wood School is an inclusive community that aims to support and welcome children and young people with medical conditions. We provide all those with all medical conditions the same opportunities as others at school. This will help to ensure they can:

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

Rowan Wood School ensures all staff understand their duty of care to children and young people in the event of an emergency and that staff are well supported and feel confident in knowing what to do in an emergency. We are aware that some medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood. We understand the importance of medication being taken as prescribed. We are committed to ensuring that staff understand the medical conditions that affect children and young people that they are working with and the common medical conditions that affect children and young people across the school. There is a significant commitment to ensuring that staff receive training on the impact medical conditions can have on children and young people and how to manage these.

## **1. This school is an inclusive community that aims to support and welcome children and young people with medical conditions**

- Wherever possible children and young people with medical conditions are encouraged to take control of their condition in the way which is most appropriate to them and their learning needs. When children and young people are reliant on adults to have their medical needs met, relationships are trusting and the child or young person feels secure
- We aim to include all children and young people with medical conditions in all school activities
- Parents and carers\* of children and young people with medical conditions feel secure in the care their children receive at Rowan Wood
- The *Supporting Children and Young People with Medical Needs* policy is understood and supported by the whole school and local health community.

## **2. This school's Supporting Children and Young People with Medical Needs policy has been drawn up in consultation with a wide range of local key stakeholders within both the school and health settings**

Rowan Wood has consulted on the development of this policy with a range of key professionals within both the school and health settings. The school recognises the importance of providing feedback to those involved in planning for and actively managing the medical needs of children and young people in the school and is committed to working with all colleagues to continue to develop this area in accordance with the changing needs of children and young people at the school. This policy will be accessible to parents and staff (including those not directly employed by the school) in a range of ways including the school website.

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

- Staff understand their duty of care to children and young people in the event of an emergency. In an emergency situation school staff are required, under common law duty of care, to act like any reasonably prudent parent. This may include administering medication.
- There are clear procedures in place for all children and young people in the event of an emergency. These measures include:
  - A whole school procedure in the event of paramedics being called to school which includes systems for the admin and premises teams and clear roles for all those involved
  - A nursing team on site at Willow Dene who can advise if necessary
  - First aiders on site
  - Clear protocols for emergencies for individual children and young people which are stored with the school team
  - staff trained appropriately to manage emergency situations when offsite; including annual training in the administration of emergency medicines
  - Annual CPR training for staff who may administer emergency medications
  - Individual risk assessments for every child or young person which highlight any foreseeable emergency situations and control measures
  - Debriefing meetings as necessary

- Systems for supporting families when their children are taken to hospital
  - Systems to ensure that relevant documents, including healthcare plans and personal passports, are sent to hospital with a child or young person as a matter of course
  - Emergency medicines stored safely and securely in classrooms where they are most easily accessible
  - Emergency use generic inhalers and epipens stored safely in the main offices and defibrillators in easily accessible locations at both sites.
- If a child or young person 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 child or young person knows.
  - In some situations, where an ambulance is not deemed necessary and as the result of consultation between SLT and parents, alternative arrangements can be put in place in the best interests of the child or young person. These may include taking them home on school transport with a member of staff who knows them well or taking the child or young person to the local hospital day clinic using the school mini-bus.
  - All staff at Rowan Wood are aware of the most common medical conditions and needs at the school. Annual generic training is provided in September as a matter of course for large groups of staff in asthma, anaphylaxis and epilepsy and small groups of staff in enteral feeding and emergency medicines, safe storage and administration of medicines.
  - Staff at Rowan Wood are fully conversant with the medical needs of individuals in their class and how to manage these. Teams meet with nursing staff annually in September to discuss medical care plans and all training to meet individual need is based on these. Medical care plans are stored with the nursing team and in children and young people's files. All training is delivered locally by Oxleas clinical trainers or external specialist clinical trainers.
  - All training is recorded in the Medical Needs Training Plan and led by the agreed Medical Training Criteria, which are the responsibility of school admin staff. Training is refreshed for all staff at least once a year. The school differentiates between new training and renewal training, providing more detail and opportunities for supervised practice when training is new. Renewal observations take place every 3 years.

#### **4. The school has clear guidance on the administration of medication at school**

##### **Administration – emergency medication**

- Staff have easy access to the emergency medication of all children and young people with medical conditions. Medicines are stored in lockable cupboards in classrooms and movement of stock is recorded via the use of a CD (Controlled Drugs) record in each classroom. The record is quality assured regularly by the nursing team.
- If parents and health specialists determine they are able to start taking responsibility for their condition children and young people are encouraged to administer their own asthma pumps with appropriate levels of supervision.
- The emergency medication for all children and young people is carried by staff during any off-site or residential visits.
- Children and young people are comfortable and secure with the arrangements

for familiar members of staff to assist in helping them take their emergency medication safely.

### **Administration – general**

- All use of medication defined as a prescribed drug, is done under the supervision of appropriately trained and named members of staff at Rowan Wood. The school understands the importance of medication being taken as prescribed. Staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a child or young person taking medication unless they have been specifically contracted to do so. All members of staff administering medication have stated that they are willing to do so.
- Training is given to all staff members who agree to administer medication to children and young people, where specific training is needed. The RPA (Risk Protection Agency) provides full indemnity. All school staff administering medication will do so with a second trained adult assisting.
- Parents at this school understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately and that medication cannot be given without the correct prescriptive label and secondary evidence.
- If a child or young person refuses their medication, staff record this and follow procedures. Parents are informed as soon as possible.
- If a child or young person at this school needs supervision or access to medication during home to school transport organised by the local authority, properly trained escorts are provided. All drivers and escorts have the same training as school staff, know what to do in a medical emergency and are aware of any children and young people in their care who have specific needs. If they are expected to supervise or administer emergency medication they are properly trained and have access to the relevant Healthcare Plans and protocols.
- Staff attending off-site visits are aware of any children and young people with medical conditions on the visit. They receive information and training as a matter of course at the beginning of the school year about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed. This is documented in individual risk assessments. Children and young people always have competent members of staff accompanying them during offsite visits.
- If a trained member of staff, who is usually responsible for administering medication, is not available the school makes alternative arrangements to provide the service from within the staff holding the relevant competencies. There are an adequate number of trained staff in each class to allow for staff absence to be covered.

### **Prescribed Medicines**

- All prescribed medicines administered by school staff are transcribed by two nurses to the child or young person's individual MAR chart which details what is prescribed and what is administered. This is completed each time the medicine is administered, by two trained members of staff.
- In order to be transcribed to a chart, there must be secondary evidence, the prescription label must be visible on the packaging and the medicine must be in date.

- Staff administering check both expiry date and the date the medicine must be used by (or discarded) as a matter of course each time it is given.

### **Homely Remedy**

- Children and young people who do not have paracetamol transcribed on their MAR chart can have paracetamol administered by school staff from the generic school supply under the guidance provided in the school's Homely Remedy Policy which was jointly written by Willow Dene and Oxleas and adopted by Rowan Wood. The content is approved by Oxleas Medicines Management Committee.
- The Homely Remedy Policy also applies to over the counter medicines which GPs will not prescribe but which the medicines and healthcare products regulatory agency (MHRA) have classified as 'over the counter' because they are safe and appropriate to be used without prescription when recommended by a pharmacy.

## **5. This school has clear guidance on the storage of medication at school**

### **Safe storage – emergency medication**

- All children and young people at this school with medical conditions have easy access to their emergency medication. This is stored securely and recorded as a CD when any stock movement takes place.
- All children and young people carry their emergency medication with them during any off-site or residential visits. In school emergency medicines are stored in a secure but easily accessible location.
- All children and young people carry their emergency medicines with them for forest school sessions and swimming.
- Staff know exactly where emergency medications are at all times.

### **Safe storage – non-emergency medication**

- All non-emergency medication is kept in a secure place, in a lockable cupboard in a cool dry place. This is most often in classrooms.
- Medication is kept in lidded containers clearly labeled with the child or young person's name and is stored alongside drug recording sheets (MAR charts).
- Staff ensure that medication is only accessible to those for whom it is prescribed.

### **Safe storage – general**

- All controlled drugs are kept in a locked cupboard and only named staff have access, even if children and young people normally administer the medication themselves.
- The expiry dates for all medication stored at school are checked routinely as part of administration routines. This is the same for 'use by' dates, which are recorded by staff when the bottle is opened according to the instruction on the bottle.
- The identified member of staff, along with the parents of children and young people with medical conditions, ensure that all emergency and non-emergency medication brought into school is clearly labeled with the child or young person's name, the name and dose of the medication and the frequency of dose. The school nursing team transcribes the medicine onto MAR charts which staff complete on administration.

- Medication is stored in accordance with instructions, paying particular note to temperature.
- Some medication for children and young people at this school may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labeled. Refrigerators used for the storage of medication are secure and used only for medicines.
- All medication is sent home with children and young people at the end of the school year where this is possible. Controlled drugs are not stored in summer holidays unless for the period of holiday playscheme.
- It is the parent's responsibility to ensure new and in date medication comes into school on the first day of the new academic year and that new supplies are sent to school in a timely way. School staff are responsible for informing parents in good time when supplies are running out.

### **Safe disposal**

- Out-of-date medication is sent home to parents
- Sharps boxes are used for the disposal of needles and clinical waste as the result of administering peraldehyde. All sharps boxes in this school are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis. The school has an inoculations policy
- If a sharps box is needed on an off-site or residential visit, a named member of staff is responsible for its safe storage and return to school.

## **6. The school has clear guidance about record-keeping**

### **Enrolment forms**

- New parents are asked if their child has any health conditions or health issues on a separate set of forms which are part of the new starter pack, which is filled out when they join the school. Subsequently, home visits or planned visits with the teacher, STA and school nursing team will allow fuller discussion and detail and these take place as a matter of course when a child or young person has medical needs.

### **Existing children and young people**

- The nursing team update their records of health conditions, medicines and permissions for all children and young people annually and as a matter of course.

### **Healthcare Plans**

- This school uses a Healthcare Plan to record important details about individual children and young people's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Healthcare plans for children and young people at Rowan Wood are written by the school nursing team. Further documentation can be attached to the Healthcare Plan if required.
- A Healthcare Plan, accompanied by an explanation of why and how it is used, is sent to all parents of children and young people with a long-term medical condition. This is sent:
  - at the start of the school year
  - at enrolment

- after alterations
- When a Healthcare Plan is first written, parents, a member of the children's nursing team and the child or young person with a medical condition, are asked to fill out the Healthcare Plan together. Parents then return these completed forms to the school.
- The school ensures that a relevant member of school staff is also present, if required to help draw up a Healthcare Plan for children and young people with complex healthcare or educational needs.

### **School Healthcare Plan register**

- The nursing team holds a centralised register of children and young people with medical needs. There is also a record held by the school team on Bromcom.
- The school nursing team follows up with the parents any further details on a pupil's Healthcare Plan required or if permission for administration of medication is unclear or incomplete.
- Parents are supported to update 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 if their medication and treatments change.
- Every child or young person with a Healthcare Plan at this school has their plan discussed and reviewed at least once a year.
- Parents are provided with a copy of the child or young person's current, agreed Healthcare Plan.
- Healthcare Plans are kept in a secure central location at school in the nursing office. Apart from the central copy, office and class teams securely hold copies of children and young people's Healthcare Plans in child or young person files. These copies are updated at the same time as the central copy. The school ensures that all staff protect child or young person confidentiality.
- The school nursing team seeks permission from parents to allow the Healthcare Plan to be sent ahead to emergency care staff, should an emergency happen during school hours or at a school activity outside the normal school day. This permission is included on the Healthcare Plan.

### **Use of Healthcare Plans**

Healthcare Plans are used by this school to:

- Inform the appropriate staff about the individual needs of a child or young person with a medical condition in their care.
- Identify common or important individual triggers for children and young people with medical conditions at school that bring on symptoms and can cause emergencies. The school uses this information to help reduce the impact of common triggers.
- Ensure this school's local emergency care services have a timely and accurate summary of a child or young person's current medical management and healthcare in the event of an emergency.
- Ensure there is shared understanding between the team around the child or young person of medical management and healthcare.

### **Consent to administer medicines**

- Short courses of medication are recorded on MAR charts and in medical notes.
- All parents of children and young people with a medical condition who may require medication in an emergency are asked to provide consent on the Healthcare Plan for staff to administer medication.

- If a child or young person requires regular / daily help in administering their medication then the school outlines the school's agreement to administer this medication on the child or young person's Healthcare Plan. The school and parents keep a copy of this agreement.
- Where relevant, parents of children and young people with medical conditions are asked at the start of the school year on the Healthcare Plan if they and their child's healthcare professional believe the child or young person is able to manage, carry and administer their own medication.

### **Residential visits**

- Parents are sent a residential visit form to be completed and returned to school shortly before their child leaves for an overnight or extended day visit. This form requests up-to-date information about the child or young person's current condition and their overall health. This provides essential and up-to-date information to relevant staff and school supervisors to help the child or young person manage their condition while they are away. This includes information about medication and feeds not normally taken during school hours.
- All residential visit forms are taken by the relevant staff member on visits and for all out-of-school hours activities where medication is required. These are accompanied by a copy of the child or young person's Healthcare Plan, emergency protocols, and other details.
- All parents of children and young people with a medical condition attending a school trip or overnight visit are asked for consent which gives staff permission to administer medication at night or in the morning if required.
- All medicines to be administered during a residential visit are transcribed by children's nursing onto MAR charts where administration is recorded by those administering.

### **Other record keeping**

- The school keeps an accurate record of each occasion an individual child or young person is given or supervised taking medication. Details of the administering staff members, child or young person, dose, date and time are recorded. These records are on MAR charts which are routinely monitored by the nursing team and which are stored securely with the medicines. MAR charts are taken on offsite visits
- Class staff monitor and record seizures in seizure diaries which are used to inform parents and other professionals
- Class staff monitor and record on individual observation sheetsny other significant medical events
- Class staff contact the nursing team for further advice when there is cause for concern
- This school holds training for:  
Groups or individuals who practice medical competencies  
This may relate to groups or individual children and young people
- Due to the complexity of medical needs within the school, all planned training which is related to individuals is recorded on the school Medical Training Plan. Training against the medical training plan is recorded by the school and the nursing team
- The medical training plan is supported by the Medical Training Criteria which states the school criteria for staff medical training. This is distributed annually to teams alongside the Medical Training Plan

- Training may be provided by the school nursing team or community nursing team or by external experts
- For children and young people who have school meals who need any variance on medical grounds, their parent completes a medical diet form which is shared with the caterers and a copy stored by the school office, before the food is provided. This includes texture modified diets.

## **7. This school ensures that the whole school environment is inclusive and favourable to children and young people with medical conditions. This includes the physical environment, as well as social, sporting and educational activities**

### **Physical environment**

- The school is committed to providing a physical environment that is accessible to children and young people with medical conditions. The school's commitment to an accessible physical environment includes out-of-school visits and this is taken into consideration as a routine part of planning for any off site visit.

### **Social interactions**

- This school ensures the needs of children and young people with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and extended school activities including holiday play scheme
- All staff at this school are aware of the potential social problems that children and young people with medical conditions may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the school's anti-bullying and behaviour policies. The school actively works with the other schools within the Academy Trust to raise awareness across Compass schools.

### **Exercise and physical activity**

- This school understands the importance of all children and young people taking part in sports, games and physical activities including commitment to the MOVE program and has a Physical Activity Policy in place.
- The school ensures that children and young people are never forced to take part in an activity if they feel unwell. Teachers and sports coaches are aware of children and young people in their care who have been advised to avoid or to take special precautions with particular activities.
- This school ensures all PE teachers, classroom teachers and school sports coaches are aware of the potential triggers for children and young people' medical conditions when exercising and how to minimize these triggers. The school Learning Journeys Assessment system routinely assesses children in relation to their physiological need and as such staff are continually aware of the effects of these.
- The school ensures all children and young people have the appropriate medication or food with them during physical activity and that children and young people take them when needed.

### **Education and learning**

- This school ensures that children and young people with medical conditions can participate fully in all aspects of the curriculum and ensures that appropriate

adjustments and extra support are provided.

- If a child or young person is missing a lot of time at school, they have limited concentration or they are frequently tired, the school understands that this may be due to their medical condition and will work with parents and the school nursing team to improve the situation where possible. This may involve supporting rapid access to services that can help. As a matter of course staff liaise with medical professionals and may accompany families to appointments both on and off school site. The school hosts several on-site clinics
- When families are in crisis because of a child or young person's medical condition, when children and young people are acutely unwell or when they are hospitalised for extended periods of time, the school will put into place measures to ensure that children and families are well supported by the school and that close communication is maintained.

### **Off Site visits**

- Individual risk assessments are carried out by the school and updated at least annually. These document global risks and control measures associated with each child or young person. Individual risk assessments are taken on every off-site visit.

## **8. Children and young people with health needs who cannot attend school**

- It is rare for children and young people to be absent from school because of health needs which are part of their condition. The school aims to accommodate all those who are well enough to be at home, in school and as quickly as possible after hospital discharge. School staff can be trained in any competency that parents practice at home.
- When children and young people are at home because they are more unwell than their daily condition, school staff stay in contact with the family for regular updates and dialogue.
- When children and young people are at home because of a recent discharge from hospital and a wait for either equipment or training to be put in place, but are well enough to engage with learning, school staff will visit at home as a matter of course and provide activities for them. Google classroom, equipment loans and specialist equipment are also shared with home according to the needs of the child or young person and how well they are.
- When children and young people are in hospital, school staff will check and abide by visiting policies and infection control policy if they intend to visit the child or young person.
- When children and young people are in hospital and their condition means they are too unwell to engage with learning, school staff stay in contact with the family for regular updates and visit as a matter of course.
- When children and young people are in hospital, for long admissions and they are well enough to join hospital school programs, the school will liaise with the hospital school. The school will provide passports, PLPs (learning targets), annual review reports, with the permission of the parents. Learning targets have a section detailing what the child or young person can work on at home and how parents can support this as a matter of course.
- When children and young people are in hospital for long admissions and they are well enough to engage with familiar adults but may not be well enough to engage with the hospital school, school staff will visit as a matter of course to work with the child or young person and leave engaging activities which are

reviewed regularly.

- When children and young people are absent from school because of health needs for any period of time, class teachers are expected to continue with class based assessments and learning targets.
- The School Health Support Advisor is available to support any family who has a child in hospital or at home because of health needs.

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

- This school works in partnership with all interested and relevant parties including the local school committee, all school staff, parents, employers, community healthcare professionals and children and young people to ensure the policy is planned, implemented and maintained successfully.
- The following roles and responsibilities are used for the medical conditions policy at this school. These roles are understood and communicated regularly.

### **Employer**

#### **The Compass Partnership of Schools Trust and school have a responsibility to:**

- Ensure the health and safety of their employees and anyone else on the premises or taking part in school activities (this includes all children and young people). This responsibility extends to those staff and others leading activities taking place off-site, such as visits, outings or field trips
- Ensure health and safety policies and risk assessments are inclusive of the needs of children and young people with medical conditions
- Make sure the medical conditions policy is effectively monitored and evaluated and regularly updated
- Provide indemnity for staff who administer medication to children and young people with medical conditions.

### **Headteacher**

#### **This school's Headteacher has a responsibility to:**

- Maintain an exemplary standard of collaborative working between Rowan Wood and NHS colleagues.
- Ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks
- Liaise between interested parties including children and young people, school staff, special educational needs coordinators, pastoral support / welfare officers, teaching assistants, school nurses, parents, governors, the school health service, the local authority transport service, and local emergency care services
- Ensure the policy is put into action, with good communication of the policy to all
- Ensure every aspect of the policy is maintained
- Ensure that information held by the school is accurate and up to date and that there are good information sharing systems in place using children and young people's Healthcare Plans
- Ensure child or young person confidentiality
- Assess the training and development needs of staff and arrange for them to be met
- Ensure all supply teachers and new staff know the medical conditions policy

- Monitor and review the policy at least once a year, with input from children and young people, parents, staff and external stakeholders
- Update the policy at least once a year according to review recommendations and recent local and national guidance and legislation
- Report back to all key stakeholders about implementation of the medical conditions policy.

### All school staff

#### All staff at this school have a responsibility to:

- Be aware 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
- Know which children and young people in their care have a medical condition and be familiar with the content of their Healthcare Plan
- Enable all children and young people to have immediate access to their emergency medication
- Maintain effective communication with parents including informing them if their child has been unwell at school
- Ensure children and young people who carry their medication with them have it when they go on a school visit or out of the classroom
- Be aware of children and young people with medical conditions who may be experiencing bullying or need extra social support
- Understand common medical conditions and the impact they can have on children and young people
- Ensure no child or young person with medical conditions is excluded from activities they wish to take part in
- Ensure children and young people 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:

- Maintain communication with families when children and young people have been unwell
- Be aware that medical conditions can affect a child or young person's readiness for learning
- Regularly record children and young people's physiological need and medical events
- Refer concerns to the school leadership team in a timely way

### Willow Dene nursing team

#### The Willow Dene and community children's nursing team has a responsibility to:

- Coordinate the completion of healthcare plans
- Liaise with other professionals as necessary
- Carry out routine nursing duties
- Maintain an exemplary standard of collaborative working with the school
- Be available to offer advice and support
- Oversee safe administration of medicines including transcription
- Monitor records

- Help update the school's medical conditions policy, and Medical Training Plan
- Help provide regular training for school staff in managing the most common medical conditions at school
- Provide training for groups or individuals of staff
- Order, store and maintain medical equipment including enteral feeding and syringes
- Provide information about where the school can access other specialist training.

## First aiders

### **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
- When necessary, ensure that an ambulance or other professional medical help is called.

## Local doctors and specialist healthcare professionals

### **Individual doctors and specialist healthcare professionals caring for children and young people who attend this school, have a responsibility to:**

- Complete the child or young person's Healthcare Plans provided by parents
- Where possible, and without compromising the best interests of the child or young person, try to prescribe medication that can be taken outside of school hours
- Offer every child or young person (and their parents), where this is relevant a written care / self-management plan to ensure children and young people know how to self-manage their condition
- Ensure the child or young person knows how to take their medication effectively
- Ensure children and young people have regular reviews of their condition and their medication
- Provide the school with information and advice regarding individual children and young people with medical conditions (with the consent of the child or young person and their parents)
- Understand and provide input into the school's medical conditions policy.

## Parents\*

### **The parents 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
- Inform the school of any medication their child requires while taking part in visits, outings or field trips and other out-of-school activities
- Tell the school about any changes to their child's medication, what they take, when, and how much
- Inform the school of any changes to their child's condition
- Ensure their child's medication and medical devices are labeled with their child's full name
- Update the school regarding information from appointments
- 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 has regular reviews about their condition with their doctor or specialist healthcare professional.

## **10. The medical conditions policy is regularly reviewed evaluated and updated. Updates are produced every year**

- This school's medical condition policy is reviewed, evaluated and updated every year in line with the school's policy review timeline.
- New Department for Education and Department of Health and Social Care guidance is actively sought and fed into the review.
- In evaluating the policy, this school seeks feedback on the effectiveness and acceptability of the medical conditions policy with a wide-range of key stakeholders within the school and health settings.

## **Legislation and guidance**

### **Introduction**

- Local authorities, schools and governing bodies are responsible for the health and safety of children and young people in their care.
- Areas of legislation that directly affect a medical conditions policy are described in more detail in <https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>
- This section outlines the main points from the relevant legislation and guidance that schools should consider when writing a medical conditions policy.

### **Disability Discrimination Act 1995 (DDA) and the Special Educational Needs and Disability Acts (2001 and 2005)**

- Many children and young people with medical conditions are protected by the DDA and SENDA, even if they don't think of themselves as 'disabled'.
- The Commission for Equality and Human Rights (CEHR) (previously the Disability Rights Commission) publishes a code of practice for schools, which sets out the duties under the DDA and gives practical guidance on reasonable adjustments and accessibility. The CEHR offers information about who is protected by the DDA, schools' responsibilities and other specific issues.

### **Schools' responsibilities include:**

- Not to treat any pupil less favourably in any school activities without material and sustainable justification
- To make reasonable adjustments that cover all activities – this must take into consideration factors such as financial constraints, health and safety requirements and the interests of other children and young people. Examples of reasonable adjustments can be found in the DfES resource: Implementing the DDA in Schools and Early Years Settings\*
- To promote disability equality in line with the guidance provided by the DCSF and CEHR through the Disability Equality Scheme.
- \*DfES publications are available through the DCSF.

### **The Education Act 1996**

Section 312 of the Education Act covers children with special educational needs,

the provisions that need to be made and the requirements local health services need to make to help a local authority carry out its duties.

**The Care Standards Act 2000**

This act covers residential special schools and responsibilities for schools in handling medicines.

**Health and Safety at Work Act 1974**

This act places duties on employers for the health and safety of their employees and anyone else on their premises. This covers the head teacher and teachers, non-teaching staff, children and young people and visitors.

**Management of Health and Safety at Work Regulations 1999**

These regulations require employers to carry out risk assessments, manage the risks identified and to communicate these risks and measures taken to employees.

**Medicines Act 1968**

This act specifies the way that medicines are prescribed, supplied and administered.

**Additional guidance**

Other guidance resources that link to a medical conditions policy include:

- The school medical training plan
- The school medical training criteria
- The school inocuations policy
- The school homely remedies policy
- The school physical activity policy
- The school remote learning policy
- Guidelines for school visits and school journeys
- Healthy schools programme – a medical conditions policy can provide evidence to help schools achieve their healthy school accreditation

**Rowan Wood School Insurance:**

Rowan Wood school insurance will be with Department for Education Risk Protection Arrangements (RPA) and will begin in September 2025 and will include:

<b>Department for Education Risk Protection Arrangement (RPA)</b>		
Employers Liability	Rowan Wood School	from: 1st September 2025 to: 31st August 2026
Third Party Public Liability	Rowan Wood School	from: 1st September 2025 to: 31st August 2026
Professional Indemnity	Rowan Wood School	from: 1st September 2025 to: 31st August 2026
Property Damage	Rowan Wood School	from: 1st September 2025 to: 31st August 2026

Related Policies

Remote Learning  
Health and Safety