



MEDICAL CARE POLICY

OVERVIEW

This school places the highest importance on the care, safety, well-being and health of its pupils and staff, especially those with known medical conditions. This policy had been written to give clear guidelines about the appropriate action to be taken where a pupil is admitted to school with an identified medical condition or when any child or adult is unwell or has an accident. It should be read in conjunction with the Medicines Policy, the Asthma policy, the First Aid Policy and the DfE guidance 'Supporting Pupils with Medical Conditions' Sept 2014.

OBJECTIVES

1. To ensure that good, effective and appropriate care is provided when a child is admitted to school with an identified medical condition or when any child or adult is unwell or has an accident in school or on a school occasion.
2. To ensure that the DfE guidance 'Supporting pupils with medical conditions' (2014) is known understood and followed and to ensure that appropriate training is provided for all staff and particularly for those with the care of pupils with medical conditions in line with DfE guidance (2014).

STRATEGIES

1. Where a pupil is admitted to school with a medical condition, including food and ingredient allergies the school will liaise with parents, carers, relevant medical, clinical and other appropriate authorities to ensure that the child's individual needs are met and that they are given full access to the education provided for all pupils.
2. The SENCo will make all staff who care for a pupil with a medical condition or allergy, aware of the medical condition and food allergy and the needs and levels of care and support that are to be provided.
3. If a child is prescribed an EpiPen by a doctor, parents must notify the school and arrangements will be made by the school for staff to use the pen in emergency in line with our first aid policy.
4. Individual Health Care Plans (HCPs) must be written for any medication that a pupil must take in school (these must be prescribed by a doctor). Medication is not allowed in school without an HCP being completed. HCPs will be written for any medical condition that requires reasonable adjustments. These ensure the child's needs are



met. The teacher, SENCo and parent must liaise and complete together.

5. Appropriate training will be provided for all staff and particularly for those with the care of pupils with medical conditions in line with DfE guidance (Sept 2014).
6. If any pupil including those with known medical conditions, is unwell in class or has an accident in school, a trained First Aider and a member of the senior management team (or if the situation occurs out of school – the teacher in charge) will assess the pupil and decide on the appropriate action which may include giving care and first aid or calling for an emergency ambulance if a pupil is seriously unwell or injured or their known medical condition is causing concern.
7. In the event of a serious medical emergency requiring hospital treatment, an ambulance should be called immediately, and the patient should be cared for by staff until medical help arrives.
8. In the event of a child in Nursery or Reception having an accident in school, staff should always seek the help and support of a Pediatric Trained First Aider who will then treat the child appropriately.
9. A pupil's parents will be contacted as soon as possible, whenever there is a medical emergency or if a pupil receives first aid treatment or has an accident. Where appropriate, the school will ask the parent/guardian to attend to support the pupil. Parents must always be notified if a child has a head injury, however minor it may appear at the time.
10. The accident form (for recording accidents and other medical emergencies) must be completed by the member of staff who is present at the scene of an accident or medical emergency.
11. If the injured person is a member of staff, they are responsible themselves for completing the form in the appropriate accident book.
12. If an accident or medical emergency occurs off the school premises the member of staff present should complete the Accident Form as soon as possible after returning to school.
13. The teacher in charge of any outing off the school premises has the responsibility for being acquainted with any specific medical needs or conditions, including food allergies of the pupils in his/her charge and have appropriate training in how to care for the child's subsequent medical needs.
14. Risk assessments must be carried out for all pupils, especially those with known medical conditions including food allergies on each trip. Prior to educational trips and visits, parents will be asked to complete a consent form and provision will be made to meet all risks and cover medical needs.
15. In the event that an accident occurs out of school and the family cannot be contacted, at least one member of staff should accompany



the person to hospital. In no circumstances should any students be left unattended as a result of a member of staff accompanying the injured person to hospital; in this instance, an ambulance should be called.

16. Staff planning educational visits or journeys, should consider the level of First Aid cover that will be required and the specific support needed by pupils with known medical conditions and any child who has been prescribed an EpiPen will be identified and the EpiPen will be taken on the visit.
17. A designated teacher will be given overall responsibility for the care of pupils with known and identified medical conditions.
18. A designated governor will be nominated to oversee this policy and to report annually to the governing body on its effectiveness.

ROLES

School staff:

- Any member of school staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so.
- All staff will have received suitable training, and their competency will be assured, before they take on responsibility to support children with medical conditions.
- Any member of school staff should follow procedures accordingly when they become aware that a pupil with a medical condition needs help.

Parents will:

- Provide the school with sufficient and up-to-date information about their child's medical needs. They will also be involved in the development and review of their child's individual healthcare plan. They should carry out any action they have agreed to as part of its implementation, e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times. Parents are responsible for ensuring medication is in date.

School Health Advisor or other qualified healthcare professionals will:



- Notify the school when a child has been identified as having a medical condition who will require support in school. Wherever possible, they will do this before the child starts at the school.

The School Health Advisor would not usually have an extensive role in ensuring that schools are taking appropriate steps to support children with medical conditions, but can support staff on implementing a child's individual healthcare plan (if required) and provide advice and liaison.

OUTCOMES

This policy will ensure that where a child has a medical condition or food allergy, or where a child or adult is unwell or has an accident in school or on a school occasion, they are appropriately supported and cared for. It will ensure that the school does all that it reasonably can to give all pupils including those with a known medical condition full access to the education provided.

APPENDICIES

1. Anaphylxis and Epi Pen Guidance
2. List of Qualified First Aiders in school
3. DfE guidance 'Supporting Pupils with Medical Conditions' Sept 2014.



Appendix 1 - Anaphylaxis

Anaphylaxis is a serious life-threatening type of allergic reaction. It usually develops suddenly and gets worse very quickly.

The symptoms include:

- feeling [lightheaded or faint](#)
- [breathing difficulties](#) – such as fast, shallow breathing
- wheezing
- a fast heartbeat
- clammy skin
- [confusion](#) and anxiety
- collapsing or losing consciousness

There may also be other [allergy symptoms](#), including an itchy, raised rash ([hives](#)), feeling or being sick, swelling ([angioedema](#)), or [stomach pain](#).

What to do if someone has anaphylaxis

Anaphylaxis is a medical emergency. It can be very serious if not treated quickly.

If someone has symptoms of anaphylaxis, you should:

1. **call 999 for an ambulance immediately – mention that you think the person has anaphylaxis**
2. **remove any trigger if possible – for example, carefully remove any wasp or bee sting stuck in the skin**
3. **lie the person down flat – unless they're unconscious, pregnant or having breathing difficulties**
4. **use an adrenaline auto-injector if the person has one – but make sure you know how to use it correctly first**
5. **give another injection after 5-15 minutes if the symptoms don't improve and a second auto-injector is available**
6. **Keep the child lying down or seated and have someone stay with them until they have been assessed by a paramedic.**
7. **Unconscious patients should be placed in the recovery position**

GUIDE TO USING AN EPIPEN®

1. There is no need to remove clothing to use an **EpiPen®**, but make sure the orange end will not hit buckles, zips, buttons or thick seams on clothes.
2. To remove **EpiPen®** from the carry case. Flip open the lid on the carry case. Tip the carry case and slide the **EpiPen®** out of the carry case.
3. Lie the child down with their legs slightly elevated to keep their blood flowing or sit them up if breathing is difficult.



1 Form fist around EpiPen® and PULL OFF BLUE SAFETY CAP.		2 POSITION ORANGE END about 10cm away from outer mid-thigh*. * Either clothed, or unclothed, avoiding seams and pocket areas.	
3 SWING AND JAB ORANGE TIP into thigh at 90° angle and hold in place for 10 seconds.		4 REMOVE EpiPen® Massage injection site for 10 seconds*. *After use the orange needle cover automatically extends to cover the injection needle.	

Each **EpiPen®** can only be used once. If symptoms don't improve, you can administer a second **EpiPen®** after 5-15 minutes.

“You Must call 999, ask for an ambulance and state ‘anaphylaxis’.”



Appendix 2 - List of Qualified First Aiders in school

Course	Staff member	Expires
First Aid at work Level 3	Ola Leszczuk	October 2026
First Aid at work Level 3	Rita Gilmore	October 2024
First Aid at work Level 3	Tatiana Bumystere	05/05/2025
Paediatric	Ashleigh Brady	13 th October 2025
Paediatric	Nina Monaghan	April 2026
Paediatric	Joanne Chapman	November 2024
Paediatric	Ola Leszczuk	25/03/2025
Paediatric	Rebecca Moore	April 2026
Paediatric	Louise Procter	September 2024



Appendix 4 - DfE guidance 'Supporting Pupils with Medical Conditions' Sept 2014.

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>