

# **WESTFIELD COMMUNITY SCHOOL**



## **Supporting children with medical needs**

January 2026

## **Westfield Community School**

This school is an inclusive community that welcomes and supports pupils with medical conditions. This school provides all pupils with any medical condition the same opportunities as others at school.

### **Aims**

We will help to ensure that pupils can:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic wellbeing once they leave school

This policy will assist staff in providing medical care for their children. It is in place so procedures and practices concerning the administration of medicines at Westfield Community School is clear to all and they know how to comply with this and where necessary, it is vital to work in collaboration with outside agencies to support individual pupils. This policy will ensure there is a shared understanding throughout school to monitor and keep appropriate records. 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, sporting and educational activities. We are committed to providing a physical environment accessible to pupils with medical conditions and pupils are consulted to ensure this accessibility. The school is also committed to an accessible physical environment for out-of-school activities. The school ensures the needs of pupils with medical conditions are adequately considered to make sure their involvement in structured and unstructured activities, extended school activities and residential visits. All staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge, alongside the school's Positive Behaviour Policy to help prevent and deal with any problems. We use opportunities such as PSHE and science lessons to raise awareness of medical conditions to help promote a positive environment.

### **Inclusion**

Westfield Community School understands the importance of all pupils taking part in physical activity and that all relevant staff make appropriate adjustments to physical activity sessions to make sure they are accessible to all pupils. This includes out-of-school clubs and team sports.

All staff are aware that pupils should not be forced to take part in activities if they are unwell. Also, staff are aware of pupils who have been advised to avoid/take special precautions during activity, and the potential triggers for a pupil's medical condition when exercising and how to minimise these. The school makes sure that pupils have the appropriate medication/equipment/food with them during physical activity and that pupils with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that appropriate adjustments and extra support are provided where possible.

We understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition. The school will not penalise pupils for their attendance if their absences relate to their medical condition, we may ask for medical evidence of the absences i.e. doctor's notes etc.

The school will refer pupils with medical conditions who are finding it difficult to keep up educationally to the Inclusion Team/ Pastoral Team/ Family Support Worker and any other professionals deemed appropriate who will liaise with the pupil (where appropriate), parent and the pupil's healthcare professional.

The school ensures a risk assessment is carried out before any out-of-school visit and completes individual risk assessments if required. The needs of pupils 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.

### **Implementation**

- The school makes sure all staff understand their duty of care to children and young people in the event of an emergency
- The school understands that certain medical conditions are debilitating and potentially life threatening, particularly if poorly managed or misunderstood
- The school understands the importance of medication and care being taken as directed by healthcare professionals and parents
- All staff understand the medical conditions that affect pupils at school. Staff receive training where relevant on the impact medical conditions can have on pupils. The named members of school staff responsible for this medical conditions policy and its implementation is Mrs Pennington, Mrs Hannon, Mrs Turner and Mrs Penman
- No child will be denied admission or prevented from taking up a place in this school because arrangements for their medical condition have not been made
- We endeavour to listen to the views of pupils and parents to inform us further as to the needs of the pupil to ensure that pupils and parents feel confident in the care they receive from school and the level of that care that meets their needs
- Staff understand the medical conditions of pupils at this school and that they may be serious, adversely affect a child's quality of life and impact on their ability to learn through general register lists of each class as well as individual Health Care Plans, Risk Assessments and Emergency Evacuation Plans
- The school recognises that duties in the Children and Families Act (England only), the Equality Act (England, Wales and Scotland) and the Disability Discrimination Act (Northern Ireland only) relate to children with disability or medical conditions and are anticipatory.
- At the beginning of each year, data collection sheets are sent out to parents/ guardians, and they are requested to update any medical/ health needs as well any other additional needs. Medical questionnaires are also sent out to update school's records. Mrs Pennington and Mrs Penman will update class register lists with the names of children who have any medical needs within the class. Revisions of recommended procedures for administering asthma medication will also be given at that time.

### **Individual health care plans and risk assessments**

Some children with a medical condition may require an individual healthcare plan (HCP) and/or a risk assessment. An HCP/RA details exactly what care a child needs in school, when they need it and who is going to give it. It also includes information on the impact any health condition may have on a child's learning, behaviour or classroom performance. This is drawn up with input from the child (if appropriate) their parent/carer, relevant school staff and healthcare professionals (if necessary), ideally a specialist if the child has one. All staff

understand and are trained in what to do in an emergency for children with medical conditions at this school. A child's HCP should, explain what help they need in an emergency. Parental permission will be sought and recorded in the HCP for sharing the HCP within emergency care settings.

### **Information sharing**

All school staff, including temporary or supply staff, are aware of the medical conditions within school and understand their duty of care to pupils in an emergency. At the front of every classroom throughout school is a list of all children with asthma and all children requiring a Health Care Plan (HCP) or Risk Assessment (RA). Individual HCPs/ RAs are kept with class teachers, pastoral room, phase leaders and centrally in the main office. The school has clear guidance on providing care and support and administering medication at school. The school understands the importance of medication being taken and care received as detailed in the pupil's HCP. We will make sure that there is more than one member of staff who has been trained to administer the medication and meet the care needs of an individual child if and where necessary. If a child is taken to hospital and parents do not arrive in school on time, a member of staff will stay with the child until the parent arrives and will ensure that their health care plan accompanies the child to hospital. We will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies. The school's governing body has made sure that there is the appropriate level of insurance and liability cover in place.

### **Medicines in school**

- The school will not give medication (prescription or non-prescription) to a child under 16 without a parent's written consent
- When administering medication, for example pain relief, school staff will follow the care plan that has been devised by Mrs Penman/ Mrs Pennington/ Mrs Houghton and parents/ carers
- We will not give a pupil under 16 aspirin unless prescribed by a doctor
- A trained member of staff is available to accompany a pupil with a medical condition on an off-site visit, including overnight stays where appropriate
- Parents are made aware that that they should let the school know immediately if their child's needs change
- If a pupil misuses their medication, or anyone else's, their parent is informed as soon as possible, and the school's disciplinary procedures are followed
- There is clear guidance on the storage of medication and equipment at school within the risk assessments and HCPs for individual children
- The school makes sure that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication/equipment is readily available wherever the child is in the school and on off-site activities, and is not locked away
- Pupils may (where appropriate) carry their own medication/equipment i.e. inhalers, diabetes kits or they should know exactly where or how to access it
- Prescription medication will be stored by classroom staff administering or overseeing the pupil taking the medication

- The school will keep controlled drugs stored securely, but accessibly, with only named staff having access. Staff can administer a controlled drug to a pupil once they have had specialist training if necessary or received a HCP that states precisely how that drug is to be taken
- All medication is stored safely, and that pupils with medical conditions know where they are always and have access to them
- This school will store medication that is in date and labelled in its original container in accordance with its instructions. The exception to this is insulin, which though must still be in date, will generally be supplied in an insulin injector pen or a pump. This will be on annually updated HCPs
- Parents are asked to collect all medications/equipment at the end of the school year, and to sign to say this has been received back – if not already collected for temporary medication
- This school disposes of needles and other sharps in line with local policies. Sharps boxes are kept securely at school and will accompany a child on off-site visits. They are collected and disposed of in line with local authority procedures
- A form will be filled in with the name of the medication; when this needs to be given/taken; dosage; and when last dose will be given prior to coming into school. This form will be filled in with the Assistant Headteachers or Pastoral Manager. This will be hand delivered to classroom staff along with the medication. Classroom staff need to sign and record when medicines have been administered.

### **Record Keeping**

Westfield has clear guidance about record keeping. Parents are asked if their child has any medical conditions on the enrolment form. The school uses set formats (individual health plan: this could be in the form of a HCP, RA, Asthma care plan, medical record) to record the support an individual pupil needs around their medical condition. We have a centralised register of medical needs within the additional needs lists, Mrs Penman, Mrs Pennington, Mrs Hannon and Mrs Turner have the responsibility for this. HCPs are regularly reviewed, at least every year or whenever the pupil's needs change. Other school staff are made aware of and have access to the HCP for the pupils in their care, along with the pastoral staff, phase leaders and office staff. The school makes sure that the pupil's confidentiality is protected and if other members of staff need to know about the child's condition parental permission will always be sought for photographs to be displayed where necessary. The school will always seek permission from parents before sharing any medical information with any other party.

We keep an accurate record of all medication administered, including the dose, time, date and supervising staff, this will be kept with the class teacher or within the pastoral office if the child requires a controlled drug. We make sure that all staff providing support to a pupil and other relevant teams have received suitable training and ongoing support, to make sure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the pupil's HCP. This is provided by the specialist nurse/school nurse/other suitably qualified healthcare professional and/or the parent. The specialist nurse/ school nurse/other suitably qualified healthcare professional will confirm their competence, and this school keeps an up-to date record of all training undertaken and by whom, this can be found on individual health care plans and TA training matrices.

**This policy will be reviewed annually**