

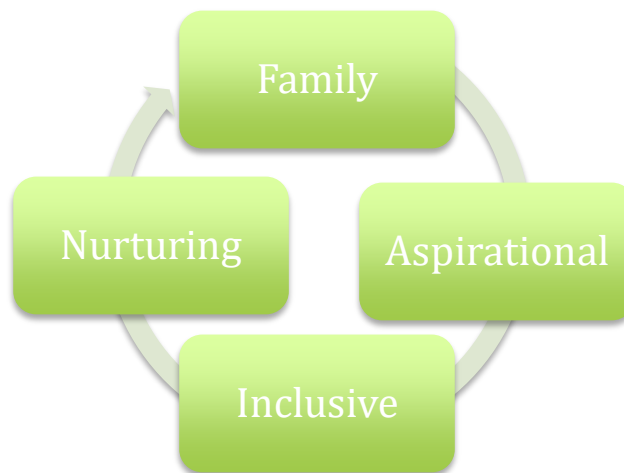


Tenterfield Nursery School

Supporting Pupils with Medical Conditions Policy

Based on Model Policy	Hertfordshire Grid for Learning – DFE Statutory Guidance 2015
Review body:	FGB
Date issued:	Feb 2026
Review frequency:	Annually
Review Date:	Feb 2027
Target audience:	Parents

Values



Vision

- To deliver high quality education in a supportive, caring and secure environment in which everyone is valued.
- To provide a centre for the families in our community to learn, grow and play.
- To continue to offer exceptional specialist provision for

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1 Rational

Tenterfield Nursery School is an inclusive community that supports and welcomes pupils with medical conditions.

- We are welcoming and supportive of pupils with medical conditions. We provide children with medical conditions the same opportunities and access to activities (both school based and out-of-school) as other pupils. 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 will listen to the views of pupils and parents/carers/carers.
- Pupils and parents/carers/carers feel confident in the care they receive from us and the level of that care meets their needs.
- Staff understand the medical conditions of pupils Tenterfield and that they may be serious, adversely affect a child's quality of life and impact on their ability and confidence
- 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 school understand and support the medical conditions policy.
- We understand that all children with the same medical condition will not have the same needs, our school will focus on the needs of each individual child.
- We recognise our duties as detailed in Section 100 of the Children and Families Act 2014. (and other relevant legislation, see DfE guidance p27). Some children with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. Where this is the case, we comply with our duties under that Act. Some may also have special educational needs (SEN) and may have a Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special

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educational provision. For children with SEN, this policy should be read in conjunction with the Special educational needs and disability (SEND) code of practice.

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2 Roles and Responsibilities

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

Tenterfield Nursery School works in partnership with all relevant parties including the pupil (where appropriate), parent/carer, school's governing body, all school staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.

Governing bodies – must make arrangements to support pupils with medical conditions in school, including making sure that a policy for supporting pupils with medical conditions in school is developed and implemented. They should ensure that pupils with medical conditions are supported to enable the fullest participation possible in all aspects of school life. Governing bodies should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions. They should also ensure that any members of school staff who provide support to pupils with medical conditions are able to access information and other teaching support materials as needed.

Headteacher – should ensure that the school's policy is developed and effectively implemented with partners. This includes ensuring that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation. Headteachers should ensure that all staff who need to know are aware of the child's condition. They should also ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations. Headteachers have overall responsibility for the development of individual healthcare plans. They should also make sure that school staff are appropriately insured and are aware that they are insured to support pupils in this way. They should contact the school nursing service in the case of any child who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse.

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. Although administering medicines is not part of teachers' professional duties, they should take into account the needs of pupils with medical conditions that they

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teach. School staff should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions. Any member of school staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

Other healthcare professionals - including GPs, paediatricians, nurse specialists/community paediatric nurses – should notify the school and work jointly when a child has been identified as having a medical condition that will require support at school. They may provide advice on developing healthcare plans. Anyone dealing with the medical care of a pupil in school should contact the named school nurse for that school to ensure a coordinated approach.

Pupils – Parents and carers know their child best, so we will work closely with them to understand how a medical condition affects their child and what support is needed. Together, we will create a healthcare plan that meets the child's needs.

Parents/carers – should provide the school with sufficient and up-to-date information about their child's medical needs. They may in some cases be the first to notify the school that their child has a medical condition. Parents/carers are key partners and should be involved in the development and review of their child's individual healthcare plan, and may be involved in its drafting. 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.

3 Policy - Supporting pupils with medical conditions

At Tenterfield Nursery School, our medical conditions policy is designed to support children who present with medical needs during their time with us. The policy is developed by the school and is reviewed regularly to ensure it remains effective and up to date.

We work closely with parents and carers to understand each child's individual medical needs. When a child is identified as having a medical condition, we will consult with relevant health professionals, such as the child's GP, paediatrician, or specialist nurse, to ensure appropriate care and support is provided.

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The policy is supported by a clear communication plan to ensure that staff, parents/carers, and any involved health professionals understand their roles and responsibilities. We share and remind stakeholders about the policy through appropriate communication channels.

The policy is reviewed annually, and we welcome feedback from parents/carers, staff, and any health professionals involved in a child's care. If parents or carers have concerns about the support provided, they are encouraged to speak directly with the Headteacher.

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3.1 Medical Emergency Procedures

All staff understand and are trained in what to do in an emergency for children with medical conditions at this school.

- All school staff, including temporary or supply staff, are aware of the medical conditions at this school and understand their duty of care to pupils in an emergency.
- All staff receive training on what to do in an emergency, which is refreshed every three years through Paediatric First Aid training. Where a child has a specific medical condition requiring additional or specialised training, this training is refreshed annually or more frequently if needed.
- All children with medical conditions that are complex, long-term or where there is a high risk that emergency intervention will be required at our school have an individual healthcare plan (IHP)ⁱ, which explains what help they need in an emergency. The IHP will accompany a pupil should they need to attend hospital. Parental permission will be sought and recorded in the IHP for sharing the IHP within emergency care settings.
- We make sure that all staff providing support to a pupil have received suitable training and ongoing support to ensure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the pupil's IHP. This should be provided by the specialist nurse/school nurse/other suitably qualified healthcare professional and/or parent/carer. 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.
- Tenterfield has chosen to hold an emergency salbutamol inhaler for use by pupils who have been prescribed a reliever inhaler and for whom parental consent for its use has been obtained. (see appendix 4.2 for further information)
- Tenterfield has chosen to hold a 'spare' emergency adrenaline auto-injector (AAI) for use on children who are at risk of anaphylaxis but whose own device is not available or not working and for whom parental consent for its use has been obtained. (see appendix 4.3 for further information)

All staff understand and are trained in the school's general emergency procedures.

- All staff, including temporary or supply staff should be aware of the content of this policy, know what action to take in an emergency and receive updates at least yearly.

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- If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent/carer arrives, or accompany a child taken to hospital by ambulance. They will not take pupils to hospital in their own car.
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3.2 Administering Medication

Tenterfield nursery school has clear guidance on providing care and support and administering medication at school.

- We understand the importance of medication being taken and care received as detailed in the pupil's IHP.
 - Medication will only be administered when it would be detrimental to a child's health or school attendance not to do so.
 - We will make sure that there are sufficient members of staff who have been trained to administer the medication and meet the care needs of an individual child. We will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies. Our school's governing body has made sure that there is the appropriate level of insurance and liability cover in place.ⁱⁱ
 - We will not give medication (prescription or non-prescription) to a child under 16 without a parent's written consent except in exceptional circumstances, and every effort will be made to encourage the pupil to involve their parent/carer, while respecting their confidentiality.
 - We will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site visit.
 - Parents/carers/carers at this school understand that they should let the school know immediately if their child's needs change.
- If a member of staff misuses a pupil's medication, or anyone else's, the parent/carer is informed as soon as possible and the school's disciplinary procedures are followed.
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3.3 Storing Medication and Equipment

Tenterfield Nursery School has clear guidance on the storage of medication and equipment at school.

- We make sure that all staff understand what constitutes an emergency for an individual child and make sure that emergency medication/equipment, e.g. asthma inhalers, epi-pens etc are readily available wherever the child is in the school and on off-site activities, and are not locked away.
 - We will make sure that all medication is stored safely in the **Rainbow room**, and that staff know where they are at all times and have access to them immediately. Under no circumstances will medication be stored in first aid boxes.
 - We will only accept medication that is in date, labelled and in its original container including prescribing instructions for administration. 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.
 - Parents/carers/carers are asked to collect all medications/equipment at the end of the school year, and to provide new and in-date medication at the start of each academic year.
 - If a child requires medical treatment involving needles or other sharps, Tenterfield Nursery School will follow local health and safety guidelines for safe handling and disposal.
 - Sharps boxes must be provided by the child's parent or carer.
 - These boxes will be stored securely within the nursery setting.
 - When the child attends off-site visits, the sharps box will accompany them to ensure safe disposal if needed.
 - Parents or carers are responsible for the collection and disposal of the sharps box in line with local procedures.
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3.4 Record Keeping

Tenterfield Nursery School has clear guidance about record keeping.

- As part of the school's admissions process and annual data collection exercise parents/carers are asked if their child has any medical conditions.
 - We will use an IHP to record the support an individual pupil needs around their medical condition. The IHP is developed with the pupil (where appropriate), parent/carer, designated named member of school staff, specialist nurse (where appropriate) and relevant healthcare services. Where a child has SEN but does not have an EHC plan, their special educational needs are mentioned in their IHP. Appendix 4.1 is used to identify and agree the support a child needs and the development of an IHP.
 - We have a centralised register of IHPs, and an identified member of staff has the responsibility for this register.
 - IHPs are regularly reviewed, at least every year or whenever the pupil's needs change.
 - The pupil (where appropriate) parents/carers, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the IHP. Other school staff are made aware of and have access to the IHP for the pupils in their care.
 - We make sure that the pupil's confidentiality is protected.
 - We will seek permission from parents/carers 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.
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3.5 Triggers

Tenterfield Nursery School is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. The school is actively working towards reducing or eliminating these health and safety risks and has a written schedule of reducing specific triggers to support this.

- We are committed to identifying and reducing triggers both at school and on out-of-school visits.
 - School staff have been given training and written information on medical conditions which includes avoiding/reducing exposure to common triggers.
 - The IHP details an individual pupil's triggers and details how to make sure the pupil remains safe throughout the whole school day and on out-of-school activities. Risk assessments are carried out on all out-of-school activities, taking into account the needs of pupils with medical needs.
 - We review all medical emergencies and incidents to see how they could have been avoided, and changes school policy according to these reviews.
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3.6 Physical and Educational Activities

Tenterfield Nursery 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. We are also committed to an accessible physical environment for out-of-school activities.
- We make sure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, and off-site visits within the community
- All staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge, alongside Therapeutic Approach to Behaviour Policy to help prevent and deal with any problems. We use opportunities such as welcome time or social stories to explain medical conditions to help promote a positive environment.
- We understand the importance of all pupils taking part in off-site visits and physical activity and that all relevant staff make reasonable and appropriate adjustments to such activities in order they are accessible to all pupils. Risk assessments will be conducted as part of the planning process to take account of any additional controls required for individual pupil needs.
- We understand that all relevant staff are aware that pupils should not be forced to take part in activities if they are unwell. They should also be 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.

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3.7 Physical Activity and Off-Site Visits

Tenterfield Nursery School makes sure that pupils have the appropriate medication/equipment/food with them during physical activity and offsite visits.

- We make sure 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.
 - All school staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition.
 - We will not penalise pupils for their attendance if their absences relate to their medical condition.
 - If appropriate, we will refer pupils with medical conditions who are finding it difficult to keep up educationally to the SENCO who will liaise with the parent/carer and the pupil's healthcare professional.
 - We make sure that a risk assessment is carried out before any out-of-school visit, including work experience and educational placements. 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.
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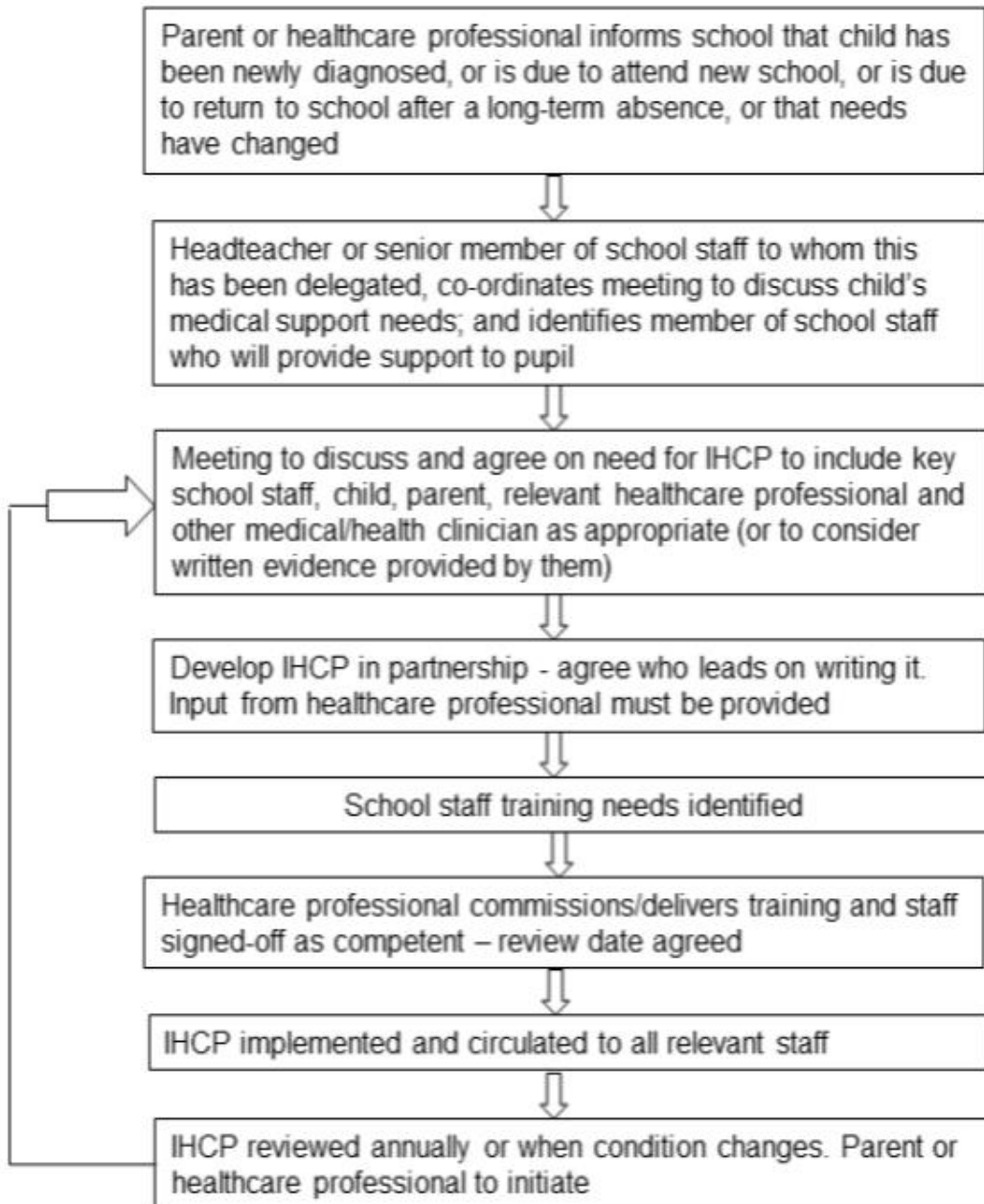
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4 APPENDIX

4.1 Model Process For Developing Individual Healthcare Plans



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4.2 Emergency Salbutamol Inhaler

The school has chosen to hold an emergency salbutamol inhaler for use by pupils who have been prescribed a reliever inhaler and for whom written parental consent for its use has been obtained.

The protocol for the use of this inhaler is detailed below, following the Department of Health Guidance on the use of emergency salbutamol inhalers in schools (March 2015).

<https://www.gov.uk/government/publications/emergency-asthma-inhalers-for-use-in-schools>

The use, storage, care and disposal of the inhaler and spacers will follow the school's policy on supporting pupils with medical conditions. Specific guidance on storage and care is provided on page 12 of the Department of Health Guidance on the use of emergency salbutamol inhalers in schools.

The school hold a register of children prescribed an inhaler and this list is kept with the emergency inhaler.

Written parental consent is sought for the use of the emergency inhaler. Where consent is received the use of the emergency inhaler will be included in the pupil's IHP.

A record of use for the emergency inhaler will be kept and Parents/carers will be informed if their child has used the emergency inhaler.

Appropriate support and training has been provided to staff in line with the school's policy on supporting pupils with medical conditions.

The named member of staff for ensuring this protocol is followed is **Holly Bradley**, they are to check on a monthly basis that the inhaler and spacers are present and in working order, and the inhaler has sufficient number of doses available; that replacement inhalers are obtained when expiry dates approach; replacement spacers are available following use; The Emergency Inhaler is stored in **Medications Cupboard in Rainbow Room** and is clearly labelled to avoid confusion with a child's inhaler.

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4.3 Emergency Adrenaline Auto-Injector (AAI)

The school has chosen to hold a “spare” AAI device for emergency use on children who are at risk of anaphylaxis but whose own device is not available or not working.

These AAI(s) held by the school are not a replacement for a pupil’s own AAI(s).

The protocol for the use of this is detailed below, following the Department of Health and Social Care AAI’s in schools (September 2017).

<https://www.gov.uk/government/publications/using-emergency-adrenaline-auto-injectors-in-schools>

The use, storage, care and disposal of spare AAI(s) will follow the school’s policy on supporting pupils with medical conditions. Specific guidance on storage and care is provided on page 12/13 of the Department of Health and Social Care Guidance on the use of AAIs in schools.

The school hold a register of children prescribed an AAI or where a doctor has provided a written plan recommending AAI(s) to be used in the event of anaphylaxis).

Written parental consent is sought for the use of the spare AAI as part of the pupil’s IHP.

The spare AAI will only be used in pupils where both parental consent and medical authorisation has been provided.

A record of use of any AAI(s) will be kept and Parents/carers will be informed if their child has been administered an AAI and whether this was the school’s spare or the pupil’s own device.

Appropriate support and training has been provided to staff in the use of AAI(s) in line with the school’s policy on supporting pupils with medical conditions.

All AAI devices including the spare AAI(s) are kept in a suitable location **Medications Cupboard in Rainbow Room**. AAIs are not locked away and remain accessible and available for use and not more than 5 minutes from where they may be needed.

The spare AAI is clearly labelled to avoid confusion with that prescribed to a named pupil.

The named member of staff for ensuring this protocol is followed is **Holly Bradley**, they are to check on a monthly basis the AAI(s) are present and in date and that replacement AAI(s) are obtained when expiry dates approach.

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4.4 DfE Guidance

Governing bodies should ensure that all schools develop a policy for supporting pupils with medical conditions that is reviewed regularly and is readily accessible to parents and school staff.

Governing bodies should ensure that the arrangements they set up include details on how the school's policy will be implemented effectively, including a named person who has overall responsibility for policy implementation.

Details should include:

- who is responsible for ensuring that sufficient staff are suitably trained,
- a commitment that all relevant staff will be made aware of the child's condition,
- cover arrangements in case of staff absence or staff turnover to ensure someone is always available,
- briefing for supply teachers,
- risk assessments for school visits, holidays, and other school activities outside of the normal timetable,
- monitoring of individual healthcare plans.

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ⁱ An example template for an IHP has been produced by DfE - see template A.

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

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