



Safety ★ Commitment ★ Aspirations

Medical Needs Policy



At Mapledene, we are more than a school — we are a family. Rooted in our core values of

'Safety, Commitment, Aspirations'

We create a positive, inclusive, and ambitious learning environment where every child, staff member, and family feel safe, valued, and supported.

We believe children thrive when they feel secure, respected, and inspired. Through strong relationships and a nurturing culture, we build emotional security and mutual respect, enabling children to grow with confidence.

Our Medical Needs Policy outlines our commitment to creating an inclusive environment where medical needs are understood, supported, and managed with care, allowing everyone to participate fully and confidently.

Working closely with parents, carers, and external partners, we ensure every child—regardless of background or need—has the right support to flourish. We celebrate diversity and promote kindness, teaching children to embrace differences and recognise their unique strengths. Every child is encouraged to contribute, helping us build a caring, inclusive community.

Our broad, creative curriculum is designed to spark curiosity, foster independence, and prepare children for life as responsible global citizens. With personalised support, enrichment opportunities, and access to the full National Curriculum, every child is empowered to achieve their academic, social, and emotional potential.

We promote a *Growth Mindset*, celebrating effort, resilience, and achievement, while encouraging children to take ownership of their learning journey. High expectations and aspiration give children the confidence, character, and skills they need to thrive—both now and in the future.

Our ethos is reflected in our motto:
BELONG, BELIEVE, BE YOU; ACHIEVE.

The following policy outlines how we support children with a medical need or diagnosis at Mapledene Primary School to belong so that all children can reach their full potential.

Policy aims

- To provide a safe and inclusive learning environment for all children with medical needs.
- To ensure staff are trained and confident in supporting children with medical conditions.
- To maintain clear communication between school, parents, and healthcare professionals.
- To promote self-care and independence where appropriate.

Roles and Responsibilities:

The Governing Body:

- The governing body is responsible for holding the headteacher to account for the implementation of this policy

The Headteacher:

- The headteacher is responsible for ensuring this policy is implemented consistently across the school
- The headteacher is responsible for supporting the SENCo who monitors medical information, medication and keeps records up to date
- To ensure that all health care plans are checked ahead of being shared with staff

SENDCo:

- The SENDCo is responsible for ensuring that medical information is collected from any new children starting at Mapledene Primary School
- To ensure that parents are reminded yearly to ensure we have up to date information with regards to their child's medical needs and/or diagnosis
- To create care plans when a child's needs dictate this - please see below for further information
- To ensure that class teachers have up to date information about the children in their class
- To ensure that relevant training is accessed by outside agencies to support staff with medical conditions and needs

- To ensure that records are held securely
- To ensure that relevant staff have up to date first aid training
- To liaise closely with the school nurse and other healthcare professionals to seek advice with regards to a child's medical needs as and when needed

Class teachers:

- Class teachers are responsible for knowing up to date information about the medical needs of the children in their class
- Class teachers are responsible for ensuring medication kept within classrooms is within date and if a medication is going to become out of date, this is communicated with parents
- To ensure that any information shared with them by parents with regards to a change in medical need or diagnosis is shared with the SENDCo
- To ensure risk assessments for outside visits include relevant medical information for the children in their class
- To attend training organised with outside agencies to ensure knowledge is up to date.
- To have an up-to-date knowledge of the first aiders in school and procedures in case of a medical emergency of a child in their care
- To administer and support children with administering medication such as inhalers and ensure parents are informed if a child is using or requesting their inhaler more frequently
- To ensure that any medication that is bought into school is sent through the school office so that the correct form can be filled in by parents/carers

First aiders:

- To administer first aid in-line with their training
- To seek further advice from another first aider if needed

Parents/Carers:

- To provide up-to-date medical information and prescribed medication where necessary
- To provide up to date emergency contact information so that parents and carers can be contacted if needed
- To liaise with the SENDCo and healthcare professionals when needed to create and/or review a care plan if a child's need are significant

Pupils:

- To where appropriate be responsible for administering their own medication with supervision from an adult

- To, when appropriate, be involved in discussions about their own medical conditions including writing a health care plan

Office Staff:

- To ensure contact information is updated if provided by parents and carers
- To ensure updated medical information is shared with the SENDCo
- To ensure that medication kept in the school office is stored within easy reach in case it is needed
- To ensure that medication in the school office is within date and to let a child's class teacher know if medication needs to be updated
- To ensure that we have the relevant medical information for children who are new to school and this is shared with the SENDCo
- To ensure that parents/carers fill in the form for any new or temporary medication that needs to be administered within the school day

Care plans

In some cases, where a child has significant medical needs a care plan will be created in consultation with parents, the SENDCo, where applicable healthcare professionals and the child if this is appropriate.

Plans will outline symptoms, medication, emergency procedures and school responsibilities. Each care plan will be created with the child's best interests in mind to ensure that school minimises the disruption to their education and their health and social wellbeing. The lead professional, if involved, will identify if any further staff training is required and that this is done in a timely manner. The SENDCo will ensure that the training is up to date.

Care plans will be shared with staff who work with the child and will be reviewed annually or sooner if there is a change to a child's needs or conditions.

Asthma

As a school, we are aware that although relatively common, asthma can develop into a life-threatening situation. All staff have annual training with regards to asthma and how to support a child who has asthma including in an asthma attack.

If a parent informs us that a child has asthma, an additional form will be sent out to gather further information including any known triggers and a copy of the action plan provided by the GP or nurse. This will also include a reminder that it is good practise to attend an annual review for a child's asthma with the GP or nurse.

If a child has severe asthma or their condition is complicated due to further medical conditions, a school care plan will be created. The plan will outline how to support a child to manage their asthma effectively, including if there are any triggers and medication that will be used in school.

Asthma care plans will be shared with staff who work with the child and will be reviewed annually or sooner if there is a change to a child's needs or conditions.

If a child uses their inhaler through the day, this will be recorded and parents will be informed. Inhalers will be stored in classrooms and will be taken with the child when the child moves around school. If child appropriate, children will keep their inhaler on their person. This will be discussed with parents and carers ahead of this being implemented.

As a school, we have chosen to keep an emergency salbutamol inhaler and spacer in school for children who have a diagnosis of asthma and whose parent/carers have given us written permission for their child to use it. This will be included on the form that is sent to parents and carers once they have informed us that a child has asthma. This would be in rare circumstances where an inhaler has become lost or unusable. Parents/carers will be informed if their child has used the school's emergency inhaler.

Allergies and Intolerances

As a school, we are aware that although relatively common, allergies can be life threatening for some. All staff have annual training with regards to and how to support a child who has an allergy including if a child goes into anaphylaxis.

If a parent informs us that a child has an allergy or intolerance, an additional form will be sent out to gather further information about the allergy or intolerance including signs and symptoms to look for and if the child has prescribed medication for the allergy and intolerance. If the child has prescribed medication, this will be kept in the school office in a well labelled box.

If a child has a severe allergy or their condition is complicated due to further medical conditions, a school care plan will be created. The plan will outline how to support a child to manage their allergy effectively.

As a school, we have chosen to keep emergency oral-antihistamines which is stored in the school office. Parents will need to give written consent for us to administer the emergency oral-antihistamine in case of an emergency, this will be gathered on the additional information form.

Administration of Medication

Medication will only be administered with parental consent and/or in accordance with a child's care plan. We will only administer medication at school when it is essential to do so and where not doing so would be detrimental to a child's health. Where clinically possible, medicine should be prescribed in dose frequencies which enable them to be taken outside of school hours.

Prescription medication must be in its original packaging with clear dosage instructions, storage and administration instructions and an expiry date. Medication will be delivered to the school office, where a parent or carer will need to fill in a form with the above information on.

A record will be kept of all medication administered which will stay with the medication. This will be communicated with parents at the end of each day.

Storage of medication

All medicines will be stored safely. Children and staff will know where their medication is and will be able to access them immediately. Medicine will be clearly labelled with the child's name, medical condition, a photo of the child and the expiry date of the medication.

If medication is no longer required or is out of date, it will be returned to the parent or carer for safe disposal.

School trips

If a child has a medical need or condition, this will be explicitly mentioned on a risk assessment for a school trip. It is the responsibility of the group leader to ensure that all medication is present and correct and is stored safely for the duration of the trip. It is also the group leader's responsibility to ensure that the pupils know where the medication is for the duration of the trip.

Reasonable adjustments will be made so that all children can attend the trip unless evidence from a clinician is provided stating the activities are not possible for the child due to their need.

Emergency Procedures

Staff will be trained to recognise and respond to medical emergencies both in school and on school trips. In a serious emergency, an ambulance will be called, and parents will be notified immediately. If a child needs to be taken to hospital and their parent has not arrived, a member of staff will stay with the child, including accompanying them in an ambulance, until a parent and carer arrives. If a child has a health care plan, this will clearly define what constitutes as an emergency and what to do.

As a school, we also have access to an emergency defibrillator. All staff know the location of this device.

Staff Training and Support

Staff will receive appropriate training for managing medical conditions such as asthma, allergies, epilepsy, and diabetes. Training will be provided by relevant healthcare professionals where necessary.

The SENDCo will ensure any new staff have the relevant training in a timely manner and ensure that information regarding children in their care is given. Supply staff will be provided with relevant information about the children in their care. A medical sheet for each class will be stored in the supply folders kept in the school office - this will give an overview, including photos of the children in each class with a medical need and where their medication is stored.

Inclusion and Attendance

Children with medical needs will not be excluded from school activities unless advised by a medical professional. Reasonable adjustments will be made to ensure full participation. Absence due to medical conditions will be managed in line with attendance policies.

Confidentiality and Record Keeping

Medical information will be handled sensitively and shared only with relevant staff. Records of medication, healthcare plans, and staff training will be maintained securely.

All medication that is administered within the school date will be recorded by the member of staff administering the medication on the medication record form (see

appendix). These records will be kept in a centralised location. If a child has an adverse reaction or appears unwell after taking the medication, parents and carers will be informed.

If a child uses their inhaler in school, this will not be recorded. However, parents and carers will be informed if they are using it more so than normal or we notice a change in how often the child requests their inhaler.

Refusal of care

If a child refuses to take medicine or carry out a necessary procedure, staff will not force them to do so. This will be communicated with parents and carers so that alternative options can be considered.

Unacceptable Practice

Cases will be judged on their individual merits and staff are entitled to use their discretion with regards to the child's individual needs.

However, it is generally not acceptable to:

- Prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- Assume that every child with the same condition requires the same treatment;
- Ignore the views of the child or their parents; or ignore medical evidence or opinion (although this may be challenged);
- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
- If the child becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable;
- Penalise children for their attendance record if their absences are related to their medical condition, e.g. hospital appointments;
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;
- Require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs; or

- Prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany the child.

Monitoring and Review

This policy will be reviewed annually by the Headteacher and Governors. Feedback from staff, parents, and healthcare professionals will inform improvements.

This policy ensures that children with medical needs are supported effectively, allowing them to access a high-quality education in a safe and nurturing environment.