



Sir Joseph Williamson's Mathematical School

Medical Policy September 2025

Date written: August 2025

Date of next review: August 2026

This policy complies with the statutory requirement laid out in the DfE document "Supporting pupils with medical conditions" (December 2015)

- The Children and Families Act 2014 (section 100) places a duty on governing bodies of academies to make arrangements for supporting pupils at their school with medical conditions
- It is the school's intention that all pupils at the school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education

SJWMS Aim:

- The school is committed to raising the aspirations of and expectations for all pupils with medical conditions.
- The school will ensure that pupils with medical conditions can access and enjoy the same opportunities at school as any other pupil
- The school will endeavour to make the transition back into school after a period of absence following illness as efficient as possible
- The needs of an individual pupil and how their medical condition impacts on their school life will be central to decisions made as to how that pupil is supported at school & subsequent interventions put in place

SJWMS Objectives:

1. To identify and provide for pupils who have medical conditions
2. To put in place an individual healthcare plan for those pupils who have complex medical needs
3. To monitor the individual healthcare plans on an annual basis

4. To make sure all staff who are responsible for meeting the needs of pupils with medical conditions are appropriately trained
5. To work with the parents of pupils with medical conditions in deciding how best to meet their needs
6. To seek advice from the School Nurse and other medical professionals when deciding how best to meet the medical needs of pupils with complex medical conditions

Responsibility:

- The responsibility for the implementation of the school medical policy is with the SENCO and Ms Gibson AHT
- The responsibility for ensuring that staff are suitably trained is with the SENCO and AHT responsible for CPD training
- Parents are responsible for letting the school know the most up to date information about their children who have medical conditions
- Prescribed medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so
- No child under 16 should be given prescription or non-prescription medicines without their parent's written consent
- Parents are responsible for letting the school know what medication their child needs to take, dosage and regularity of administration
- Parents must complete and sign a medicine administration form before the school will agree to store and administer medicine
- The school will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage.
- It is the responsibility of parents to ensure that any medicines stored by the school have not passed their expiry dates and that fresh supplies are made available in good time.
- The school does not accept responsibility for ensuring that children treated by prescription medicine receive the appropriate dosage at the correct time. It is expected that children on prescription medicines will normally be best treated at home. If pupils attending school require the involvement of the school in the administration or storage of such medicine pupils are responsible for making sure they present at the school office at the right time for the medicine to be administered
- When they are no longer required prescribed medicines will be returned to parents for safe disposal

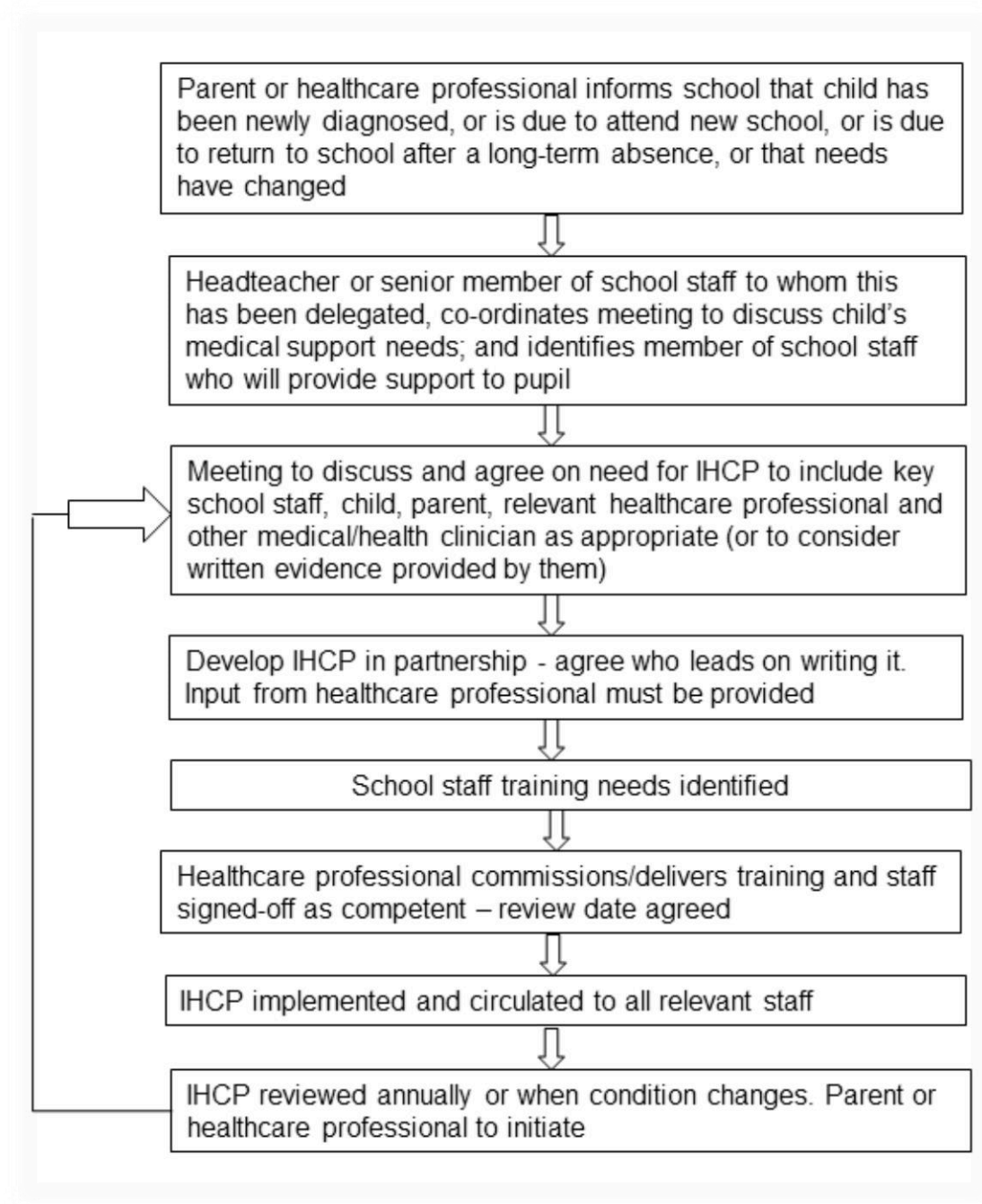
- In the case of non-prescription medicines no such medicines should be administered unless permission has been obtained from a parent. In the case of minor conditions such as headache, parents will be contacted for permission to administer one dose of paracetamol.
- A record will be kept in the School Office of any medicines which are administered, both prescribed
- A child under 16 should never be given medicine containing aspirin unless prescribed by a doctor. Medication, e.g. for pain relief, should never be administered without first checking maximum dosages and when the previous dose was taken. Parents should be informed
- The school is responsible for making sure all relevant staff are made aware of a pupil's medical condition
- Medical information will be shared with supply staff where appropriate
- It is the responsibility of the trip organiser when planning a school trip or visit to consider and cater for the needs of pupils with medical conditions
- Injections should normally be given by an appropriate medical practitioner. In an emergency, a member of staff acting in loco parentis may take such action if prior consent has been given by parents and the member of staff has been suitably briefed. In some cases, such as diabetes, pupils may undertake their own injections. However, in such cases parents must agree and sign agreement to this in advance
- Pupils who have individual healthcare plans will have these reviewed on an annual basis or sooner if the condition changes.

Procedures:

- The procedure to be followed once the school is made aware on the admissions form that a pupil has a medical condition is outlined in the flow diagram below:



- The procedure to be followed once the school receives notification that pupil has a complex medical condition is outlined below & should be followed for all new IHCP
- The IHCP can be completed by the office staff in consultation with the parents and school nurse in the first instance; if the SENCO is required to assist with the completion of the form this will be facilitated
- All completed IHCPs need to be signed off by the SENCO and parents



Staff Training:

- Any member of staff who provides support to a pupil with medical needs should have received suitable training. The training requirements for staff will be identified through the completion of individual healthcare plans
- The school will take advice from healthcare professionals when training needs are identified
- The school will make sure training remains up to date
- Staff will not be allowed to administer prescription medicine or undertake healthcare procedures without having first received the appropriate training; a first aid certificate does NOT constitute appropriate training in supporting children with medical conditions

Emergencies:

- In the event of an emergency the following procedures need to be followed (this information is next to all phones in the school reception):
- **Dial 999, ask for an ambulance and be ready with the information below.**
- **Speak clearly and slowly and be ready to repeat information if asked.**
- **The school telephone number – 01634 844008**
- **Your name**
- **Your location as follows: The Sir Joseph Williamson's Mathematical School, Maidstone Road, Rochester, Kent**
- **State the school postcode – ME1 3EL**
- **Provide the exact location of the patient within the school setting**
- **Provide the name of the child and a brief description of their symptoms**
- **Inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient**
- **When it is safe to do so get someone to contact the parents of the pupil concerned & inform them of the situation**
- **If a pupil needs to be taken to hospital staff should stay with the pupil until the parent arrives, or accompany the pupil to hospital if taken by ambulance**
- **Where a pupil has an IHCP this should clearly define what constitutes an emergency and explain what to do**

Pupils who are unwell, sustain an injury or require hospital treatment:

The school has a detailed set of procedures for dealing with pupils who are unwell, sustain an injury or require hospital treatment; procedures in the event of an emergency are highlighted above. All of these procedures are included in the staff handbook, a copy of which is issued to all staff, both teaching and non-teaching. All members of staff are expected to be familiar with the contents of the staff handbook.

Day Trips, residential visits and sporting activities:

- It is the responsibility of the trip organiser when planning a school trip or visit to consider and cater for the needs of pupils with medical conditions
- Information about all pupils with medical conditions is shared with staff & this information needs to be referred to when completing the planning stages of a school trip
- School trips, visits and sporting activities should all be planned to include the participation of all pupils, including those with medical conditions
- Trip organisers need to consider what reasonable adjustments need to be made to include all pupils with medical conditions on trips / visits and allow them to participate fully
- Risk assessments need to make reference to the medical needs of pupils and the consideration around this

Asthma Inhalers:

- The law has been changed and from October 2014 schools will be allowed to hold a generic asthma inhaler, to be used on any child during an emergency situation where the child does not have an inhaler or has insufficient dosage to resolve their asthma attack.
- The school will consult with the School Nurse as to procedures for obtaining a generic asthma inhaler & safe procedures for administering this in the wider school setting
- Once we have this information in place we will contact parents of pupils who are identified as having asthma and inform them of the changes at National Level

Unacceptable Practice:

School staff need to use their discretion to judge each case on its own merits with reference to a child's individual healthcare plan but the school considers it unacceptable 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 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

- prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips

Complaints:

It is the school's intention to make certain parents and pupils are satisfied with the ways in which the school manages the needs of pupils with medical conditions. If, however, a parent is dissatisfied with the support provided they should address these concerns directly with the school.

If for whatever reason this does not resolve the issue, parents or carers can make a formal complaint via the school's complaints procedures, outlined on the school webpage.