



Up-Grade Training and Therapy Ltd  
Supporting pupils with medical conditions and administering medications  
Adopted 13/04/2023  
Review date 13/04/2025

The policy framework describes the essential criteria for how the school can meet the needs of children and young people with long-term medical conditions.

1. Up-Grade Training and Therapy Ltd is an inclusive community that supports and welcomes pupils with medical conditions. This school is welcoming and supportive of pupils with medical conditions. It provides children with medical conditions with the same opportunities and access to activities as other pupils.

Up-Grade Training and Therapy Ltd's Admissions Policy will do all it can to minimise factors that might prevent a child from taking up a place at this provision because arrangements for their medical condition have not been made.

We will listen to the views of pupils and parents. Our aim is for pupils and parents to feel confident in the care they receive from this school and the level of that care 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.

We understand that all children with the same medical condition will not have the same needs.

We recognise that duties in the Children and Families Act (England only), the Equality Act (England, Wales and Scotland) relate to children with disability or medical conditions and are anticipatory.

2. Our medical conditions policy is drawn up in order to ensure best practice.

3. The medical conditions policy is supported by clear communication with staff, parents/carers and referring teams to ensure its full implementation.

Pupils, parents and relevant local healthcare staff are informed of and reminded about the medical conditions policy through clear communication.

4. All children with a medical condition should have an individual healthcare plan (IHP). An IHP details exactly what care a child needs in school, when they need it and who is going to give it. This should be provided to us by the referring team.

It should also include information on the impact any health condition may have on a child's learning, behaviour or classroom performance.

This should be drawn up with input from the child (if appropriate) their parent/carer, relevant school staff and healthcare professionals, ideally a specialist if the child has one.

5. All relevant staff understand and are trained in what to do in an emergency for children with medical conditions at Up-Grade Training and therapy.

All staff, including temporary or supply staff, understand their duty of care to pupils in an emergency. All relevant staff receive training in what to do in an emergency and this is refreshed at least once a year.

A child's IHP should, explain 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.

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

All staff, including temporary or supply staff, know what action to take in an emergency and that is to immediately contact the school office. If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent arrives, or accompany a child taken to hospital by ambulance. They will not take pupils to hospital in their own car, unless prior consent has been given by the parent/carer and the staff member and vehicle meet the standards required in our transportation policy.

7. Up-Grade Training and Therapy has clear guidance on providing care and support and administering medication at school.

We understands the importance of medication being taken and care received as detailed in the pupil's IHP.

Up-Grade Training and Therapy will ensure 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. We will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies. This school's governing board has made sure that there is the appropriate level of insurance and liability cover in place.

Up-Grade Training and Therapy will not give medication (prescription or non-prescription) to a child under 16 without a parent/carer's written consent except in exceptional circumstances, and every effort will be made to encourage the pupil to involve their parent, while respecting their confidentiality.

When administering medication, for example pain relief, this school will check the maximum dosage and when the previous dose was given. Parents will be informed.

We will not give a pupil under 16 aspirin unless prescribed by a doctor. 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, including overnight stays. Parents at Up-Grade training and Therapy understand 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 Up-Grade Training and Therapy procedures are followed.

8. Up-Grade Training and Therapy Ltd has clear guidance on the storage of medication and equipment at our provision. We make sure that relevant 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 carry their emergency medication with them if they wish/this is appropriate. Pupils may carry their own medication/equipment, or they should know exactly where to access it.

Pupils can carry controlled drugs if they are competent, otherwise this school will keep controlled drugs stored securely, but accessibly, with only named staff having access.

Staff at Up-Grade Training and Therapy can administer a controlled drug to a pupil once they have had specialist training.

We will make sure that all medication is stored safely, and that pupils with medical conditions know where they are at all times and have access to them immediately.

Up-Grade Training and Therapy will store medication that is in date and labelled in its original container where possible, 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.

Pupils will take medication home at the end of each term and if required will bring new medication on their return.

Up-Grade Training and Therapy understands 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.

We make sure that pupils have the appropriate medication/equipment/food with them during physical activity.

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.

9. Relevant staff have been made aware of common triggers that can make common medical conditions worse or can bring on an emergency.

We are committed to identifying and reducing triggers. Designated members of staff have been given training and written information on medical conditions which includes avoiding/reducing common triggers. It has a list of the triggers for pupils with medical conditions at this school, has a trigger reduction schedule and is actively working towards reducing/eliminating these health and safety risks.

The IHP details an individual pupil's triggers and details how to make sure the pupil remains safe throughout the whole school day and during activities.

Risk assessments are carried out on all out-of-school activities, taking into account the needs of pupils with medical needs. This school reviews all medical emergencies and incidents to see how they could have been avoided, and changes school policy according to these reviews.

10. The medical conditions policy is regularly reviewed, evaluated and updated. Updates are produced every year.