



Medical needs and Medication Policy

Priestley Smith Specialist VI School

September 2026

Policy review date: September 2027

Responsible member of SLT: Joanna Garvey Headteacher

Reviewed by: Health and Safety Committee

WHAT FAMILIES NEED TO KNOW

Summary of how Priestley Smith Specialist School supports pupils with medical needs

1. Working together

We work closely with families and health professionals to understand each child's medical needs and make sure they are supported safely.

2. Individual Healthcare Plans (IHPs)

Some pupils will have a written plan that explains:

- their medical condition
- what support they need
- what to do in an emergency
- who will help them

These plans are reviewed at least once a year or sooner if anything changes.

3. Medication in School

- Medication will be administered in accordance with the school's Administration of Medicines Policy. Prescribed medication must be supplied in the original dispensed and labelled container. Where agreed under the school's procedure, over-the-counter medication such as paracetamol or antihistamine may be administered in accordance with the manufacturer's dosage instructions and written parental/carers consent.
- Parents/carers must complete a consent form.
- All medicines are stored safely and checked regularly.
- Two trained staff members check and sign for medication when it is given.

4. Emergency Medication

Emergency medicines (e.g., inhalers, EpiPens, seizure rescue medication) must be in school each day and in date. Staff supporting the pupil will receive the necessary training.

5. Staff Training

Only trained staff will give medication or carry out medical procedures.

6. School Trips

Pupils with medical needs are included on trips. Staff take necessary medication and follow risk assessments.

7. When to Keep Your Child at Home

Children should stay at home if they are unwell, infectious, or recovering from vomiting/diarrhoea (48-hour rule).

8. Communication

Please keep us updated about any changes to your child's health or medication so we can update their plan and keep them safe.

If you ever have questions or concerns about medical support in school, please speak to your child's class teacher or the school's Medical Lead.

WHAT OUR CHILDREN NEED TO KNOW

Priestley Smith Specialist School recognises the importance of listening to pupils' views regarding their medical needs. In line with DfE statutory guidance, pupils should be involved in discussions about their medical support wherever this is appropriate to their age, understanding and communication style.

We will ensure that:

- Pupils are given opportunities to express how their medical condition affects them day to day, including any concerns, anxieties, or preferences about procedures or treatments.
- Pupil input is sought during the development and review of Individual Healthcare Plans where appropriate.

- Staff use a range of communication methods (including tactile communication, large print, symbol-based communication, objects of reference, and AAC) so every pupil can participate meaningfully.
- Pupils will be supported to develop confidence and understanding of their own condition, promoting independence and self-advocacy in line with their abilities.

Where a CYP is assessed as competent to manage their own medication or medical procedures, and this is agreed with the CYP, parent/carer and relevant healthcare professional, they will be encouraged to do so. Any arrangements for storage, access and supervision will be recorded in the Health Care Plan.

- When a pupil expresses a view that differs from parental or clinical perspectives, this will be explored sensitively and collaboratively with families and health professionals.
- Pupil feedback will help shape how medical routines are embedded into daily school life to minimise anxiety and maximise comfort, safety, and wellbeing.

INTRODUCTION

This policy outlines how support will be given to children and young people (CYP) with medical needs, covering both physical and mental health conditions, and explains the steps for effective implementation.

Yellow highlighting identifies wording updated to align this policy with the Birmingham City Council Model Medical Needs Policy Template – Updated September 2026.

The policy covers:

- Roles and responsibilities within Priestley Smith School (PSS) and local authority, including a named person who has overall responsibility for policy implementation.
- The administration of medicines to CYP in PSS and related record keeping.
- Procedures, resources, and staffing for first aid in PSS.
- Training is provided for staff with the support of health and social care colleagues so that staff acquire confidence and knowledge to provide support to students.
- Identification of medical needs and record keeping.
- The role of Health Care plans for those CYP who need them. It identifies who is responsible for the development of Health Care plans in supporting CYP at PSS with medical conditions.
- Arrangements to actively support CYP with medical conditions to participate in educational visits (day and residential) or in sporting activities.
- Considerations regarding emotional health or wellbeing concerns
Allergy safety is addressed through the school's separate Allergy Policy; this Medical Needs Policy should be read alongside that policy where a CYP has an allergy or risk of anaphylaxis.
- Medical emergency procedures.
- Managing the educational impact of medical needs

AIMS AND RESPONSIBILITIES

1. AIMS

Priestley Smith School is committed to the rights of the child as outlined in the UN Convention and is working towards Rights Respecting Schools Gold award. This belief influences everything the school does and impacts upon all our policies.

Article 3 The best interests of the child must be a top priority in all things that affect children.

Article 23 A child with a disability has the right to live a full and decent life with dignity and independence, and to play an active part in the community.

Article 24 Children have the right to the best health care possible.

Priestley Smith Specialist School (PSS) is committed to ensuring that all children and young people (CYP) with medical needs, both physical and mental health, are fully supported in school so that they can access learning, participate in all aspects of school life, remain healthy, and achieve their potential. We recognise that CYP may require ongoing support, medicines, or care while at PSS to help them manage their condition and keep themselves safe and well. We recognise the social and emotional implications associated with medical conditions and will work in partnership with families, education, and health colleagues to support CYP to achieve the best outcomes possible.

The Board of Governors and staff of Priestley Smith School wish to ensure that pupils with medical needs receive appropriate care and support at school. The Headteacher will accept responsibility in principle for members of the school staff giving or supervising pupils taking prescribed medication during the school day where those members of staff have volunteered to do so or where such action has been identified on a person's job description. It aims to equip staff to support students in order that they can access a broad, balanced, and enriching curriculum.

Please note that parents should keep their children at home if acutely unwell or infectious.

Education staff will follow guidance/policies set out in:

- Supporting students at school with medical conditions – Statutory guidance DFE December 2015 updated August 2017 [Supporting pupils with medical conditions at school - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/628222/Supporting_pupils_with_medical_conditions_at_school_-_GOV.UK.pdf)
- Every Child Matters – The Children Act 2004
- S.E.N.D code of practice – Sept 2014
- Code of Ethics
- Safeguarding Policy
- **Birmingham City Council Model Medical Needs Policy Template – Updated September 2026**

2. THE LAW

Schools' 'Governing Body have a duty under section 100 of the Children and Families Act 2014 to make arrangements to support pupils at school who have medical conditions. Appropriate authorities must also have regard to the Statutory Guidance, which should be read alongside this document.

In addition, the Equality Act 2010 (the Act) prohibits discrimination on the grounds of a protected characteristic such as disability, defined under section 6 of the Act, which may include some children with medical needs.

The Public Sector Equality Duty (PSED), as set out in section 149 of the Act, came into force on 5 April 2011 replacing the Disability Equality Duty and requiring public bodies to have due regard in the exercise of their functions to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

There are a number of ways that the responsible bodies for schools **must not** discriminate against pupils or prospective pupils which are set out in section 85 of the Act. This will include **all aspects** of school life, i.e. it will also apply to activities outside delivery of the curriculum, such as school trips, school clubs, and activities. Schools must make reasonable adjustments for children with disabilities where they are likely to be at a substantial disadvantage compared with pupils who are not disabled; which may include making adjustments to their practices, procedures and school policies.

Students at Priestley Smith have an Education, Health and Care plan (EHCP) which sets out the pupil's health, social care and special educational requirements. For pupils with SEN, this guidance should also be read in conjunction with the Special Educational Needs and Disability (SEND) Code of Practice.

Priestley Smith School is committed to assisting students with short-term, long-term or complex medical conditions and working in partnership with their families.

1. To ensure that students at school with short or long-term medical conditions, are properly supported so that they have full access to education, including off-site activities and residential visits.
2. Make arrangements for staff to ensure that they receive adequate and appropriate training for them to support students with medical needs.
3. To ensure that parents and students have confidence in the medical support arranged at school.
4. To work in partnership with Health Service colleagues.
5. To be fully compliant with the Equality Act 2010 and its duties.
6. To manage medicines within school in accordance with government and local advice.
7. To keep, maintain and monitor records as detailed in this policy.
8. To contribute to Individual Healthcare Plans where appropriate, in partnership with health professionals.
9. To ensure that the students in our school are safe and are able to attend school regularly with their medical condition.
10. To support students with complex medical conditions and or long-term medical needs in partnership with Health professionals and parents to enable their access to education.
11. To adhere to the statutory guidance contained in "Supporting Students with Medical Conditions" (DfE August 2017).

3. ROLES AND RESPONSIBILITIES

The Governing Body will ensure, through this policy, that arrangements are in place to meet the statutory responsibilities of PSS in supporting CYP with physical or mental health conditions, including:

- Policies, plans, procedures, and systems are properly and effectively implemented and regularly reviewed.
- PSS leaders collaborate with health and social care professionals, as well as children, young people (CYP), and their parents or carers, to ensure that CYP with medical conditions receive effective support for their needs.
- Arrangements take account of the individual CYP needs and how their medical condition impacts on their PSS life.
- Staff are appropriately insured to deliver support to CYP.

Parents and carers will:

- provide Priestley Smith School with sufficient, up-to-date information about their child's medical needs so that appropriate arrangements can be made in partnership.
- share relevant medical information with staff, school nurses, or other health professionals (e.g., Speech and Language Therapists, Physiotherapists, Occupational Health Therapists).
- be responsible for supplying enough medication, ensuring it is in date, and keeping it in the original pharmacy container.
- whenever possible, administer medication at home.
- ensure prescribed medication is supplied in the original dispensed container and is clearly labelled with the CYP's name, medication, dose, frequency, dispensing information, storage requirements and expiry information, as applicable.
- notify the school immediately (and follow up in writing) if there are any changes to prescriptions or treatment, so that Individual Healthcare Plans or agreements can be updated.
- inform the school about any symptoms or issues noticed overnight or before school, **especially important for asthma.**
- keep children at home when unwell, and collect them promptly if they become unwell during the school day.
- Keep their child at home if they experience vomiting or diarrhoea and keep them at home for 48 hours after the last episode.

- Understand that the primary responsibility for a child's health rests with the parents.

The Headteacher will ensure the following:

- Governors are informed about the implementation and effectiveness of this policy.
- Arrangements are made with staff supporting students with medical conditions, and for any medicines required in delivering that support to be stored safely and in line with guidance provided by the local authority.
- Suitable arrangements are agreed in partnership and liaison with families to support the medical needs of students.
- Appropriate training has been provided for staff that enables them to carry out agreed procedures.

Adequate numbers of suitably trained staff will be available to implement this policy, including contingency arrangements for staff absence and emergencies. Where a regular member of staff is unavailable, the Headteacher will ensure that a suitably trained/qualified person is available to provide the support required.

Supply and temporary staff will be provided with the information they need to support CYP safely, including relevant information about allergies, physical and mental health conditions, Health Care Plans and emergency procedures.

- Staff may be asked to support CYP with medical conditions, including administering medicines, but cannot be required to do so unless this responsibility is stated in their job role. Staff undertaking this responsibility will receive appropriate training and be covered by PSS insurance. Non-prescription/over-the-counter medication will only be administered where this is permitted by the school's Administration of Medicines Policy, with written parental/carer consent and in accordance with the manufacturer's dosage instructions.
- Staff who have agreed to administer medicines will receive the appropriate training.
- Liaison with governors in the annual review of this policy.
- All staff and families will be made aware of this policy and the procedures for dealing with medical needs across the Federation.
- Arrangements are made through the designated person to manage the following:
 - prescription medicines in school;
 - prescription medicines on trips and outings, including school transport;
 - accurate record keeping when administering medicines;
 - the safe storage of medicines;
 - procedures for access to medicines during emergency situations;
 - adhering to risk management procedures involving medicines;
- Risk assessments and arrangements for off-site visits are checked and that governors are informed of the details.
- Staff work in partnership with parents/carers to ensure the well-being of children and young people.
- Interruption to school attendance for medical reasons will be monitored and families supported to try and keep absences to a minimum.
- Adherence to Individual Healthcare Plans.
- All cultural and religious views, made known to the school in writing, will be respected.
- The required number of appropriately trained First Aiders are available to provide First Aid to students as required; keeping appropriate records of First Aid administration and keeping First Aid boxes properly stocked.

The Headteacher is the school's Named Lead for Medical Needs and designated Health Needs Coordinator, responsible for the daily implementation of this policy and for:

- Provision for CYP with medical needs including provision of First Aid.
- Provision of training for designated First Aiders and other staff as required : [First aid in schools, early years and further education - GOV.UK](#)
- Development, quality assurance, and oversight of Health Care plans in collaboration with health

professionals.

- Coordination of support for CYP with medical needs.
- Liaison with the Inclusion Lead to monitor and review medical needs identified in EHC plans.
- Working with Health and Safety leaders in PSS to address issues relating to child safety and wellbeing.
- Information sharing (with parental/carer consent) to ensure that staff working with children understand their medical needs.
- Regularly involve and consult both CYP and their parents or carers when reviewing and planning medical support arrangements within PSS.
- Act as a point of contact between PSS and PSS Nurse/other health care professionals where appropriate.

Priestley staff will:

- consider and make reasonable adjustments for the needs of CYP who have medical conditions.
- familiarise themselves with the health needs of CYP.
- Familiarise themselves with the procedures described in the CYP Health Care plan.
- undertake and participate in training to achieve necessary competency/understanding to support CYP with medical conditions, if they are required to undertake that responsibility as part of their job role.
- provide support to CYP with medical conditions, including the administering of medicines, although they cannot be required to do so unless stated in their job role.
- undertake responsibilities and or delegated health tasks within this policy are also required to be covered by PSS insurance.

Special School Nursing Service

The service supports CYP with complex medical needs so that they can attend PSS. Nurses are based on site in a number of special settings in Birmingham. There is no Special School Nursing team based on site at Priestley Smith. Registered Nurses from the service will be able to provide support, advice and training on the administration of medications in PSS.

The Special Setting Nursing Service works in partnership with Priestley Smith and families to:-

- Develop Health Care plans for CYP and provide support for their implementation.
- Liaise with other professionals and family around individual CYP's health needs and support attendance in PSS.
- Support families facing health-related attendance issues.
- Provide administration of medication in PSSs training.
- Contribute to Safeguarding and Early Help processes if there is an identified health need.
- Provide input for the CYP they are actively working with as- part of the EHC process, for example.
- Contribute to the transition to adult health services.
- Offer support/guidance with Community Paediatrician clinics held in Priestley Smith.

Other healthcare professionals can offer guidance when specialised expertise is needed, and they are also available to help with Health Care plan training and development. The Special School Nurse will be able to signpost Priestley Smith to the correct support required which may be from primary care or specialist nurses from secondary care.

The Local Authority will:

- liaise with partners in education, health and social care who provide support, advice, and guidance, including suitable training for Priestley Smith staff.
- promote the physical and mental wellbeing of children and young people (CYP) and ensure that the support outlined in each individual Healthcare plan is delivered effectively.
- work with Priestley Smith to support CYP with medical conditions to access educational provision.

4. NOTIFICATION OF MEDICAL NEED

Information regarding medical needs will be collected for all children and young people (CYP) on admission, or the setting will be notified by the setting nurse if a CYP has medical needs requiring consideration.

All CYP at Priestley Smith are blind or have a severe vision impairment as their primary need.

- This initial information will be followed up by **the designated person** (the Headteacher), who will obtain further details in consultation with parents/carers and relevant health professionals.
- During the admission process, where a CYP has **complex health needs**, advice must be sought from relevant healthcare staff.
 - The school must email the Special School Nursing Team at bchnt.stocklandgreenssnteam@nhs.net **before** a final place is offered.
 - The health team will follow up on medical concerns and advise the school about required medical support, training, and equipment.
- The leadership of Priestley Smith Specialist School must inform health staff as soon as a decision to offer a school place is made so that assessment of health needs can begin promptly.
- At the start of each school year, a list of CYP requiring a Health Care Plan (HCP) should be provided to the setting or school nurse.
- The setting or school Nursing Team will liaise with parents/carers and school staff to draw up individual Health Care Plans where needed.
- Health Care Plans must be completed **before** a student starts their placement, agreed by parents, the school, and the health team.
- Health Care Plans must be reviewed by the setting, with any proposed changes discussed with the nursing team.
 - No changes should be made without health oversight and parental/carer approval.
- The Health Needs Coordinator will ensure:
 - Class teachers and relevant staff (e.g., lunchtime supervisors) are aware of CYP medical conditions and medications.
 - Staff have appropriate access to Health Care Plans.
 - Catering staff are informed of children with food allergies and have access to relevant care plans.
 - Health Care Plans are easily accessible to authorised staff but kept confidential from the public.
 - Relevant medical information is shared with new settings when a CYP transfers, with parental/carer consent and in line with GDPR.
- School is responsible for completing CYP profiles and gathering necessary basic medical information from parents for school records, supporting teachers to understand a child's health needs. These profiles form part of the child's school record and are accessible to authorised staff.
- Nursing staff allocated to Priestley Smith Specialist School will review new entrant lists to identify CYP requiring nursing assessments, care plans, medical equipment, or ongoing support.
- Therapy-related interventions and equipment will be handled by Therapy staff, not the nursing team.
- The Nursing Team will lead on developing necessary Health Care Plans for both nursing and school use. Copies will be stored in both health and educational files.
- The school must be confident that they have all necessary medical information and relevant care plans **in place prior to a child starting**, especially where emergency interventions may be needed.
- Children from authorities outside Birmingham must access health services within their home authority.

- Care plans, medical appointments, assessments, and support must be provided by the home authority.

5. STAFF TRAINING AND SUPPORT

All setting staff attend annual training in medical procedures related to specific health conditions such as asthma, allergies, epilepsy, and diabetes.

- When a CYP is admitted with additional or less common health conditions, advice and appropriate training are sought from relevant health professionals.
- Relevant members of staff receive mental health first aid training to support the wellbeing of CYP.
- The setting maintains close links with the Birmingham Setting Health Support Service / Special Setting Nursing Service to access ongoing advice, updates, and training.
- Trained staff must maintain their competencies and remain up to date with any changes or updates to the medical or health-related training relevant to their role.
- Priestley Smith Specialist School (PSS) will ensure that staff responsible for supervising or administering medicines understand the requirement to keep accurate records.
 - Records must be completed **at the time** medication is administered.
 - Staff maintaining medication records must be clear about the actions to take if concerns arise about a student's welfare, including referring concerns to the Designated Safeguarding Lead (DSL).
- Where an Individual Healthcare Plan (IHP) applies to a particular student, **additional training must be provided by a nominated health professional**, for example:
 - Use of a nebuliser
 - Use of an auto-injector (e.g., EpiPen)
- Training provided solely by parents or carers will **not** be accepted unless a health professional explicitly instructs that such parent-led training is appropriate.
- Records of all staff training must be formally completed, stored, and maintained.

6. HEALTH CARE PLANS

Health Care plan is sometimes known as a 'medical needs care plan' or 'Health alert card'. This document refers to the term "Health Care plan."

A Health Care plan will be produced by the setting nurse team for any CYP with a medical condition that is long term and complex and which may require medical intervention from education staff. The Health Care plan will include:

- Information about the CYP condition, special requirements, and medicines required.
- What constitutes an emergency for the child and young person?
- Specify who is responsible for each task and when those tasks should be completed and provide instructions for what actions to take if an emergency occurs.

Health Care Plans will be reviewed at least annually and sooner where the CYP's medical needs, medication, treatment, emergency arrangements or other relevant circumstances change. Where evidence indicates that a CYP's needs have changed, the setting nurse/appropriate health professional will update the Health Care Plan in consultation with the CYP (where appropriate), parent/carer and school. The school will not make clinical changes to a Health Care Plan without appropriate health oversight and parent/carer approval.

7. CURRICULUM

Priestley Smith Specialist School is committed to ensuring that children with medical needs have access to an appropriately challenging curriculum which is delivered, as far as possible, through the same experiences and activities as those offered to other children at their age and curriculum levels. The schools manage this within their overall systems for personalised planning, paying particular attention to:

- liaison with families and medical professionals to gain a clear understanding of individual needs

- identifying the impact of medical conditions on students' readiness to learn (e.g., some students may be drowsy or in pain)
- identifying the impact of mental health conditions on students' ability to face challenge
- providing activities which will encourage students to stay alert and participate actively
- adapting the content of lessons as necessary (e.g., using low impact activities in PE)
- making practical adaptations (e.g., planning the timetable around rest periods)
- identifying and planning for risk (e.g., ensuring appropriately trained staff when taking students off site)
- being aware of signs that students are feeling unwell or in pain and supporting students to communicate to those around them
- being aware of possible triggers affecting conditions (e.g., certain lighting may trigger a seizure)
- where appropriate, including content which will give students an insight into their conditions and skills to manage them

8. STUDENTS WITH LIFE LIMITING CONDITIONS

Occasionally, Children at Priestley Smith Specialist School have degenerative or life limiting conditions. Any of these children can become seriously ill and may die during their time at school. Education for these children may not be preparation for adult life. Nevertheless, it should provide them with a range of interesting experiences, the opportunity to learn and a context in which to make positive relationships outside their family circle. Medical support will form a significant part of some of these students' daily routines. Educational and Health staff should work together to ensure that these students have access to activities whilst their medical needs are continued to be addressed.

Individual care packages will be developed around the student's individual needs by Health staff in collaboration with the relevant health professionals and educational staff.

9. SUPPORT FOR SCHOOL STAFF

School leaders recognise the impact of working with children with medical needs and life limiting conditions on staff. Staff are supported through appropriate training and information and through the opportunity to talk to a colleague or line manager when they feel under stress.

Following a bereavement, school leaders will ensure that staff are informed in an appropriate and timely manner, encouraged to support one another and to use the support available within school. In these difficult situations the schools may call on support from the emergency team within the Birmingham Local Authority. Staff and children will celebrate the child or young person's life in assemblies and through creating focus points such as memorial books or gardens within the schools.

The school utilises the Welbee Toolkit for support <https://toolkit.welbee.co.uk/user-hub/>

10. HEALTH REVIEWS

Priestley Smith Specialist School acknowledges that children with Health Needs may be required to attend numerous medical appointments and reviews. Parents/carers must inform the school of any medical appointments and/or reviews to enable the school to correctly record attendance.

Parent/carers can inform the school by phone, writing in the home-school book or personally. If possible, students need to return to school following their appointment. Priestley Smith Specialist School acknowledges that this is not always possible due to practical arrangements surrounding appointments.

Priestley Smith Specialist School will work collaboratively with the Health care teams to reduce the amount of time taken off school to attend appointments and support their return to school following illness.

Where a CYP is unable to attend school because of medical needs, PSS will consider appropriate approaches to maintaining access to education, including blended or remote approaches where

appropriate to the individual CYP's circumstances, and will work with relevant professionals and the Local Authority as required.

Examples of this are:

- nurse led reviews and interventions which take place on the school site where possible
- developmental reviews led by Community Paediatricians which take place on the school site
- therapy reviews and interventions which take place on the school site where possible i.e., Physiotherapy, Speech and Language Therapy, Occupational Therapy

A significant number of students attending Priestley Smith Specialist School are from authorities other than Birmingham. These students will need to attend appointments within their own local authority.

Children are reviewed by health staff and interventions carried out in accordance with their individual needs. It is the responsibility of health staff to identify children who require a health review and to decide where reviews are to take place on site in mutual agreement with school staff. School staff may refer concerns regarding a child or young person's health to the appropriate member of the health team.

Health staff are also responsible for obtaining the necessary consent from parents/carers and for providing them with feedback/outcome of the review/intervention carried out on the school site and to agree follow up appointments. School staff will participate in reviews and attend with the child and/or parent/carer if required

Priestley Smith Specialist School agrees to provide Health staff with a suitable working environment, which takes into consideration Health and safety regulations.

Health staff will be responsible for providing school staff with sufficient health information and guidance so that children's health needs can be jointly met i.e., feeding guidelines for children with dysphagia. Confidential medical information is not to be passed through external parties. Parents/carers may not pass medical information through bus escorts. School staff are to be encouraged to request that parents/carers speak directly with the nursing team where there are medical concerns. Schools and nurses will provide information to parents/carers on school health services when children start school.

11. FIRST AID - PLEASE SEE FIRST AID POLICY

Designated members of staff at Priestley Smith School regularly undertake training in the administration of first aid. The minimum First Aid training required is below

<https://www.gov.uk/government/publications/first-aid-in-settings>

- A proportion of the staff trained have received paediatric first aid training. Some staff have completed the full Emergency paediatric first aid course required to work in Early Years.
- A supply of first aid materials is stored securely and used to replenish first aid boxes placed in each classroom and strategic positions around setting. "Best before" dates are regularly checked and items refreshed as needed.
- First aid materials are available for staff to use when taking CYP on visits outside of setting.
- The setting has a process to notify parents or carers if their child experiences an accident, either promptly by phone or verbally/in writing at the end of the day, depending on the nature of the incident.
- Injuries will be entered into the setting accident book in line with health and safety guidelines (see setting health and safety policy)
- Resources are available to protect staff from infection or contamination when dealing with accidents or personal care needs.
- A regular programme is followed to maintain sufficient qualified first aiders to ensure the safety of CYP and staff across the setting.
- A trained first aider accompanies all residential visits.

12. INTIMATE CARE – PLEASE SEE INTIMATE CARE POLICY

- All CYP are entitled to safety, personal privacy, and being treated with respect and dignity. Staff involved in intimate care should be particularly sensitive to CYP's individual needs.
- CYP will be involved in decision making around their intimate care and supported to achieve the highest level of independence possible given their age and abilities.
- Arrangements for CYP's intimate care will be agreed in consultation with parents in line with setting intimate care policy and Local Authority advice and guidance.

13. MENTAL HEALTH CONDITIONS

Staff work closely with all mental health professionals to ensure the pupils needs are met in setting. As a setting we will ensure that:

- There are systems and processes in place for identifying possible mental health needs, including routes to escalate and clear referral and accountability systems.
- All staff understand the risk factors associated with mental health and wellbeing in order to provide timely and appropriate support.
- Staff will understand the most common mental health needs.
- Our Health Needs Coordinator and pastoral team work closely to plan support for the mental health needs of pupils.

14. ADMINISTRATION OF MEDICINES - PLEASE SEE ADMINISTRATION OF MEDICINES POLICY

Medicines will be managed in accordance with the school's Administration of Medicines Policy and relevant Local Authority guidance. Parents/carers must provide written consent/instructions before medication is administered. Prescribed medicines must be supplied in the original dispensed and labelled container, in date, and with clear instructions for dose, frequency and storage. The school will maintain safe arrangements for receipt, storage, access, administration, contemporaneous recording, expiry checking, replenishment and return/disposal of medicines. Emergency medicines must remain readily accessible in accordance with the CYP's Health Care Plan. Where agreed, competent CYP may manage their own medication/procedures with appropriate storage and supervision arrangements recorded in their Health Care Plan. Medication required on educational visits will be stored, administered and recorded in accordance with the same requirements. Over-the-counter medication, where permitted by the school's procedure, will only be administered with written parental/carers consent and in accordance with the manufacturer's dosage instructions. Any medication error, missed/refused dose or concern arising from administration will be managed and escalated in accordance with the Administration of Medicines Policy and the CYP's Health Care Plan.

Where Priestley Smith's procedure requires two trained staff members to check and sign for medication administration, both staff will complete the required record at the time the medication is administered.

15. EMERGENCY PROCEDURES

The setting will ensure that all staff know what action to take in the event of a medical emergency, including who to contact within the setting, how to contact emergency services and what information to give.

- Procedures should be in place and understood by all staff about how to get help in an emergency first aid situation.
- A list of trained first aiders is maintained and made known to all setting staff.
- Health Care plans contain information on how emergency medication should be stored and administered.
- Notices about emergency aid are clearly shown to assist staff when they call for an ambulance.

- Emergency asthma inhalers and auto adrenaline injectors are available in each of the medical rooms for children and young people who need prescribed medication but cannot access it during emergencies.
- There are defibrillators in the primary and secondary reception areas. First aiders receive training in their use in an emergency. The school will ensure that the defibrillators are checked routinely, including battery and pad expiry dates, maintained/serviced in accordance with the manufacturer's instructions, and that checks are recorded. Responsibility for these checks will be allocated through the school's first aid arrangements.
- If a CYP needs to be taken to hospital, and their parent or carer is not immediately available, a member of staff will accompany them and will stay with them until a parent/carers arrives. Setting has procedures in place so that a copy of the CYP's medical /Health Care plan is sent to the emergency care setting with the CYP.
- For Critical Incidents contact: The Education Safeguarding Team:
EducationSafeguarding@birmingham.gov.uk

16. EXTRA-CURRICULAR ACTIVITIES AND EXTERNAL VISITS

In line with the Equality Act (2010), reasonable adjustments will be made to enable CYP with medical needs to participate fully and safely in before or after setting clubs, day trips, residential visits, sporting activities and other activities beyond the usual curriculum. Where needed, advice may be sought from relevant medical professionals to ensure the safety and wellbeing of CYPs engaging in external visits.

- A risk assessment visit will be carried out prior to any external visit, including consideration for CYP with medical needs or significant mental health conditions.
- Individual risk assessments for CYP with significant medical or mental health conditions will outline emergency procedures and be completed with and signed by parents.
- All parents/carers of CYPs attending a setting trip or overnight visit will be asked for consent, together with up to-date information about medical requirements.
- Leaders should be aware of how CYP's medical condition may impact their participation. Where CYPs are required to take medicine, arrangements should be made to administer and store them in accordance with this policy.
- The responsible staff member will bring all relevant medical information, including the CYP's Health Care plan, on day and residential visits.
- A named member of staff is responsible for first aid on the visit and for ensuring that CYP's medication is taken.

17 RECORD KEEPING

The following records will be securely stored by setting as outlined in this policy

- A setting accident book
- Health Care plans
- Asthma register
- A list of staff training, including regular training (e.g. asthma / anaphylaxis), settings qualified First Aiders, those who hold a pediatrics certificate and specialist training for particular conditions e.g. diabetes.
- Risk assessments
- Parental/carers permission for administration of medicines
- Records of medication given
- Record of intimate care interventions

Medical records will be stored securely, access will be restricted to authorised staff, and records will be handled and retained in accordance with the school's data protection and records-retention arrangements.

18 UNACCEPTABLE PRACTICE

In line with “Supporting Pupils at Setting with Medical Conditions” (2014) this setting considers it unacceptable practice to:

- Prevent CYPs from easily accessing their inhalers and medication.
- Assume that every CYP with the same condition requires the same treatment.
- Ignore the views of the CYP or parent/carer.
- Ignore medical evidence or opinion.
- Send CYP with medical conditions home frequently for reasons associated with a medical or mental health condition or prevent them from staying for normal setting activities.
- Penalise a CYP for their attendance record if their absences are related to their medical condition, e.g. hospital appointments.
- Prevent CYPs from drinking, eating or taking toilet breaks whenever they need to in order to manage their medical condition effectively.
- Prevent CYP with medical conditions from participating in any aspect of setting life, including setting trips.

19 COMPLAINTS PROCEDURE:

Parents/carers' concerns should be directed, in the first instance, to the Named Lead for Medical Needs/Headteacher. Where parents/carers feel their concerns have not been addressed, they should make a formal complaint via the school's complaints procedure.

APPENDIX 1

ALL LETTERS AND FORMS ARE IN STAFFCOMMON IN THE MEDICAL INFORMATION FOLDER. These documents should be reviewed alongside the BCC Model Medical Needs Policy Template (Updated September 2026) to ensure that the school's medication consent, medication administration record, special-setting medication consent, parent information, paracetamol notification (where applicable), emergency-services prompt and Health Care Plan documentation remain aligned with the current BCC model.

ALL SPECIFIC INDIVIDUAL GUIDANCE FOR ASTHMA, DIABETES, ALLERGIES, SHUNTS. DIABETES ETC IS CONTAINED IN THE CARE PLANS, SUPPLEMENTED BY SPECIAL SCHOOL NURSE ALERT CARDS AND INFORMATION - THIS WILL BE IN FOLDERS ON THE WALL IN THE MEDICAL ROOMS

-  AMBULANCE PROCEDURES.docx
-  bodily marks record sheet.docx
-  Bruising Injury Record (1).docx
-  CONSENT form to administer medication NEW
-  EMERGENCY MEDICATION SIGNING OUT RECORD -OFF-SITE.docx
-  ENTERAL FEEDING REGIME.docx
-  Head Injury Letter2025.docx
-  Headlice Letter (NEW2025).docx
-  Intimate Care Record.docx
-  Letter to parents regarding medical needs
-  Notification to parents of admin of OTC medication NEW
-  PS Individual Healthcare Plan NEW
-  PS Intimate Care Plan - Template - blank.docx
-  RECORD OF MEDICATION ADMINISTERED.docx
-  Diarrhoea letter.docm
-  Medications expiring letter.docm
-  Medications going home at end of term or half term.docm
-  non-prescription medication letter.docm
-  Vomiting letter.docm

