

Highwoods Community Primary School



Medical Policy (Supporting Pupils with Medical Needs)

Reviewed: September 2025

Next Review: September 2027



Statement of Intent

Highwoods Community Primary School is committed to ensuring that pupils with medical needs are supported effectively and safely. We aim to:

- Enable children with medical conditions to participate fully in school life.
- Promote clear responsibilities for staff, parents, and healthcare professionals.
- Provide staff with training, procedures, and resources to respond appropriately to medical needs and emergencies.

This policy should be read alongside our safeguarding, health and safety, inclusion, and complaints policies.

1. Roles and Responsibilities

Local Authority will:

- Provide support, advice, and training.
- Arrange education for children out of school for more than 15 days due to medical needs.

Governing Body will:

- Ensure this policy is implemented fairly and inclusively.
- Confirm insurance levels are sufficient.
- Monitor provision for children with medical conditions.

Headteacher/Senior leadership team will:

- Oversee daily implementation of this policy.
- Liaise with parents, staff, and healthcare professionals.
- Ensure staff training is up to date.
- Make staff aware of pupils' needs and IHCPs.
- Ensure emergency and contingency arrangements are in place.

Staff will:

- Follow IHCPs and medical procedures.
- Administer medication where agreed and trained.
- Record medication given.
- Undertake training when required.

Parents/Carers will:

- Keep the school informed of medical changes.
- Provide up-to-date medication in the original container with clear instructions.
- Complete consent forms for medicine administration.
- Collect medication at the end of treatment or school year.
- Work with staff on IHCPs.

School Nursing Service and medical professionals will:

- Support with training and clinical advice.
-

2. Definitions

- **Medication:** any prescribed or over-the-counter medicine.
 - **Prescription medication:** issued by a doctor.
 - **Staff member:** any employee of Highwoods Community Primary School.
-

3. Staff Training

- Training will be provided for specific medical procedures (e.g. EpiPen, insulin).
 - Records of training will be maintained.
 - Only trained staff will administer complex medication.
-

4. Pupil Role

- Pupils will be supported to take age-appropriate responsibility for their medication (e.g. inhalers).
 - Where a child refuses medication, parents will be informed immediately.
-

5. Individual Healthcare Plans (IHCPs)

- Developed with parents, staff, and healthcare professionals.
- Accessible to staff while maintaining confidentiality.
- Reviewed annually or when medical needs change.
- Linked to EHCPs where relevant.

6. Medicines in School

- All medicines, including EpiPens, are kept securely in the **Medical Room**, except those requiring refrigeration.
- Medicines must be in-date, labelled, and in original containers (insulin excepted).
- No more than one week's supply should be brought into school.
- Controlled medication must be signed in to the office team. Both parent and office staff must sign to note how much medication has been handed over.
- Controlled drugs must only be used by the named pupil.
- Staff will keep written records of all medicines administered. Controlled medications must be countersigned once administered.
- Children must always have access to their emergency medication (e.g. inhalers, EpiPens). Inhalers are kept with the children in their classrooms and taken out with them as necessary e.g. PE, school trips.
- On school trips, a trained staff member will carry pupils' medication, including inhalers and EpiPens.

7. Emergencies

- All staff must know the emergency procedures and follow IHCP guidance.
- If a child requires hospital treatment, a staff member will remain with them until a parent arrives.

EpiPen Procedures:

1. **Recognise symptoms:** difficulty breathing, swelling, rash, dizziness, collapse.
 - Midday assistants (MDAs) carry an information sheet with the photos and allergens of pupils with severe allergies.
 - EYFS pupils wear anaphylaxis medical ID bands throughout the school day.
 - During lunchtime, children with food allergies wear red wrist bands, visible for the catering team and MDAs in the lunch hall.
2. **Send for help immediately:** call 999 and inform office staff.
3. **Retrieve the child's EpiPen** from the Medical Room.

- Each child has their own individual blue box, stored on a high shelf and is clearly labelled with their name and a photo. This contains the pupil's medication and Individual Health Care Plan.
4. **Administer the EpiPen** into the outer thigh, through clothing if necessary.
 5. **Note the time** of administration.
 6. If symptoms do not improve after 5 minutes, administer a second EpiPen if available.
 7. Keep the child lying down with legs raised, unless this makes breathing difficult.
 8. Hand over used EpiPen(s) to paramedics on arrival.
 9. Record the incident and inform parents immediately.
-

8. Avoiding Unacceptable Practice

Highwoods Community Primary School will not:

- Assume all children with the same condition require the same treatment.
 - Ignore medical advice or parental input.
 - Prevent pupils with medical needs from taking part in school activities.
 - Penalise attendance related to medical needs.
 - Deny pupils the right to eat, drink, or use the toilet as required to manage their condition- please see behaviour policy to guide school actions in instances where pupils might seek to use this to avoid learning, distract pupils or display inappropriate behaviours.
-

9. Complaints

Complaints will be handled in line with the school's Complaints Policy.

Appendix 1 – Allergies

- The school minimises exposure to allergens but cannot guarantee an allergen-free environment.
- Pupils with food allergies are given red bands to wear at lunchtimes so they can be easily identified by the catering team and MDAs.

- Currently EYFS pupils wear anaphylaxis medical ID bands throughout the day.
 - Staff receive training in allergy management and use of EpiPens.
 - Risk assessments are completed for children with allergies, including school trips.
 - Action plans with photos are displayed in staff areas with parental consent.
 - Parents must provide replacement EpiPens before expiry.
-

Appendix 2 – Medicine Consent Form

Headteacher: Mr P Dohy

Highwoods Community
Primary School

Tyredale Square, Highwoods, Colchester, Essex, CO4 9SN
www.highwoodprimary.com

REQUEST FOR SCHOOL TO ADMINISTER MEDICATION

Pupil's Name Class

Condition/Illness

Name/Type of Medication

For how long will child require to take medication?

Date Dispensed

Dosage Timing

Additional Instructions/Information: (eg before/after food, storage instructions)

Prescribed medication will only be administered in school if required 4 times a day. Whilst the office staff endeavour to administer medication at the stated times above, we cannot guarantee exact timings due to unforeseen circumstances within the office.

I will deliver the medicine personally to the school office and collect any remaining medication when course completed. I accept that the school has a right to refuse to administer medication.

Name Relationship to child

Signed Date

"Learning for Life"



Highwoods Community Primary School is an Academy School and is a company limited by guarantee registered in England and Wales. Registered Office: Tyredale Square, Highwoods, Colchester, Essex, CO4 9SN.

Appendix 3 – Food Policy

Highwoods Community Primary School

Food in Schools Policy

Reviewed September 2025

To be reviewed September 2027

This policy has been formulated following consultation with pupils and staff to develop healthy eating and drinking activities that benefit pupils, staff, parents and others associated with the school. The policy and future amendments to the policy will be communicated clearly and consistently to pupils, staff and parents. It will continue to be developed in consultation with pupils and parents as the school works towards its aim of achieving (or maintaining) Enhanced Healthy Schools Status.

Rationale

Highwoods Community Primary School recognises the importance of a healthy diet and the significant connection between a healthy diet and a pupil's ability to learn effectively and achieve high standards at school. It is important that healthy eating is promoted to all members of the school community and also that we consider the role the school can play to promote family health.

FOOD POLICY AIMS

The main aims of our school food policy are:

- To ensure that all aspects of food and nutrition in school promote the health and wellbeing of the whole school community;
- To ensure that pupils are aware of the importance of healthy food, where food comes from and the need to support sustainable food and farming practices;
- To enable pupils to make healthy food choices through the provision of information and development of appropriate skills including food preparation;
- To ensure that the mandatory food- based standards are implemented;
- To take a whole school approach to healthy eating to ensure that messages taught in the curriculum are echoed and reinforced by the type of food and drink provided in school.

Curriculum

Food and nutrition is taught at an appropriate level throughout each key stage according to the National Curriculum 2014. Theme planning reflects the whole school approach to healthy eating and incorporates the DFE statutory guidelines.

Food and Drink Provision Throughout the School Day

- Food Standards

National Nutritional Standards for school Lunches became compulsory in 2009.

As a result of the School Food Plan, the standards have been reviewed and new Food Standards for school lunches came into force in January 2015. Together with the existing standards, they cover all food sold or served in schools: breakfast, lunch and after-school meals; and tuck, vending, mid-morning break and after-school clubs. <http://www.schoolfoodplan.com/standards/> .

- Lunch

Food prepared by the school catering team meets the National Nutritional Standards for School Lunches. See the school website for an up-to-date school dinner menu.

- Universal Free School Meals

Since September 2014, all children in reception, year 1 and year 2 in state-funded schools in England have been eligible for free school lunches. The school fully supports this initiative, encouraging children to have their free school meal. Research shows that a school lunch is nutritionally superior to most packed lunches and can lead to improved behaviour and attainment.

- Fruit Scheme (KS1 only)

The school is part of the National Fruit and Vegetable Scheme and every child has access to fruit/ vegetables daily as 'snack'.

- Milk

The new Food Standards require that milk must be available for drinking at least once per day during school hours. This standard is fulfilled by Highwoods being part of the Cool Milk scheme (EYFS only).

<https://www.coolmilk.com/>

- Snacks

The school understands that snacks can be an important part of the diet of young people and can contribute positively towards a balanced diet.

The school discourages the consumption of snacks high in fat and sugar at break-time.

- Drinking water

Drinking water is available in all classrooms and there are water fountains outside. Children are encouraged to bring in their own water bottles which are then stored by the sink area of each classroom.

Food and Drink Brought into School

-Packed Lunches

Packed lunches prepared by the school caterers adhere to the Government Food Lunch Standards. The school encourages parents and carers to provide children with packed lunches that complement these standards. This is achieved by promoting healthy packed lunch options using the principles of the 'eat well plate'. Support in the form of recommendations for what constitutes a healthy lunch are set out in our prospectus to new parents and on our website. Communication- in the form of newsletters, meet the teacher, school PING and our curriculum also remind parents, and pupils, of what constitutes a healthy packed lunch throughout the year.

Special Dietary Requirements

· Cultural and religious diets

Our wristband system makes it clear if a child has a special dietary requirement which may include those related to cultural or religious beliefs. Parents are responsible for informing the school of a special diet when they start school as part of the induction process which ensures that every child receives the correct meal. Vegetarian option is always available for pupils who require halal meat. However, the school is currently consulting with Trustees over the possibility of halal chicken being supplied in order that some of our pupils are able to have the choice of the chicken meals on the menu (2025-26).

· Medical

Parents are informed that we are a 'nut free'/ 'nut aware' school. No lunch or snack items brought in to school are to contain nuts.

Individual care plans are created for pupils with severe medical dietary needs/requirements. Staff are made aware of individuals with severe allergies.

Children with dietary requirements wear wristbands for clarity at lunchtimes when collecting their school meal (see Medical Policy).

All food allergies are risk assessed if children could be exposed to an allergen as part of the curriculum. This includes, but is not exclusive, to the following:

- Forest school sessions (snack and a drink is provided and there is a cooking session)
- Design technology lessons involving food preparation
- EYFS and KS1 snack
- Educational visits
- Visitors to the school who may bring in food items
- Residential visit

Food Safety

Appropriate food safety precautions are taken when food is prepared or stored. These vary depending on the food on offer and include: ensuring that adequate storage and washing facilities are available; that food handlers undergo appropriate food hygiene training and that suitable equipment and protective clothing are available.

Any food safety hazards are identified and controlled.

Appendix 4: Intimate Care Policy

The Intimate Care Policy has been developed to safeguard children and staff. The policy applies to everyone involved in the intimate care of children.

The intimate care policy should be read in conjunction with the following:

- Child Protection Policy
- Safeguarding Policy
- Special Educational Needs Policy
- Keeping Children Safe in Education (DfE 2024)

Definition

Intimate care can be defined as care tasks of an intimate nature, associated with bodily functions, body products and personal hygiene which demand direct or indirect contact with or exposure of the genitals. Examples include care associated with continence as well as more ordinary tasks such as help with washing or bathing.

The following are the fundamental principles upon which the Intimate Care Policy is based:

- Every child has the right to be safe
- Every child has the right to personal privacy
- Every child has the right to be valued as an individual
- Every child has the right to be treated with dignity and respect
- Every child has the right to be involved and consulted in their own intimate care to the best of their abilities

Intimate Care

We recognise that pupils may occasionally require support with their personal care. This may include assistance after an accident or toileting difficulty.

- Staff may provide support with wiping a child's bottom when this is necessary to ensure the child's comfort, dignity and hygiene.
- Such support will only be given when it is in the child's best interests, and is not provided on a regular or routine basis.
- Wherever possible, children are encouraged to be independent in managing their own personal care.
- Parents/carers will be informed if staff have provided intimate care.
- All intimate care will be carried out respectfully, maintaining the child's dignity and privacy, and in line with safeguarding procedures.

Intimate Care Due to Special Needs or Other Recurring Need

Children who require regular assistance with intimate care have intimate care plans agreed by staff, parents/carers and any other professionals actively involved. When writing the plan, staff will also consider the wishes of the child alongside any possible constraints, such as staffing, equal opportunities legislation and the agreement of members of staff to carry out the procedures. A record of care will be kept.

When children are changing for swimming, adults do not assist children in drying themselves. Verbal instructions are given when necessary.

Role of parents/carers

Where a child has continuing intimate care needs around toileting, parents are expected to work with school to develop and work to a plan to toilet train their child and to provide spare clothes, nappies and wet wipes. Parents are expected to wash and return any spare clothes belonging to school. They are expected to clean their child when the child is refusing to be cleaned with the support of school staff, or is not adequately clean despite the best efforts of the staff member and child.

Role of Staff

School staff understand that not all children in school will be fully continent. Staff will work with parents to develop a toileting plan which will be followed in school as much as is practical. The roles and responsibilities involving intimate care need to be agreed by individual staff members completing the support for the child. Staff will deal with children respectfully and with dignity when they wet or soil themselves. Children will be encouraged to act as independently as possible and to undertake as much of their own personal care as is practicable. When assistance is required, staff will inform another member of staff and let them know where the intimate care will take place. LSAs will usually provide intimate care, and will be named on the intimate care agreement. To ensure safeguarding needs are met, the child will be attended to by one of a small number of adults, to ensure that relationships do not become over-

familiar and the safety of both the child and the adult is paramount. The school recognises that it is best practice to have 2 adults present for intimate care. Wherever possible, and appropriate, the school will seek to action this. All staff involved with intimate care will be DBS checked. If the child cannot be cleaned due to behavioural difficulties, being too upset or refusing to clean themselves, parents will be informed and expected to clean their child in school or at home.

Staff will assist children with the following:

- Removing wet or soiled clothes
- Cleaning skin area below the knees, on the back and above the waist
- Instructing the child, with words and actions, how to clean themselves effectively
- Helping to change into clean clothes which are either the child's own or those provided by school
- Wrapping wet or soiled clothes in plastic bags and giving them to the parent to take home.

A small amount of spare clothing is available, but parents of children under an intimate care plan are expected to supply their own spare clothes.

All staff will ensure a child is cleaned and changed as soon as it is brought to their attention. A child will not be left in wet or soiled clothes for any part of the day, unless they are refusing to be changed. Staff will then make further attempts to persuade the child to change, before a parent is called.

All staff responsible for the intimate care of pupils will undertake their duties in a professional manner at all times. It is acknowledged that these adults are in a position of great trust.

Child Protection

Child Protection and Multi-Agency Child Protection procedures will be adhered to at all times.

All members of staff carrying out intimate care procedures are DBS checked. It is not appropriate for volunteers to carry out intimate care procedures.