



Supporting pupils with medical conditions

Including administration of medicines

Taken from Plymouth LA guidance

Policy updated:	Oct 2021
Policy adopted:	Sept 2024
Status:	Statutory
Review cycle:	Yearly
Review date:	Sept 2025

Contents:

Introduction	2
Rationale	2
Our Aims	2
Roles and Responsibilities	2
Staff training and support	3
The child's role	4
Managing medicines on premises	4
Emergency Procedures	6
Out of school trips and activities	6
Unacceptable Practice	7
Complaints	7

Introduction

Children and Families Act (2014) applies to any “appropriate authority” therefore placing a duty on governing bodies of maintained schools to make arrangements for supporting pupils at school with medical conditions. Some pupils with medical conditions may be considered to be disabled under the definition set out in the Equality Act (2010) and where this is the case, governing bodies must comply with their duties under that act. Some pupils may also have special educational needs (SEN) and may have an Education, Health and Care Plan (EHCP) which brings together health and social care needs, as well as their special educational provision. For children with SEN, this guidance should also be read in conjunction with the SEND code of practice (2014) available [here](#).

Rationale

At Lipson Vale Primary School, we take a pride in our welcoming and inclusive ethos. We recognise that at any time there may be pupils in our school who have a medical need or a long-term medical condition. We aim to provide all pupils with medical conditions the same opportunities as others in school.

No child will be denied admission or prevented from taking up a place in this school because arrangements for their medical condition have not been made. However, in line with our safeguarding duties we will also ensure that the health of other pupils is not put at unnecessary risk. It would not be acceptable, for example to allow a child with an infectious disease to be in school where it would be detrimental to the health of that child or others.

Our Aims

- To support pupils with medical conditions, so that they have full access to education, including physical education and educational visits.
- To work in partnership with parents and health professionals to ensure that a child's individual medical needs are understood and addressed at school.
- To inform and support staff to enable them to care for pupils with a medical condition.
- To inform and support staff with what to do in the event of an emergency.
- To guide and support pupils to develop some independence in learning some of the self-help skills necessary to manage an ongoing medical condition.

Roles and Responsibilities

Governing body

- To ensure that pupils with medical conditions are supported to engage fully in all aspects of school life.
- To ensure that arrangements are in place to meet the statutory responsibilities to support pupils at school with medical conditions.

- To ensure that members of staff who provide support to pupils with medical conditions have received suitable training, engaging with relevant external agencies as is appropriate.
- To ensure that the policy is developed and implemented.

Role of Headteacher

- To ensure that the policy is developed and implemented in collaboration with partners.
- To ensure that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation.
- To ensure that there are sufficient trained numbers of staff available to implement the policy and deliver the care outlined in any individual healthcare plans.
- To ensure that school staff are appropriately insured to support pupils with medical conditions.

Role of School staff

- To know what to do and respond accordingly when they are aware that a pupil with a medical condition needs help.
- To undertake sufficient and suitable training and achieve the necessary level of competency before taking on responsibility to support children with medical conditions.
- To ensure that supply staff are briefed appropriately about the medical needs of pupils within the class they are covering and how best to respond.

Staff training and support

- The family of a child will be key in providing relevant information to school staff.
- When a child is diagnosed with a medical condition requiring ongoing support at school, the SENCo will liaise with healthcare professionals to arrange for the relevant members of staff to receive training.
- Where possible, all adults from the child's year group will receive training and will be aware of the actions and procedures in place to support that child.
- Other key members of staff, for example meal time assistants, will be made aware of children with medical conditions and those caring for a pupil individually will receive training on how to support their medical needs including emergency procedures.
- When a child moves to a new class at the start of a new school year, training will be arranged for the adults working within the team.
- When a healthcare professional has provided training they will confirm that the staff are proficient in carrying out the care needed or administering medication including emergency medication.
- If it becomes clear that a child with a medical condition requires an individual healthcare plan, the SENCo will liaise with the relevant health care professional to discuss whether any training is needed for the members of staff to enable them to implement the healthcare plan.
- Only those members of staff who have been trained in first aid will administer medication in school. A list of people trained in first aid is on display on the

window of the First Aid room. If a pupil needs emergency medication as part of his/her individual healthcare plan it will be administered by any member of staff trained to do. The names of trained staff members will be included on the individual healthcare plan.

Only those members of staff who have been trained in first aid will administer medication in school. A list of people trained in first aid is on display on the window of the First Aid room. If a pupil needs emergency medication as part of his/her individual healthcare plan it will be administered by any member of staff trained to do so. The names of trained staff members will be included on the individual healthcare plan.

School staff may be asked to provide support to children with medical conditions, including administration of medicines (although they cannot be required to do so).

The child's role in managing their own medical needs

- After consultation and discussion with parents, children who are competent to do so will be encouraged to take responsibility for managing their own medicines and procedures. This will be recorded in the individual healthcare plan.
- Children who are competent to do so will be able to access their medicine themselves however, this will be supervised at all times.
- Where it is not appropriate for a child to self-manage medication/procedures, a relevant member of staff will administer medicines and manage procedures for them.
- If a child refuses to take a medicine or carry out a necessary procedure, staff should not force them to do so. The procedure in the individual healthcare plan should be followed and parents informed so that an alternative option can be considered.

Managing Medicines on school premises

Prescription Medicines

- 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 the age of 16 should be given prescription or non-prescription medicines without the written consent of the parents.
- Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.
- Prescribed medicines must be in-date, labelled clearly and provided in the original container as dispensed by a pharmacist. Instructions for administration, dosage and storage must be provided (*The exception to this insulin - which must still be in date, but will be inside an insulin pen or pump.*)
- When requesting that medicines are administered in school, parents/carers should complete [Form AMEE 3](#).
- Medicines should be handed in to a member of the school office staff. Medicines should be collected from the school office at the end of the school day. Children should not be given medicines to bring in or take home from school.

- Medicines will not be administered if they have been taken out of their original container or if the dose has been altered.
- Medicines will be stored as directed on the bottle/packet within the first aid room which is kept locked unless an adult is present. Children should know where their medicine is stored.
- When no longer required, unused medicines will be returned to the parents for safe disposal.
- Sharps boxes should always be used for the disposal of needles and other sharps.

Controlled drugs

- School staff may administer a controlled drug to the pupil for whom it has been prescribed according to their individual health care plan.
- Staff administering controlled drugs must follow the prescriber's instructions.
- School will keep controlled drugs in a secure, locked cupboard and be accessed by named staff.
- School will keep a record of the doses used and the amount of the controlled drug held in school.
- Unused controlled drugs will be returned to the parent when no-longer required.

Non-Prescription Drugs

Medicines that have not been prescribed by a medical practitioner may be administered in school, if necessary, after liaison with parents (e.g. paracetamol, ibuprofen, antihistamines, throat lozenges).

It is essential that parents complete and sign the consent form in the same way as for prescribed drugs.

Medicines should be in the original container and clearly labelled with the child's name and the dose to be given.

Administering Medicines

This is a voluntary duty undertaken by staff. There is no legal or contractual duty on teachers to administer medicine or to supervise a pupil taking it.

School staff may be asked to provide support to children with medical conditions, including administration of medicines (although they cannot be required to do so).

The member of staff administering medicine should check:

- The name of the child
- The name of the medicine
- The prescribed dose
- Written instructions provided by the prescriber on the label or container for administration
- The expiry date of the medicine

The member of staff administering medicine should record:

- The name of the child
- The name of the medicine
- How much was administered
- When the medicine was administered
- Who administered the medicine
- Any side effects of the medication

Topically applied lotions and creams should be treated as a medicine and where appropriate, the child encouraged to administer it themselves. Staff applying lotions should wear gloves.

Emergency Medicines

- Emergency medication will be kept in the classroom in a place that is easily accessible in an emergency.
- For certain medical conditions, a spare dose of the medication will be kept centrally in the first aid room for when the child is away from the classroom e.g. in the playground/lunch hall.
- In some cases it may be appropriate for the medication to be carried by a supporting one to one teaching assistant.
- Details will be recorded on an individual healthcare plan.

Asthma Inhalers

- Inhalers for children with asthma will be kept in the child's classroom.
- They must be clearly labelled with the child's name. Children must have access to their inhalers at all times but must inform a member of staff that they need to use their inhaler.
- Parents must complete a consent form. A copy of this will be kept in the classroom.
- Inhalers must be taken on educational trips and sporting activities.

Emergency Procedures

- If a child needs to be taken to hospital, school staff should stay with the child until the parent arrives, or accompany the child in the ambulance.
- The school will make sure that the correct school address and post code is given when the emergency call is made and that the relevant information is provided to the emergency services operator – this will be included on the child's personal information sheet which is kept in the classroom, the First Aid Room and the Staff Room.

Out of school trips and activities

- School staff should be aware of how a child's medical condition will impact on their participation of out of school activities.
- School staff should consider the reasonable adjustments that can be made in order to make the out of school activity inclusive for the pupil with a medical condition.

- School staff should carry out a risk assessment to take into account any steps needed to support the inclusion and safety of a pupil with a medical condition.
- The administration of medicine will be carried out by a designated person.
- A note will be recorded on the general risk assessment to indicate that the pupil needs medicine during the day.
- Staff supervising sporting activities should be aware of relevant medical conditions and any preventative medicines which may need to be taken as well as emergency procedures.

Unacceptable Practice

Staff at Lipson Vale Primary School understand that it is not generally acceptable practice to:

- Prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary.
- Assume that every pupil 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 for example, another child.
- 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. Relevant information should be contained within individual healthcare plans and shared among staff on a need to know basis.
- 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, including intimate care and supported toileting.
- Prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including sports activities and school trips; e.g. by requiring parents to accompany the child.

Complaints

Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with the school. If this does not resolve the issue, they may make a formal complaint via the school's complaints procedure.