Medicines in School Policy Supporting Pupils with Medical Condition

Sussex Road Primary School

Approved by:	HT	**Date:**	September 2026
Next review due:	September 2027		

Introduction

Section 100 of the Children and Families Act 2014 places a duty on governing bodies of maintained schools to make arrangements for supporting pupils at their schools with medical conditions. In meeting the duty, the governing body must have regard to guidance issued by Secretary of State under this section. The aim is to ensure that all children with medical conditions, in terms of both physical and mental health, are supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

This policy is also written in line with the requirements of Equalities Act 2010 School's Admissions Code, DfE Feb 2010, Mental Health and Behaviour in Schools DfE 2014 and 0-25 SEND Code of Practice DfE 2014

Many pupils will at some time have a medical condition that may affect their participation in school activities. For most this will be short term. Other children have medical conditions that, if not properly managed, could limit their access to education. Such pupils are regarded as having medical needs. Most of these children will be able to attend school regularly and take part in normal school activities.

This policy outlines responsibilities and procedures for supporting pupils at Sussex Road Primary School who have medical needs. This Policy should be read with reference to the Special Education Needs Policy, Children with Health Needs who cannot attend School Policy, Intimate Care Policy, Child Protections Policy and Complaints Policy.

Responsibilities

The Governors

The governors have a responsibility to:

- Ensure that arrangements are in place to support pupils with medical conditions. In doing so ensure that such children can access and enjoy the same opportunities at school as any other child.
- Taking into account that many medical conditions that require support at school will affect quality of life and may be life-threatening. Some will be more obvious than others and therefore the focus is on the needs of each individual child and how their medical condition impacts on their school life.
- Ensure that the arrangements give parents and pupils confidence in the school's ability to provide effective support for medical conditions, should show an understanding of how medical conditions impact on a child's ability to learn, as well as increase their confidence and promote self-care. To ensure that staff are properly trained to provide the support that pupils need.
- Ensure that no child with a medical condition is denied admission or prevented from taking up a place in school because arrangements for their medical condition have not been made. However, in line with safeguarding duties, we will ensure that pupils' health is not put at unnecessary risk from, for example, infectious diseases, and reserve the right to refuse admittance to a child at times where it would be detrimental to the health of that child or others to do so.

The Headteacher

- The Headteacher is responsible for implementing the policy in practice and for developing detailed procedures, ensuring individual healthcare plans are developed.
- When the school is notified that a pupil has a medical condition, the parent/carers will be invited in for an initial discussion to share information. This will inform shared decisions about the school's role in supporting the child's medical needs and whether a health care plan is needed.
- When staff volunteer to give pupils help with their medical needs, the Headteacher should agree to their doing this, and must ensure that staff receive proper support and training where necessary.
- Day-to-day decisions about administering medication will normally fall to the Headteacher.
- The Headteacher has overall responsibility for arranging back-up cover when the member of staff responsible for a pupil with medical needs is absent or unavailable and for ensuring supply teachers are appropriately briefed.

Teachers and other school staff

- Teachers who have pupils with medical needs in their class should understand the nature of the condition, and when and where the pupil may need extra attention. They should be aware of the likelihood of an emergency arising and what action to take if one occurs.
- If staff are to administer invasive medication i.e. epi pens, blood tests and injections, then they may only do so if they have had appropriate training.

Parents and guardians

- Parents are responsible for making sure that their child is well enough to attend school. Children should be kept at home when they are acutely unwell and/or infectious.
- Parents are responsible for keeping their children at home for the recommended number of hours after a period of infectious illness. This period varies according to disease and advice from your child's medical provider.
- Families should contact teh school's Administration Team where clarification is required.

- Pupil's may return to school once they are eating and drinking normally and feeling well enough to return to their learning unless advised otherwise by a medical practitioner. Pupils who are sick early in the morning or on the way to school should not attend until they evidentially recovered.
- Parents are responsible for providing the Headteacher with sufficient and up-to-date information about their child's medical condition and treatment or special care needed at school.
- With the Headteacher and/or Inclusion Manager, they should reach agreement on the School's role in helping their child's medical needs.
- Parents are responsible for providing the School with any necessary medication ensuring it is in date and replacing it as necessary to.
- Where intimate care/toileting care is required, parents will be required to meet with the SENCo and to sign an agreement as detailed in the separate Intimate Care Policy.
- Parents' religious and cultural views will be respected.

Children and young people
- Children are encouraged and supported to take an active role in managing their medical needs to develop their confidence and encourage their independence. The will school collaborate with parents to support this.
- All children will learn about keeping themselves safe and healthy as part of the curriculum.
- Where the school provides Intimate/toileting care, the pupil will be encouraged to achieve targets towards more independence.

Other health professionals
The school will access support and advice as necessary from appropriate health professionals in conjunction with meeting the needs of pupils with medical needs. This may include: the local health authority; the school health service; the school nurse; the general practitioner (with the consent of the child's parents); the community paediatrician; physiotherapists and occupational therapists.

Complaints concerning provision for meeting medical needs

The normal arrangements for the treatment of complaints at Sussex Road School are used for complaints about provision made for medical needs. We encourage parents to discuss their concerns with the class teacher in the first instance. This should be referred to the Headteacher if unresolved before making a formal complaint to the Chair of the Governing Body. The complaints process is outlined in the Complaints Policy, a copy of which can be found on the school website.

Short term medical needs (acute conditions)

- Where possible, parents will be encouraged to administer the medicine outside school hours.
- At times, it may be necessary for a child to finish a course of medication at school. This is a service which the school is not obliged to undertake, however arrangements may be made for the school to administer a lunchtime dose at 12noon. Parents will need to provide written request in advance by completing the Agreement to Administer Medicine form available from the School Office. Parents are welcome to administer doses at other times in the school day by prior arrangement with the School Office.
- School staff cannot administer any non-prescribed medication. Parents may administer non-prescribed medication to their child during the school day by prior arrangement with the School Office.
- Parents/carers must ensure that once agreed their child's medication is delivered to a member of school staff. Medicines will also need to be collected by an adult at the end of the day. Where a child has written permission by their parent, they may retain their inhalers to self-administer as All medication must be held securely on the school site to prevent accidental use by a third party or overdose.

Long term medical needs (critical or long-term conditions)

The school needs to have sufficient information of any pupil with long term medical needs. The school will produce a written health care plan for such pupils, involving the child, the parents and relevant health professionals. The health care plan will identify how the child will be supported to ensure they have full and safe access to education, including school trips and physical education. The school will ensure that appropriate staff have the necessary training to meet the health care plan. Medicine must be delivered and collected by a parent/carer.

Where a pupil has prescribed pain relief, the school will not give a dose before 1.00pm without confirmation from the parent that it is at least 4 hours since any prior dose has been administered.

Health Care Plans
Individual healthcare plans help to ensure that Sussex Road School effectively supports pupils with medical conditions. They will provide clarity about what needs to be done, when and by whom. They may be essential, such as in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed. They are likely to

be helpful in most other cases too, especially where medical conditions are long-term and complex. However, not all children will require one. The school, healthcare professionals and parents should agree, based on evidence, when a healthcare plan would be inappropriate or disproportionate. If consensus cannot be reached the Headteacher is best placed to take a final view.

The following information will be recorded on individual health care plans, as appropriate:
- the medical condition, its triggers, signs, symptoms and treatments
- the pupil's resulting needs
- the level of support needed
- separate arrangements or procedures required for school trips
- what to do in an emergency
- who will provide this support and cover arrangements for when they are unavailable

A copy of this Plan will be held in the Class Profile file, the School Office and the SLT Office. Families are requested to update Health Care Plans annually at the beginning of each academic year, or sooner where the required care changes.

As some information in the Health Care Plan may be sensitive the school will consider who else needs to be aware of the pupil's condition and support required. Any impact on specific support for the pupil's educational, social and emotional needs will be addressed via their SEN records.

Asthma Plans

The following information will be recorded on individual Asthma plans, as appropriate:
- the medical condition, its triggers, signs, symptoms and treatments
- the pupil's resulting needs
- the level of support needed
- the school's standard adopted procedure for severe asthma attacks

Asthma plans will only be written where families provide a means of treatment in school. A copy of this plan will be held in the electronic pupil records and in the School Office.

Medicine held in School

Administering medication

- No pupil may be given medication without the parent's written consent. This consent will also give details of the medication to be administered, including
    - -name of medication
    - -dose
    - -time and frequency of administration
    - -length of course of medication
- Staff will complete and sign a written record each time they give medication to a pupil.
- If pupils can take their medication themselves, staff will supervise this, bearing in mind the safety of other pupils. Written parental consent is necessary for this.
- No pupil may share medicine even where the medication is the same. The school holds a generic Asthma reliever inhaler in case of life-threatening emergency, however it if the family's responsibility to ensure the child has sufficient medication in school.

Administration of emergency medication (including rectal diazepam in epilepsy and febrile convulsions, insulin for diabetes and the anaphylaxis procedure)

Administration will be undertaken by designated staff who will be named of the child's health care plan or in their absence a staff member with the required training. These staff will have regular training in the administration of medication for these medical conditions where appropriate e.g. epi-pen training.

Refusing medication

If a child refuses to take medication, the school staff will not force them to do so. The school will inform the child's parents as a matter of urgency. Where an epileptic child is unconscious or in the treatment of a diabetic hypoglycaemic episode the school will administer the required corrective treatment. If necessary, the school will call the emergency services.

Storage of Medication

- When the school stores medicine it will be labelled with the name of the pupil, the name and dose of the drug and the frequency of the administration. Medication must be delivered to the school office, by a parent or adult carer. For acute conditions this medication must be stored in the School Office, Medication for Critical and long term conditions will be held in the medicine cabinet in the classroom
- Medication for management of ADHD will be stored in a locked cupboard in the School Business Manager's Office, which will remain locked when not occupied. In view of the nature of ADHD medication it must be delivered to the school office, by a parent or adult carer to ensure the tablets are counted. The school will then record administration to ensure all tables may be accounted for.
- Pupils should know where their medication is stored.
- Asthma inhalers are stored in classrooms and accessible to the pupils throughout the day.
- Care will be taken to ensure medication is not accessible by other pupils, whilst balancing the need for certain medication to be available at all times in case of emergency.

Strong/Controlled medication

Where practical, the parent or child will be asked to bring in the required dose each day. This will then be locked in the School Office.

Disposal of medicines

Parents are required to check medication in school at least termly to ensure it is in date. Parents must collect medicines held at school at the end of each academic year and provide new supplies each September where still required. Parents are responsible for disposal of date-expired medicines. Where families fail to collect medication for pupils leaving the school, it will be disposed of at the local pharmacy.

Hygiene/infection control

Staff are expected to follow basic hygiene procedure when administering medication in school. Staff should use protective disposable gloves and take care when dealing with blood or other body fluids and disposing of dressing or equipment. All clinical waste will be disposed of in Yellow sacks provided. Clinical waste is collected monthly for safe disposal. Diabetics carrying out blood tests and injections in school will be expected to provide a suitable sharps box and arrange for its disposal. Staff must pay particular attention to hygiene during COVID19 restrictions wearing appropriate PPE as provided by the school.

Emergency procedures

Designated staff have regular training in Paediatric First Aid and specific training as required for individual pupils as detailed in care plans. and know how to call the emergency services. Where staff believe a situation to be an emergency the school will call for ambulance back whilst maintaining efforts to contact the child's family. Subject to NHS COVID restrictions, any pupil taken to hospital by ambulance will be accompanied by a member of staff until a member of the pupil's family arrive.

School trips

We will actively support pupils with medical condition to participate in day trips, residential visits and sporting activities by being flexible and making reasonable adjustments unless there is evidence from a clinician such as a GP that this is not possible.

We will always conduct a risk assessment so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions can be included safely. This will involve consultation with parents/carers and relevant healthcare professions and will be informed by Health and Safety Executive (HSE) guidance on school trips.

Staff supervising excursions are made aware of any Health Care Plans, medical needs, and relevant emergency procedures. In some circumstances a parent or family carer might be invited to accompany a particular pupil in order to support their medical needs. Staff will ensure all medication detailed in Health Care Plans is available during a school trip. If staff are concerned about whether they can provide for a pupil's safety, or the safety of other pupils on a trip, the Headteacher will seek medical advice.

Sporting activities

All children with medical needs will be encouraged to take part in sporting activities appropriate to their own abilities. Any restrictions on a pupil's ability to participate in PE or games will be included in their Health Care Plan. Where new activities are introduced a risk assessment will be completed to ensure that pupils with medical conditions can be included safely. Some pupils may need to take precautionary measures before or during exercise and/or need to be

allowed immediate access to their medication. All teachers have a record of pupils' medical needs and are kept fully aware of relevant medical conditions and emergency procedures.

It is the responsibility of parents to inform club providers on the school site of their child's medical needs, to ensure they fully aware of relevant medical conditions and emergency procedures. Where possible clubs should be provided additional emergency medication.

Confidentiality

The school will treat medical information confidentially, however information to ensure the safety and well-being of the child will be shared with appropriate staff. Supply Staff will be briefed regarding pupils medical needs to ensure continuity of care in the absence of the Class teacher. Children with specific medical conditions or allergies will have relevant information stored in the class green profile folders along with their photograph and a description of their condition. Medical information is also available to staff with access to the schools Management Information System (Arbor). The school routinely share dietary and allergy information with Nourish – the School's catering provider to ensure pupils meals are appropriate to their medical conditions.

Appendices

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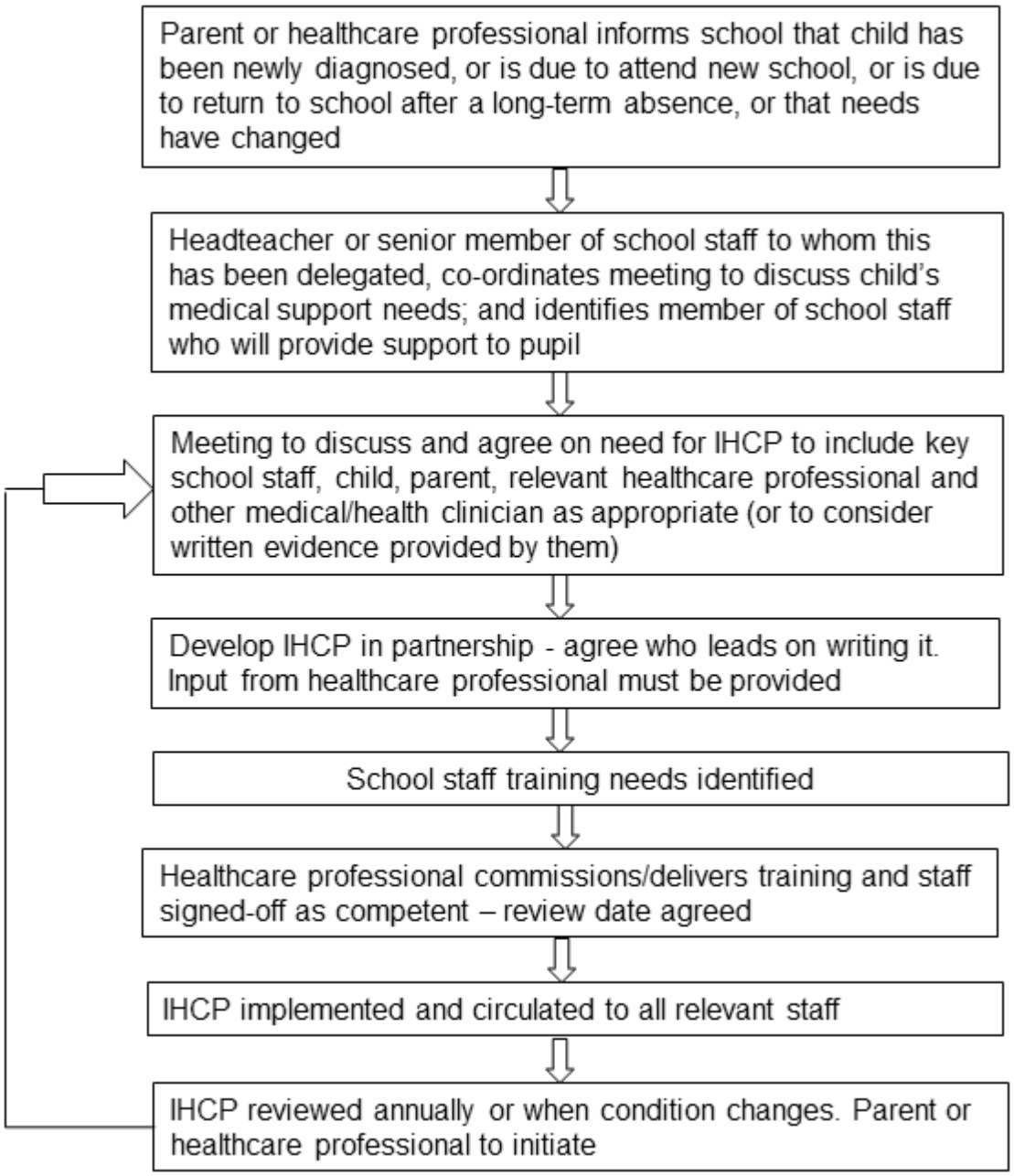
Appendix One

Model Process for developing an Individual Care Plan



Appendix Two

Health care Plan Pro Forma

Sussex Road School
Individual healthcare plan

Child's name	
Class	
Date of birth	

Medical diagnosis or condition

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision, storage requirements.

Where will medicine be kept, in School.

Daily care requirements

Describe what constitutes an emergency, and the action to take if this occurs

Arrangements for school visits/trips etc.

Additional Risk assessment required? Y/N

Staff training needed/undertaken – who, what, when

Emergency Family Contact

Name	
Phone no. (work)	
(home)	
(mobile)	

Please ensure you are contactable on at least one of these numbers at all times and advise the school immediately of any changes in contact details.

Clinic/Hospital Contact

Name	
Phone no.	

G.P.

Name	
Phone no.	

Date plan written	
Review date	
Who is responsible for providing support in school	
Plan completed by	
Signed on behalf of School	

Form copied to	Classroom File School Office SENCo Other (please define)	

Appendix Three

Parental Agreement to Administer Medicine

Sussex Road School
Parental Agreement to Administer Medicine

The school will not give your child medicine unless you complete and sign this form, and staff will only administer the medicine in accordance the Medicine in School's Policy.

Name of child	
Date of birth	
Class	
Medical condition or illness	

Medicine

Name/type of medicine *(as described on the container)*	
Expiry date	
Dosage and method	

NB: The school is only able to administer medicine at lunchtime except for critical conditions or emergency treatment i.e. inhalers or Epi-pens, etc.

Timing and end date of treatment.	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details	
Name	
Daytime telephone no.	
Relationship to child	
Address	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school's policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

I understand that I must deliver the medicine personally and accept that this is a service which the school is not obliged to undertake. I confirm I will ensure that all medication in school is 'in date' and I will ensure replacements are provided. All unused medicine will be collected by me at the end of each term or at the end of the agreed course if earlier.

Signature(s) _____ Date_____

Name of parent _____

Received by School_____ Date_____

Appendix Four

Record of medicine administered

Child's Name | Class

Date	Time	Medicine	Dose	Reactions	Signed	Print

Appendix Five

Staff Training Record

Sussex Road School
Staff Training Record

Name _____

Type of training received				
Date of training completed				
Recommended renewal				
Training provided by				
Profession and title				

I confirm that _____ has received the training detailed above and is competent to carry out any necessary treatment.

Trainer's signature _____

Date _____

I confirm that I have received the training detailed above.

Staff signature _____

Date _____

Type of training received				
Date of training completed				
Recommended renewal				
Training provided by				
Profession and title				

I confirm that _____ has received the training detailed above and is competent to carry out any necessary treatment.

Trainer's signature _____

Date _____

I confirm that I have received the training detailed above.

Staff signature _____

Date _____

Appendix Six

Contacting the Emergency Services

Sussex Road School
Contacting the Emergency Services

Ensure you call from a phone near the casualty or use a mobile phone.
Speak clearly and slowly and be ready to repeat information if asked.
In emergencies always call for an ambulance before calling the parents.

1. Dial 999
2. Ask for an ambulance and be ready with the information below
3. The school's telephone number **01732 352367 – or the mobile number you are calling from**
4. Your name
5. Your location as follows **Sussex Road School, Tonbridge, Kent**
6. State the school's postcode **TN9 2TP**
7. Provide the exact location of the patient within the school site
8. Provide the name of the child, age, known medical conditions and a brief description of their symptoms
9. Inform Ambulance Control of the best entrance to use and ensure the crew are met by a fully briefed adult, have immediate access and are taken directly to the patient
10. Do not move/pick up a child unless you are certain there is no possibility of spinal injury or fractures. Treat the casualty where they are, until they feel able to move, keep them warm. Do not give any food or drink **UNLESS YOU ARE TREATING A HYPO** in a known diabetic
11. When Paramedics arrive do not allow parents/staff/other pupils to answer questions directed to the child or to prompt the child with possible symptoms as this may hinder accurate diagnosis. Only respond when directly asked.

Appendix Seven

Health care Plan review Letter

Date

Dear

Developing an Individual Health Care Plan
****

Thank you for advising us of *******'s medical condition. I enclose a copy of the School's policy for supporting pupils at school with medical conditions, for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support the each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership between the school, parents, pupils, and where appropriate relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans may be helpful in the many cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts on their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

In order to access the possible impact of the condition I have enclosed a healthcare plan template. Please complete the areas highlighted in green and return the form to the School Office as soon as possible. On receipt of this completed form we will contact you to arrange a meeting to decide if a full Health Care Plan is appropriate based on the evidence gathered. Please let us know if you would like to invite another medical practitioner, healthcare professional or specialist to take part in the process.

In formation provided will be dealt with sensitively, however in accordance with our policy the school will share with staff members any information required to ensure the care and safety of your child.

Yours sincerely

Appendix Eight

Asthma Plan

Sussex Road School - Asthma Plan

	Class	
	Date of birth	
	Plan Written	
	GP	
	GP Phone Number	

Describe child's symptoms and triggers.

Name/type of medicine *(as described on the container)*				
Expiry date				
Dosage and method	Puffs			
	Breaths			
	Repeats			
	Total			
	Frequency			

NB: Medicines must be in the original container as dispensed by the pharmacy

Special precautions/other instructions	
Does your child use a Spacer y/n	
Self-administration – y/n	
Permission to carry own medicine y/n	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school's policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

I confirm I will ensure that all medication in school is 'in date' and I will ensure replacements are provided. All unused medicine will be collected by me at the end of each term or at the end of the agreed course if earlier.

I give permission for my child to use a school Reliever Inhaler in an emergency where their own inhaler is unavailable.

Signature(s) _____
Date_____

Name of parent _____

Received by School_____
Date_____

Form copied to	Classroom File School Office SENCo	

Appendix Nine

Asthma Emergency Procedures
Printed on the reverse of all Asthma Plans

INSERT CHILD NAME HERE has Asthma

The school appreciates that a significant or life-threatening Asthma attack may occur unexpectedly and the need to deviate from the normal treatment regime will be required to support a child pending arrival of additional support.

A severe asthma attack may cause symptoms such as: -

- **Shortness of breath, audible wheezing.**
- **Can't speak in full sentences.**
- **Feel breathless even when lying down.**
- **Chest feels tight.**
- **Bluish tint to their lips.**
- **Feel agitated, confused, or can't concentrate.**
- **Hunched shoulders and strained abdominal & neck muscles.**

Where the school considers the attack to constitute an emergency the following treatment guidance is given to all staff and will be implemented for any child with a diagnosis of Asthma

- **Reassure the child and administer their reliever inhaler (usually blue) immediately. The School holds a supply of Reliever inhalers for emergency use, together with spacers if required.**
- **Sit the child down and ensure that any tight clothing is loosened. Do not lie them down.**
- **Never leave a child suffering an asthma attack. Use emergency Red Heart Card to summon additional adult help, or to cover for the class.**
- **If no immediate improvement is noted continue to give one/two puffs of their reliever inhaler every minute for five minutes (up to 10 puffs) or until symptoms improve.**
- **If their symptoms do not improve, or you are in doubt, call 999**
- **You will need to give your details the schools address and the child's name age symptoms and treatment received. These questions will not delay the ambulance.**
- **Remember to tell the emergency services that the child has asthma**
- **Continue to give one/two puffs of their reliever inhaler every minute until help arrives.**
- **Always report Asthma attacks to the family even if brought under control in school without external agency intervention, as a GP review may be required**

Appendix Ten

Asthma Plan cover letter

Date

Dear

Asthma Plan
****

Thank you for advising us that ******* suffers from asthma. I enclose a copy of the School's policy for supporting pupils at school with medical conditions, for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership between the school, parents, pupils, and where appropriate relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans may be helpful in the many cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts on their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

I have enclosed a copy of the School's asthma plan. Please complete the areas highlighted in green and return the form to the School Office as soon as possible.

In formation provided will be dealt with sensitively, however in accordance with our policy the school will share with staff members any information required to ensure the care and safety of your child.

Yours sincerely