



St. Mary's C of E Primary Academy  
COLLABORATIVE LEARNING TRUST



**Let your light shine before others, that they may see your good deeds  
and glorify your Father in heaven.  
Matthew 5:16**

# **Managing Medication and Medical Needs Policy July 2024**

**Agreed by Governors 10.7.2024**

**To be reviewed: July 2026**

## **Introduction**

St Mary's C of E Primary Academy is committed to the inclusion and support of pupils with medical needs. We work with the child, parents/carers and other professionals to ensure that children have the fullest possible access to education. We understand that not all children with the same medical condition will have the same needs and so we work closely with families and agencies to gain an insight into the child's needs and how they can be met in school. This policy has been written in compliance with Section 100 of The Children and Families Act 2014 and with regard to 'Supporting Pupils at School with Medical Conditions' guidance from The Department of Education (December 2015).

## **Role of the Governing Body**

- Governing bodies are legally responsible under Section 100 of the Children and Families Act 2014 to make arrangements to support pupils with medical conditions and must have regard to the new guidance.
- The governing body must ensure that arrangements are in place to support pupils with medical conditions and that policies, plans, procedures and systems are properly and effectively implemented.
- The governing body will regularly audit their policies relating to supporting pupils with medical conditions, to ensure that healthcare plans are being adhered to, the correct training is being given and the appropriate people are providing the necessary care.
- The governing body will ensure that school develops a policy for supporting pupils with medical conditions that is reviewed regularly and is readily accessible to parents and school staff.

## **Role of the Head Teacher**

- The Head Teacher will ensure there are named members of staff in place to implement the medical needs policy.
- The Head Teacher will ensure that sufficient trained numbers of staff are available to deliver against IHCPs, including contingency and emergency situations.
- The Head Teacher will make sure school staff are appropriately insured to support pupils with medical conditions.
- The Head Teacher will ensure staff are suitably supported in their work with medical needs and that identified members of staff have received First Aid Training.

## **Role of named staff for Medical Needs**

The named staff with responsibility for medical needs are:

- Jessica Crisp (Head of School) – policy writing and implementation
- Karen Shields (Office Manager) – administration and record keeping, parental liaison, collecting information from new starters
- Across school we have appropriately trained first aiders. This first aid training does not replace specific training or qualify staff to support individuals with medical needs but does ensure we can respond effectively to any emergency situations for all pupils.
- Paediatric First Aiders are: Micaela Vos, Kerry Pattison, Lisa Robinson, Louise Bailey, Jo Williamson

## **Role of Teachers and Support Staff**

- Any member of school staff may be asked to provide support to pupils with medical conditions, although they cannot be required to do so unless specifically stated in their job description.
- All staff should take into account the medical needs of the children they teach and make adaptations and alterations where necessary.
- All staff should have an awareness and understanding of any IHCPs, Allergy Action Plans or Asthma Plans for children in their care.
- Teachers should identify children with medical needs as part of educational visit risk assessments.
- School staff should raise any concerns about a child's medical needs with a named member of staff.
- All staff should be a point of contact for parents of children with medical needs and should pass any relevant information to named staff.
- All staff should ensure records are kept of any medicines administered.
- All staff should ensure children have access to their medication where appropriate (inhalers).

## **Role of Parents/Carers**

- It is the responsibility of parents/carers to ensure school have up to date information regarding a child's medical needs.
- Parents/carers must bring the correct, in date, medication in school complete with pharmacy dispensing label.
- Parents/carers must make every effort to ensure their child is well enough to attend school. If a medical need is impacting on a child's attendance and access to education, advice can be sought from our Assistant Head Teacher (Susan Stevenson) or Head of School (Jessica Crisp).
- Medical appointments should be made outside of school hours wherever possible. Where not possible, school should be notified of appointments.
- Where school raises concerns around the medical needs of a child, it is the responsibility of the parents/carers to access medical advice.
- Parents/carers must correctly dispose of any medicines that are no longer required/out of date.

## **Identification, Provision and Support**

Medical needs are established by healthcare professionals. Once a need has been established, parents/carers must share this information with school and we ask that parents/carers give their consent for healthcare professionals to share information and reports with us directly. If school has medical concerns about a child, we will discuss this with the parents/carers and support them in the appropriate course of action.

School follow the advice of healthcare professionals in terms of provision and support. We ensure that appropriate training is planned and delivered to individuals and groups of staff who will have responsibility for supporting a child with medical needs. The Head Teacher and Deputy Head Teacher ensure that sufficient numbers of staff receive training and that there are contingency plans for staff absence. A record of such training will be kept by the Deputy Head Teacher.

Children with identified medical needs will have an IHCP (Individual Healthcare Plan), an Allergy Action Plan or an Asthma Plan where required. These plans are usually for longer term, more complex cases where emergency intervention could be likely. They will outline their needs, emergency procedures, medication

information and contact details. These plans are written by, or with, healthcare professionals, parents/carers and are shared with the child and all relevant staff. Not all children will require an IHCP, Allergy Action Plan or Asthma Plan. In the case of children with allergies, this information will be shared with the school kitchen. All children with food allergies wear a white special diet band at lunch time. Staff must ensure that children have the appropriate medication in school and that plans are adhered to.

Children with medical needs are fully supported through transitions both within school (class to class, key stage change) and when they move to another school (end of KS2 or mid-year transfer). This involves sharing current provision and support in place and the names of relevant professionals and agencies.

School will not take the temperature of a child to see if they are unwell and they will not decide if a medication is needed to be administered.

### **Medication in School (short term)**

- Medicine should only be taken in school when essential and when it would be to the detriment of the child if they were not taken during school hours.
- Only medication prescribed by a doctor is usually allowed in school and, in the case of antibiotics/paracetamol, would need to be prescribed at a minimum of 4 times a day. Medicines such as this would be kept in the school office and refrigerated if required. Any other long term medicines such as Adrenaline Auto Injectors or insulin are stored as recommended.
- Medicines such as antihistamines or travel sickness tablets which are 'one-a-day' should be taken at home.
- Medications brought into school must be in the original container as dispensed at the pharmacy with the instructions clearly displayed on the label. They must also be clearly marked with the child's name. School will not accept medication that has been removed from the original container.
- School will not make changes to prescribed dosages, regardless of parental instruction.
- Parents/Carers must complete a Parental Agreement for Administering Medicine form fully before any medication is administered by the school.
- Non-prescription medicines or over the counter medicines will only be administered in exceptional circumstances and this must be discussed and agreed by the Head Teacher or Deputy Head Teacher in advance. These include cough sweets, cough medicines, pain killers and skin creams (this list is not exhaustive). If this is agreed then a Parental Agreement for Administering Medicine form must be completed by the parent/carer (see Appendix A).
- Controlled drugs will be stored in the school office and will only be accessed by staff. During educational visits the controlled drugs will be carried by trained staff only.
- Children with asthma keep their inhalers in the classroom but should be taken to PE lessons or other activities. Children in UKS2 can carry their own inhalers on their person but must notify a member of staff if they need to take their medication. School has an emergency inhaler that can be administered to all children who currently have an inhaler and have signed consent from parents/carers.
- Children in EYFS and KS1 will have their inhalers stored out of reach, but within easy access in their classrooms. All staff working in the classroom should know which children have an inhaler and where they are kept.
- All administration of medicines is recorded on appropriate paperwork by the school office or, for inhalers, by the class teacher. Once a record sheet is full it should be scanned and uploaded to CPOMS (see Appendix B and C).

- If there are any errors in the administration of medicine (e.g. a required dosage of medication is missed or the wrong dosage is given) then the school office or class teacher should inform the Head Teacher directly and immediately and parents/carers should be informed directly and immediately.
- Medicine should always be signed in at the school office by an adult. No medicines should be sent to school with children.

### **Long Term Medical Conditions**

A full Individual Health Care Plan will be drawn up for a child with long term medical needs (see Appendix D). This will be completed in conjunction with the appropriate healthcare professionals and parents/carers/ The plan will identify the medical condition, daily care requirement, emergency action to be taken, when action should be taken, name of people who will be involved and list any necessary follow up care. The content of the plan is confidential and sensitive. It will be shared with staff working directly with the child and a copy will be stored on CPOMS.

### **Refusal to Take Medicine**

No child will be forced to take medicine. If the child refuses to take medication a record will be made and the parent/carer will be contacted directly and immediately. If the parent/carer cannot be contacted then medical advice will be obtained.

### **Educational Visits, Extra-Curricular Activities, Travel and Risk Assessments**

When on an educational visit, the medical needs of individuals form part of the standard risk assessment. In more complex cases, or where the nature of the need presents certain risks, an individual risk assessment will be carried out. These additional risk assessments would be used to ensure a visit was suitable for a child. Appropriate training or staffing would be provided for extra-curricular activities for children with medical needs.

It is the responsibility of the Local Authority to ensure children with more complex medical needs can access home to school transport if required.

### **Special Educational Needs**

A child with medical needs will not be listed on the school SEND register unless the medical need impacts significantly on their educational attainment and progress. If a special educational need is established through school processes, provision and support will be put in place as appropriate and with regard to and consideration of the child's medical needs.

This policy has been written in compliance with:

- Supporting Pupils at School with Medical Conditions: Statutory guidance for governing bodies of maintained schools and proprietors of academies in England (December 2015)
- Section 100 of The Children and Families Act 2014
- Section 5 of the Leeds Health and Safety Handbook for Schools.
- Health and Safety at Work Act 1974 - includes procedures for supporting children with medical needs
- The Children's Act 1989 – safeguards and promotes child's welfare.
- Section 3 of the Children Act 1989 confers a duty on a person with the care of a child (who does not have parental responsibility for the child) to do all that is reasonable in all the circumstances for the purposes of safeguarding or promoting the welfare of the child.
- Education (School Premises) Regs. 1999 – requires that there is a room in every school appropriate for medical purposes (containing a basin and near to the toilet).

**This policy should be read alongside the SEND Policy, the Intimate Care Policy, the Accessibility Policy and Plan.**

Policy Written by Trevor Marsden (Head Teacher) March 2023  
Policy Reviewed and Updated by Jessica Crisp (Deputy Head Teacher) July 2024  
Policy Reviewed and Updated by Jessica Crisp (Head of School) December 2025

## Appendix A – Parental Agreement for School to Administer Medicine



### Parental Agreement for School to Administer Medicine (June 2024)

St Mary's C of E Primary Academy has a policy in place to stated that staff can administer medicine however, we will not administer medicine unless this form is completed and signed by a parent or carer.

Date for review to be initiated by	
Name of school/setting	St Mary's C of E Primary Academy
Name of child	
Date of birth	
Class	
Medical condition or illness	

#### Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Medication correctly labelled	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – yes/no	
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	
I understand that I must deliver the medicine personally to	[agreed member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to St Mary's C of E Academy staff administering medicine in accordance with the school 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.

Signature(s) \_\_\_\_\_

Date \_\_\_\_\_

Appendix B – Record of Medicine Administered to an Individual Child



**Record of Medicine Administered to an Individual Child**

Name of school/setting	St Mary's C of E Primary Academy
Name of child	
Date medicine provided by parent	
Class	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature \_\_\_\_\_

Parent/Carer signature \_\_\_\_\_

<b>Date</b>				
<b>Time Given</b>				
<b>Dose Given</b>				
<b>Name of Staff</b>				
<b>Staff Initials</b>				

<b>Date</b>				
<b>Time Given</b>				
<b>Dose Given</b>				
<b>Name of Staff</b>				
<b>Staff Initials</b>				



Name of school/setting	
Child's name	
Class	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	
<b>Family Contact Information</b>	
Name	
Phone no. (work)	
(home)	
(mobile)	
Name	
Relationship to child	
Phone no. (work)	
(home)	
(mobile)	
<b>Clinic/Hospital Contact</b>	
Name	
Phone no.	
G.P.	
Name	
Phone no.	
Who is responsible for providing support in school	

## Individual Health Care Plan

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

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips ~~etc~~

Other information

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

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to