



Medical Conditions Policy

St Barnabas CofE Primary School

Approved by:	St Barnabas LGB
Last reviewed on:	March 2025
Next review due by:	March 2026

This policy supersedes all previous Medical Conditions policies

Supporting Pupils with Medical and Dietary Needs

1. Introduction

1.1 This policy aims to show:

- a) Procedures involved for the development of healthcare plans
- b) Specific procedures for managing prescription medicines which need to be taken whilst in school
- c) A clear statement on the role and responsibilities of staff for managing and administering or supervising the administration of medicines
- d) A clear statement of parents' responsibilities in respect of their child's medical needs and written agreement for medicines to be administered to their child
- e) Staff training in dealing with medical needs
- f) Storage of medicines within the school
- g) Long term medicine administration
- h) Non-prescribed medicines
- i) Managing asthma, diabetes, epilepsy and anaphylaxis
- j) Risk assessment and management procedures

2. Individual Healthcare Plans

2.1 The main purpose of an individual healthcare plan for a pupil with medical needs is to identify the level of support that is needed at school. The school, in consultation with medical professionals, parents/carers and pupils, will make judgements upon the pupil's ability to cope with poor health or a particular medical condition. It will be agreed together what measures need to be taken to ensure the health and safety of a pupil.

2.2 Healthcare plans are determined upon information provided to the school by parents/carers through the school's admissions process. The following process is used to obtain a healthcare plan for a child:

- a) The school office will notify the Office Manager & Pastoral Manager of any child whose parent/carer has disclosed that their child has a medical need, dietary need or suffers from any allergies.
- b) The Office Manager & Pastoral Manager will review the information and where appropriate seek the parents/carers consent to make a referral to the school nurse or specialist nurse/consultant for guidance and support.
- c) Upon receiving the appropriate consent for the referral, the Office Manager or Pastoral Manager will scan a copy of the referral form across to the appropriate agency.
- d) A member of the school nurse team/specialist nurse will make direct contact with the parent/carer of the child and arrange a meeting.
- e) During the meeting the needs of the child will be discussed and if necessary, a health care plan will be drawn up.
- f) The school nurse will meet with the Office Manager or Pastoral Manager and any other school

personnel who may need to be involved in the child's on-going care whilst within the school.

g) It will be agreed who is the most appropriate staff member to administer medication and attend training provided by the specialist nurse.

2.3 The health care plan will indicate:

1. Pupils' details
2. Details about their medical needs, signs, symptoms and treatments.
3. The resulting needs of the pupil, including medication, facility requirements, dietary requirements and environmental issues.
4. Specific support for the pupils' educational, social and emotional needs
5. Level of support needed, including emergencies and if self-managing their medication.
6. Details on who will provide support and their training needs and cover arrangements
7. Written permission from parents/carers for medication to be administered or self-administered by pupil during school hours.
8. Procedures regarding school trips and other school activities including curriculum access
9. Procedures required in an emergency

A copy of the plan will be available in the school office and in the child's classroom with their medication in the class grab bag.

A copy of the plan will also be held on file within the child's school admissions file.

The Office Manager & Pastoral manager **will** review all EHCPs annually or as and when changes occur. The school nurse team will be involved if required to do so.

3. Managing Prescription Medicines

3.1 Medicine should only be brought into school when essential; that is where it would be detrimental to the child if the medicine was not administered during the day. Medicines must be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration. The label must be legible to read clearly, including the name of the child. Staff will only administer medicine if the label states that it is required 4 times daily.

3.2 THE SCHOOL CANNOT ACCEPT MEDICATION THAT HAS BEEN TAKEN OUT OF THE CONTAINER AS ORIGINALLY DISPENSED NOR MAKE CHANGES TO DOSAGE ON PARENTAL INSTRUCTIONS.

4. Parental Consent Form

4.1 If medicines need to be administered parents /carers must complete a medication administration form

(Appendix A). This can be completed via an online request.

4.2 Staff must ensure that the form is completed fully before accepting the medication.

5. Refusing Medication

5.1 If pupils refuse to take their medication the school will not force them to do so. However, the school will contact the pupil's parents/carers as a matter of urgency to let them know that the child has refused their medication.

6. Storage of Medication

6.1 Pupils, staff and parents/carers will be told where their medication is stored and where to collect it at the end of each day.

6.2 A few medicines, such as asthma inhalers, insulin, adrenaline pens must be readily available to pupils and staff and must not be locked away and kept within easy reach for the child during their day at school. Grab bags with all children's medication, IHCP & consent forms are in the classrooms. Accompanying medical forms will be also kept within the grab bag in the red folder along with care plans for EpiPens.

6.3 Some medications must be stored within a fridge. The school has a nominated fridge, which is lockable, just for medication. The temperature of this fridge is recorded every half term. If temperature sensitive medication is received, temperature checks will be carried out weekly.

7. Emergencies

7.1 Staff will follow emergency procedures as set out in the healthcare plan.

8. School Trips & Excursions

8.1 Medicines will be administered on trips and excursions where it would be detrimental to a child's health not to do so. Parents/carers will need to complete the appropriate authorisation form.

8.2 A designated member of staff, usually the first aider or class teacher, will be responsible for the transportation, control and administration of medicine for the duration of the excursion/trip. The designated person will ensure medical records and medication consent forms are taken also or have access to medical tracker.

8.3 A risk assessment should be carried out so that planning arrangements take account of any steps needed to ensure the pupil's medical needs are included.

8.4 There must be at least one member of staff who is trained to administer the required medication on any trip.

9. Sporting Activities

9.1 Most pupils with medical conditions can participate in extra-curricular sport or the PE curriculum. Any restrictions on a pupil's ability to participate in PE must be included in the pupil's individual

healthcare plan. Teachers supervising sporting activities should be aware of relevant medical conditions and emergency procedures.

9.2 Grab bags should be taken when activities are away from the classroom.

10. Roles & Responsibilities for Managing & Administering Medicines

10.1 Staff will ensure that parents/carers requesting administration of medicines for their child complete a medication consent form (Appendix A).

10.2 Before accepting the medicine, staff must ensure they:

- a) Check the medicine name, previous dosage details, prescribed dose, expiry date, and child's name, written instruction provided by prescriber on label or container (typed in most cases).
- b) On receipt of medicines these should be taken and immediately stored within the medicine fridge or in the first aid box where appropriate.
- c) Medicine may only be administered by a trained staff member unless the pupil self-administers.
- d) Before administering medication to a child an additional colleague needs to also witness the medication name, previous dosage details, prescribed dose, expiry date on medicine/label, and written dosage on the medication permission form and stay whilst the medicine is administered or self-administered.
- e) The log is to be recorded and witnessed by the additional adult. Medication administration is to be recorded on Medical Tracker and notifications to parents sent.
- f) All completed medical forms must be sent to the school office to be filed within the child's admissions file.

Parent's/Carers Roles & Responsibilities

10.3 Parents/Carers have the prime responsibility for their child's health and should provide the school with information on their child's medical needs/conditions.

10.4 Parents /Carers requesting medicines to be administered during the school day must ensure that they provide:

- a) Information on the reason for medication
- b) Previous dosage details at home
- c) Medicines are clearly labelled with child's name
- d) Prescribed dose
- e) Expiry date of medication
- f) Sign medication consent form. In the case of online medication forms, submission of a completed form will be deemed as a parent signature.

10.5 Parents/Carers will hand over the medication every day to a member of the office staff. This will be checked against paperwork and the amount being handed over will be checked. Staff will check the amount of medication returned at the end of the day. Children are not to bring in medication. Medication will be handed back to an adult at the end of the day from the office and not to a child.

10.8 Parents have a responsibility to ensure that the school has the appropriate amount of medication in school and that any medication that is past its expiry date is replaced.

11. Medical Needs Staff Training

11.1 Training will be given regarding the administration of medicines or regarding the caring or supporting of a child with specific medical needs. Frequency of training for all staff should be refreshed regularly to enable settings to be fully inclusive. If a child with Epilepsy/Seizures requires emergency rescue medication (e.g. Buccolam) training MUST be accessed before staff can administer this medication and then updated annually.

12. Responsibilities

Parents/Carers

12.1 Parents/Carers are responsible for providing the school with sufficient information about their child's medical condition and treatment or special care at school. They should, with staff, jointly agree on the school's role in supporting the pupil's medical needs.

12.2 Parents have a responsibility to ensure that the school has the appropriate amount of medication in school and that any medication that is past its expiry date is replaced.

The Governors

12.3 The Governing Body should ensure:

- a) The school's policy covers the role of individual healthcare plans in supporting pupils at school with medical conditions.
- b) That Individual healthcare plans are implemented and shared with all who are relevant to the welfare of the pupil.
- c) That the care plans have appropriate information as set out in statutory guidance
- d) Arrangements are made to support pupils with medical conditions in school
- e) That sufficient staff have received suitable training and are competent before they take responsibility to support children with medical conditions.
- f) That appropriate records in regards to administering of medication are kept and monitored.
- g) That arrangements are clear and unambiguous about the need to support pupils with medical conditions to participate in school trips and visits, or in sporting activities and not prevent them from doing so.
- h) That the policy indicates what should happen in case of emergencies.

Head Teacher

12.4 Head teacher should ensure that:

- a) The school's policy is developed and effectively implemented by all stakeholders.
- b) Staff are aware of pupils who have an Individual healthcare plan.
- c) Sufficient trained numbers of staff are available to implement the policy and deliver against the pupil's Individual healthcare plan.

- d) They have overall responsibility for the development of Individual healthcare plans.
- e) Staff are appropriately insured and aware they are to support the pupils.
- f) Appropriate contact is made with health professionals if any child has a medical condition that may require support.

Staff

12.5 Any member of school staff may be asked to provide support to pupils with medical conditions, including the administration of medicines. Staff need to agree that they are happy supporting the child. Staff lists of who is trained in which area of first aid administration or specialized care are noted in the First Aid Policy.

12.6 School staff should receive sufficient and suitable training and achieve the necessary level of competency before they take on the responsibility to support pupils with medical conditions. They should read and implement procedures as set down in the Individual Healthcare plan and follow emergency procedures if required.

Pupils

12.7 Pupils who have a medical condition will often be best placed to provide information about how their condition affects them. They should fully be involved in discussions about their medical support and contribute as much as possible to the development of and comply with their Individual healthcare plan.

Appendix A
Parental agreement for school/setting to administer medicine

The school/setting will not give your child medication unless you complete and sign this form, and the school/setting has a policy that staff can administer medication.

NOTE: Medicines must be supplied in their original container as dispensed by the pharmacy.

Name of School: St Barnabas CE Primary

School Date:

Child's Name:

Class:

Medical Condition:

Medication Name/
Strength:

Expiry Date:

Dosage/how much
to give and how long for:

End date to give medication

When to give/time

Time last dose administered

Date for review

(Annual or when needs change)

Contact Number for Parent

& Address for Parent

GP Name

GP Tel No

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

Parent Signature

Parent Name

Date

If more than one medicine is to be given a separate form must be completed for each one.

