

SUPPORTING PUPILS WITH MEDICAL CONDITIONS/ NEEDS POLICY

Many pupils will, at some time have a medical condition that may affect their participation in school activities, for some this will only be short term. Other pupils may have medical conditions, which, if not properly managed, could limit their access to education. These are regarded as having Medical Needs.

Most pupils with medical needs are able to attend school regularly and with some support from the school, take part in most normal school activities. School staff may need to exercise extra care in supervising some activities, to ensure that these pupils with medical needs and others are not put at risk.

Governing Body

- Has general responsibility for all school policies
- Will generally want to take account of the views of the Headteacher, the staff and parents/carers in developing a policy on assisting pupils with medical needs
- We follow the Health and Safety policies and procedures produced by the education authority
- Should ensure that written records are kept of all medicines administered to children

Parents/Carers

- It is the parent's/carer's responsibility to make sure that their child is well enough to attend school. If the child is unwell, the parents should keep the child at home
- Parents/carers should provide sufficient information about their child's medical condition, treatment and/or special care needed at school, letting the school know of any changes to a prescription or the support needed to administer medication
- By completing the initial admission form or the medical consent form, the school will only give information about the pupil's health to staff on a need to know basis
- Ensure that medication is in date, clearly labelled - on the medication itself, this should include: name of child, class, name of medication, dose and frequency
- Ensure that the medication is provided in the original container as dispensed by the pharmacist and includes the named instructions for administration, dosage and storage. This includes insulin to be administered via a pump or injection pen
- It is the responsibility of the parent/carer to ensure that their child's medication is in date

The School

- The school's designated person is Melanie Havelock, Assistant Headteacher for Inclusion who works closely with the Mrs Page, Headteacher, Mr Wye, Business Manager and Mrs Jenkins, First Aid Officer.
- The designated person is responsible for ensuring that all staff undertake appropriate training in order to support its pupils. Courses are available from Health Care Professionals including; use of an auto injector for children with severe allergic reactions, diabetes, epilepsy and asthma
- All staff are expected to use their best endeavours at all times, particularly in emergencies
- The school must make sure that correct procedures are followed, keeping accurate records for each child and each incident and liaise with parents accordingly

- No medication will be administered without parental permission apart from AAI's in an emergency
- The Headteacher is ultimately responsible for the day to day decisions about administering medication to children who have medical needs
- The Headteacher should make sure that staff follow the school's documented procedure, following guidance from the education authority, they should be fully covered by their employer's public liability insurance should a parent make a complaint
- An INDIVIDUAL HEALTH CARE PLAN (IHCP) can also help schools to identify the necessary safety measures required to support pupils with medical needs if and when required (recommend medical conditions at school health care plan available from: www.medicalconditionsatschool.org.uk)

School Staff (Teaching and Non-teaching)

- 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
- In the case of a child who has been diagnosed with Epilepsy, details on the condition and treatment will be included in their IHCP (Individual Health Care Plan) which the teacher will have access to. Further information is available at <https://www.epilepsy.org.uk/info/first-aid>
- In the likelihood of any emergency arising, staff should be aware of actions that would need to be implemented. Please see the section on Emergency Procedures below.
- Back-up cover should be arranged for when the member of staff responsible is absent or unavailable and should ensure that those covering are made aware of any medical need.
- At different times of the day other staff may be responsible for pupils (i.e.; Lunchtime controllers and cover staff). It is important that they are given information as appropriate. If staff notice a deterioration in a pupil's health over time (or changes to regular routine), they should inform the class teacher, who should in turn inform the parents/carers. A record book for phone calls to a child's parent/carer is kept in the school office.
- Be aware of any infectious disease protocol and their exclusion periods which includes diarrhoea and vomiting. Details can be found from the link below: <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/children-and-young-people-settings-tools-and-resources#exclusion-table>

Administering Medication

- Any member of staff who agree to accept responsibility for administering prescribed medication to a pupil should have proper training and guidance and should check the following: -
 1. The pupil's name
 2. Written instructions provided by parents or doctor
 3. Prescribed dose and frequency
 4. Expiry date of medication
- He or she should be aware of possible side effects of the medication and what to do if they occur
- School staff should generally not give any non-prescribed medication to pupils i.e. aspirins, paracetamol. **A child under 12 should never be given aspirin, unless prescribed by a doctor.** If a pupil suffers from acute pain i.e. Migraine, the parents/carers should authorise and supply appropriate painkillers, with written instructions as to dosage and times. Two members of staff should supervise the pupil taking the medication and notify the parents/carers, in writing, on the day painkillers are taken

- The school holds separate policies for Asthma and Allergies
- No pupil under 16 should be given medication without his/her parents/carers written consent
- It is good practice to have the dosage and administration witnessed by a second adult
- It is good practice to allow pupils who can be trusted to manage their own medication from a relatively early age (parents/carer should state this on the IHCP). If doing so, two members of staff should supervise them at all times
- If a pupil refuses to take medication, staff should not force them to do so. The school should inform the parent/carer as a matter of urgency, and if necessary, call the emergency services
- Some medicine needs to be refrigerated. Medicines can be kept in a refrigerator containing food, **but should be in an airtight container and clearly marked**
- Medicines will be stored safely and be accessible to those it is prescribed for
- Parents/carers should collect medicines held at school and are responsible for the disposal of date expired medication

There is no legal duty which requires school staff to administer medication, this is a voluntary role.

Hygiene/Infection Control

- All staff should be familiar with normal precautions for avoiding infection and must follow basic hygiene procedures
- Staff should have access to protective disposable gloves and take care when dealing with spillages of blood or other body fluids and disposing of dressings or equipment

Emergency Procedures

- All staff should know how to call the emergency services
- All staff should know who is responsible for carrying out emergency procedures in the event of need
- A pupil taken to hospital by ambulance should be accompanied by a member of staff who should remain until the pupil's parents/carer arrives
- Generally, staff **should not** take pupils to hospital in their own cars. However, in an emergency it may be the best course of action. That member of staff **should be accompanied** by another adult and have public liability vehicle insurance i.e., for business use
- If possible, a copy of the child's IHCP should accompany the child to A&E with prior parental permission
- During fire alarm procedures or lockdown, the individual child's medication should accompany the child, as well as a first aid kit.

School Trips

- It is good practice for schools to encourage all pupils to participate in school trips whenever safety permits
- Staff supervising excursions and overnight trips should always be aware of any (additional) medical needs and relevant emergency procedures
- It may be advisable/appropriate for an additional supervisor or parent/carer to accompany a pupil with particular medical needs.

Sporting Activities

Most pupils with medical conditions can participate in extra-curricular sport or in the PE curriculum, which is sufficiently flexible for all pupils to follow in ways appropriate to their own abilities

- For many, physical activity can benefit their overall social, mental and physical health and well-being
- Some pupils may need to take precautionary measures before or during exercise and-or need to be allowed immediate access to their medication, if necessary
- Staff supervising sporting activities should always be aware of any medical needs and relevant emergency procedures. A generic first aid box should accompany a class when away from the classroom for an outside activity, along with the **class** first aid bag containing individual children's medications eg; asthma medications and epi-pens.



Asthma Policy
September 2026 Final



Allergy Policy
September 2026 Final

OLDFIELD PRIMARY SCHOOL

MEDICAL CONSENT FORM

Please accept this form as consent for a member of staff to administer the following medicine to my child

NAMECLASS

Medication

Expiry date

DosageTime

Signed Parent/Carer Date

Signed Staff member 1 Date

Signed Staff member 2 Date

Oldfield Primary School - Record of medicine administered to all children

Class

Date	Child's name	Time	Name of medicine	Dose given	Any reactions	Signature of staff x2	Print names x 2