

Stock Church of England Primary School



Supporting Children with Medical Needs Policy

Agreed by Governing Body: 30/9/25

Date of Next Review: 1/3/27

Overview

Section 100 of the Children and Families Act 2014 places a duty on governing bodies of maintained schools, proprietors of academies and management committees of PRUs to make arrangements for supporting pupils at their school with medical conditions.

Children and young people with medical conditions are entitled to a full education and have the same rights of admission to school as other children. This means that no child with a medical condition can be 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 their safeguarding duties, governing bodies should ensure that pupils' health is not put at unnecessary risk from, for example, infectious diseases. They therefore do not have to accept a child in school at times where it would be detrimental to the health of that child or others to do so.

Responsibility of Governing Body

- Pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.
- Governing bodies must ensure that arrangements are in place in schools to support pupils at school with medical conditions. Specific support for the pupil's educational, social and emotional needs to be considered, planned and managed.
- Governing bodies should ensure that school leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are properly understood and effectively supported.
- Some children with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. Where this is the case governing bodies must comply with their duties under that Act.

Responsibility of Parents and Carers

Parents and carers have the principal responsibility for the administration of medication to their children who have the right to be educated with their peers, regardless of any short or long-term medical needs. They have the right to a fully inclusive broad and balanced curriculum.

It is preferable for medication to be given at home whenever possible. If medicines are prescribed to be taken three or more times per day, parents should ask the prescribing doctor if the administration can occur outside normal school hours.

Non-prescription medication should not normally be administered in school unless stipulated on a child's individual care plan.

Responsibility of School Staff

The main set of circumstances in which requests may be made to the Headteacher to deal with the administration of medicines to pupils at school is in the case of chronic illness or long-term

complaints such as asthma, diabetes or epilepsy. In addition, requests may be necessary for school trips that extend beyond the school day and/or are residential.

Each request for prescribed medicine to be administered to a pupil in school should be considered on its merits. The head should consider the best interests of the pupil and the implications for the school. Staff administering prescribed medication in accordance with appropriate training or the details supplied by the parent or carer may rest assured that they are covered by the County Council's insurance policy.

It is generally accepted that school staff may in some incidences administer prescribed medication whilst acting in loco parentis. However, it is important to note that this does not imply a duty upon school staff to administer medication and the following should be considered:

- No member of staff should be compelled to administer medication to a pupil
- No medication can be administered in school without the agreement of the Headteacher or the School Business Manager.
- If it is agreed that medication can be administered, a named person should be identified to administer it.
- Appropriate guidance and training where necessary has been given to the administering person
- Parents or carers requesting administration of prescribed medication should be given a copy of this document and asked to complete a 'Parental Request for Medication to be Administered form' which are kept in the school office. Completion of this form safeguards staff by allowing only prescribed medication to be administered
- School staff may consult with the Health Service to liaise with the person prescribing medication to enquire whether it can be given outside of school hours. This may reduce to a minimum the amount of medication being given in school. Staff may also consult with the School Health Service with regard to administration of any medication

Procedures to be followed

1. If medication cannot be given outside of school hours, parents or carers should fill in a request form giving the dose, the method of administration, the time and frequency of administration, other treatment, any special precautions and signed consent.
2. All essential medication should be brought to school by the parent or carer and NOT the pupil. It should be delivered personally to the school office. Only the smallest practicable amount should be kept in school.
3. All medication taken in school must be kept in a clearly labelled pharmacy bottle, preferably with a child safety top which must give the owner's name, contents and the dosage to be administered.
4. Whilst medication is in school it should be kept in a suitable cupboard away from the children i.e. in the locked fridge, medical cupboard or in the office, and should be readily accessible to the named person administering. The exception to this is the use of an inhaler.
5. When medication is given, the name, dose and the mode of administration, time of the dose and date of expiry should be checked. A written record should be kept of the time it was

given and by whom to avoid more than one person giving a dose. This should be kept with the parental consent form.

6. Where any change of medication or dosage occurs, clear written instructions from the parent/carer must be provided. If a pupil brings to school any medication for which consent has not been given, the staff of the school will refuse to administer it and parents/carers will be contacted immediately.
7. Renewal of medication which has passed its expiry date is the responsibility of the parent or carer.
8. In all cases where, following the administration of medication, there are concerns regarding the reaction of the pupil, medical advice should be sought immediately.

If in doubt about any of the above procedures the member of staff should check with the parents or carers or a health professional before taking further action.

Refusal or Forgetting To Take Medication

If pupils refuse or forget to take medication, the school should inform the pupil's parent or carer as a matter of urgency. If necessary, the school should call the emergency services.

Further Guidance Relating to Children with Specific Medical Needs

A very small number of children need medication to be given by injection, epi-pen or other routes. This is an unusual circumstance and the arrangements are best worked out between the school, parents, school doctor/nurse and the doctor prescribing the medication. Staff willing to administer medication should be made fully aware of the procedures and be properly trained. Usually this will be provided by the local Health Authority. An individual healthcare plan for each pupil with a medical need should be completed.

Anaphylaxis

Anaphylaxis is an extreme allergic reaction requiring urgent medical treatment. The school needs to make appropriate arrangements:

- The establishment of procedures on the use of epi-pens and injections
- The provision of appropriate instruction and training to nominated staff
- Awareness of all staff that a child has this particular need
- The symptoms associated with anaphylactic shock
- The epi-pen type
- The location of the epi-pen
- The labelling of epi-pens with the child's name
- Emergency contacts in the care plan

Asthma

People with asthma have airways which narrow as a result of various triggers. The narrowing or obstruction of the airways causes difficulty in breathing and can be alleviated with treatment, usually in the form of an inhaler. If children have asthma and can take their medication themselves, they should have free access to their inhaler at all times. If pupils are not able to take their medication themselves the inhaler should be stored and issued by staff as and when needed by the child.

Epilepsy

People with epilepsy have recurrent seizures, the great majority of which can be controlled by medication. All staff need to be aware of children who are known to have epilepsy and named staff will receive appropriate training to ensure the correct response to any seizure is carried out. Emergency procedures for any child presenting with a seizure will be displayed where all staff have access.

Diabetes

People with diabetes are unable to control their blood sugar levels due to insufficient or defective insulin production. They will require their sugar levels to be monitored and medication administered accordingly, this may be in the form of food/drink or insulin injections. A care plan will need to be drawn up between the school, parents and medical professionals to ensure that the condition is correctly controlled. Staff will need to be trained to both monitor the child and ensure that medication is administered correctly.

Other Medical Conditions

Children may present at any time with a medical condition that requires support within school to ensure that they can access the full curriculum. In this situation, support will be agreed with the Headteacher to ensure the child is successfully supported in school.

Parental request for medication to be administered

Stock C of E Primary School will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by

Name of child

Date of birth

Class

Medical condition or illness

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Medicine

Name/type of medicine
(as described on the container)

Expiry date

Dosage and method

Timing

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

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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]

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

Signature(s)

Date:

