



# **Supporting Pupils with Medical Conditions Policy (Including administering medication)**

*The policy framework describes the essential criteria for how a school can meet the needs of children and young people with long-term conditions. It is in line with DfE statutory guidance on Supporting Pupils with Medical Conditions (2014) for governing bodies of maintained schools and proprietors of academies in England*  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/349435/Statutory\\_guidance\\_on\\_supporting\\_pupils\\_at\\_school\\_with\\_medical\\_conditions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/349435/Statutory_guidance_on_supporting_pupils_at_school_with_medical_conditions.pdf)

## Table of Contents

---

Statement of intent _____	3
Key Roles and Responsibilities _____	4
Named Member _____	4
The Local Authority (LA): _____	4
The Governing Body: _____	4
The Head teacher: _____	5
Staff members: _____	5
School nurses: _____	5
Pupils are responsible for managing their own medical needs: _____	5
Parents and carers: _____	6
Training of staff _____	6
Individual Healthcare Plans (IHCPs) & Implementation procedure _____	7
Storage and Administration of Medication _____	7
Emergency procedures _____	8
Educational Visits and Sporting Activities _____	8
Avoiding Unacceptable Practice _____	9
Liability and Indemnity _____	9
Complaints _____	10
Apendicies _____	11
1. Staff Training Record - Administration of Medicines _____	11
2. Individual Healthcare Plan Implementation Procedure _____	12
4. Model Letter Inviting Parents to Contribute to Individual Healthcare Plan Development _____	16
5. Parental Agreement for a School to Administer Medicine _____	<b>Error! Bookmark not defined.</b>
6. Record of Medicine Administered to an Individual Child _____	18
7. Record of Medicine Administered to all Children _____	21
8. Contacting Emergency Services _____	22

## Statement of intent

---

Jarrow Cross CE Primary School wishes to ensure that pupils with medical conditions receive appropriate care and support at school. This policy has been developed in line with the Department for Education's guidance released in April 2014 - "Supporting pupils at school with medical conditions".

Ofsted places a clear emphasis on meeting the needs of pupils with SEN and Disabilities and this includes children with medical conditions.

### **At Jarrow Cross CE Primary School, we aim to:**

- Ensure all children develop their full potential in a happy, safe environment.
- Develop a positive and supportive ethos in which academic and personal development can flourish
- Ensure all children have equal access to learning within an inclusive environment including rigorous monitoring of cultural, gender and special educational needs.
- This school is welcoming and supportive of pupils with medical conditions. It provides children with medical conditions with the same opportunities and access to activities (both school based and out-of-school) as other pupils. No child will be denied admission or prevented from taking up a place in this school because arrangements for their medical condition have not been made.
- This school will listen to the views of pupils and parents/carers/carers.
- Pupils and parents/carers/carers feel confident in the care they receive from this school and the level of that care meets their needs.
- Staff understand the medical conditions of pupils at this school and that they may be serious, adversely affect a child's quality of life and impact on their ability and confidence
- All staff understand their duty of care to children and young people and know what to do in the event of an emergency.
- The whole school & local health community understand and support the medical conditions policy.
- This school understands that all children with the same medical condition will not have the same needs, our school will focus on the needs of each individual child.
- The school recognises its duties as detailed in Section 100 of the Children and Families Act 2014. (Other related legislation is referenced in DfE guidance p21). 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, this school complies with their duties under that Act. Some may also have special educational needs (SEN) and may have a statement, or Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision. For children with SEN, this policy should be read in conjunction with the Special educational needs and disability (SEND) code of practice.

## Key Roles and Responsibilities

---

### ***Named Member***

The named member of school staff responsible for this medical conditions policy and its implementation is:

NAME: Susan McBeth

ROLE: Headteacher

### ***The Local Authority (LA):***

- Promoting cooperation between relevant partners and stakeholders regarding supporting pupils with medical conditions.
- Providing support, advice and guidance to schools and their staff.
- Making alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a medical condition.
- Providing suitable training to school staff in supporting pupils with medical conditions to ensure that Individual Healthcare Plans can be delivered effectively.

### ***The Governing Body:***

- The overall implementation of the Supporting Pupils with Medical Conditions Policy and procedures of Jarrow Cross CE Primary School.
- Ensuring that the Supporting Pupils with Medical Conditions Policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Policy.
- Ensuring that all pupils with medical conditions are able to participate fully in all aspects of school life.
- Ensuring that relevant training provided by the LA is delivered to staff members who take on responsibility to support children with medical conditions.
- Guaranteeing that information and teaching support materials regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy.
- Keeping written records of any and all medicines administered to individual pupils and across the school population.
- Ensuring the level of insurance in place reflects the level of risk.

### ***The Head teacher:***

- The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and procedures of Jarrow Cross CE Primary School.
- Ensuring the policy is developed effectively with partner agencies.
- Making staff aware of this policy.
- Liaising with healthcare professionals regarding the training required for staff.
- Making staff who need to know aware of a child's medical condition.
- Developing Individual Healthcare Plans (IHCPs).
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.
- Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.
- Contacting the school nursing service in the case of any child who has a medical condition.

### ***Staff members:***

- Any member of school staff may be asked to provide support to pupils with medical conditions, including the administering of medicines.
- Any member of school staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.
- Taking appropriate steps to support children with medical conditions.
- Where necessary, making reasonable adjustments to include pupils with medical conditions into lessons.
- Administering medication where the parent has filled in the permission form.
- Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, if they have agreed to undertake that responsibility.
- Familiarising themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help.
- A named staff member is responsible for administering injections where a care plan is in place.

### ***School nurses:***

- Notifying the school when a child has been identified with requiring support in school due to a medical condition.
- Liaising locally with lead clinicians on appropriate support.

### ***Pupils are responsible for managing their own medical needs:***

- Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures.

- Where possible, pupils will be allowed to carry their own medicines and devices. Where this is not possible, their medicines will be located in an easily accessible location.
- Where appropriate, pupils will be encouraged to take their own medication under the supervision of a teacher.
- If pupils refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.

### ***Parents and carers:***

- Keeping the school informed about any changes to their child/children's health.
- Completing a parental agreement for school to administer medicine form before bringing medication into school.
- Providing the school with the medication their child requires and keeping it up to date.
- Collecting any leftover medicine at the end of the course or year.
- Discussing medications with their child/children prior to requesting that a staff member administers the medication.
- Where necessary, developing an Individual Healthcare Plan (IHCP) for their child in collaboration with the Head teacher, other staff members and healthcare professionals.

### **Training of staff**

---

- The Head teacher is responsible for organising this training as required by staff members - see Appendix 1.
- The Head teacher will keep a record of training undertaken and a list of staff qualified to undertake responsibilities under this policy.
- Teachers and support staff will receive training on the Supporting Pupils with Medical Conditions Policy as part of their new starter induction.
- Teachers and support staff will receive regular and ongoing training as part of their development.
- Staff who undertake responsibilities under this policy will receive training externally e.g.
  - First Aid at Work
  - Paediatric First Aid
  - Defibrillator Training
- Staff members may administer prescription medicines with permission from the child's parent.
- Staff member may not undertake any healthcare procedures without undergoing training specific to the responsibility.
- No staff member may administer drugs by injection unless they have received training in this responsibility.
- Staff must record all first aid and administration of medication on Medical Tracker.
- School has chosen to hold an emergency salbutamol inhaler for use by pupils who have been prescribed a reliever inhaler and for whom parental consent for its use has been obtained. (see appendix 3 for further information)
- All staff understand and are trained in the school's general emergency procedures.

- All staff, including temporary or supply staff should be aware of the content of this policy, know what action to take in an emergency and receive updates at least yearly. School nurses will provide annual training for common conditions e.g. asthma, allergies, epilepsy and diabetes.<sup>1</sup>

## **Individual Healthcare Plans (IHCPs) & Implementation procedure**

---

All children with medical conditions that are complex, long-term or where there is a high risk that emergency intervention will be required at this school have an individual healthcare plan (IHCP)<sup>2</sup>

- Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the pupil, parents/carers, Head teacher, Special Educational Needs Coordinator (SENCO) and medical professionals.
- IHCPs will be easily accessible whilst preserving confidentiality.
- IHCPs will be monitored and reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- Where a pupil has an Education, Health and Care plan or special needs statement, the IHCP will be linked to it or become part of it.
- This school seeks permission from parents/carers before sharing any medical information with any other party.
- Where a child is returning from a period of hospital education or alternative provision or home tuition, we will work with the LA and education provider to ensure that the IHCP identifies the support the child needs to reintegrate.
- An example of an implementation procedure can be found in Appendix 3.
- IHCP template letter can be found in Appendix 4.

## **Storage and Administration of Medication**

---

- All staff understand what constitutes an emergency for an individual child and makes sure that emergency medication/equipment, e.g. asthma inhalers, epi-pens etc. are readily available wherever the child is in the school and on off-site activities, and are not locked away.
- This school will make sure that all medication is stored safely, and that pupils with medical conditions know where they are at all times and have access to them immediately. Under no circumstances will medication be stored in first aid boxes.
- Where possible, it is preferable for medicines to be prescribed in frequencies that allow the pupil to take them outside of school hours.
- If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental agreement for a school to administer medicine form - Appendix 5.
- No child will be given any prescription or non-prescription medicines without parental consent except in exceptional circumstances.

<sup>1</sup> For pupils requiring insulin injections/insulin via pumps or blood glucose monitoring in schools the School Nursing Team will provide this level of training and education.

<sup>2</sup> An example template for an IHCP has been produced by DfE – see Appendix 2.

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

- Where a pupil is prescribed medication without their parents'/carers' knowledge, every effort will be made to encourage the pupil to involve their parents while respecting their right to confidentiality.
- No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- Medicines **MUST** be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.
- A maximum of one week's supply of the medication may be provided to the school at one time.
- Any medications left over at the end of the course will be returned to the child's parents.
- Pupils will never be prevented from accessing their medication.
- Jarrow Cross CE Primary School cannot be held responsible for side effects that occur when medication is taken correctly.
- Record keeping templates can be found in Appendix 6 and 7.
- As part of the school's admissions process and annual data collection exercise parents/carers are asked if their child has any medical conditions. These procedures also cover transitional arrangements between schools.
- This school makes sure that the pupil's confidentiality is protected.
- This school keeps an accurate written record of all medication administered, including the dose, time, date and supervising staff on Medical Tracker.
- This school disposes of needles and other sharps in line with local policies. Sharps boxes are kept securely at school and will accompany a child on off-site visits. They are collected and disposed of in line with local authority procedures.
- This school will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies.

## Emergency procedures

---

Medical emergencies will be dealt with under the school's emergency procedures - see Appendix 8.

- Where an Individual Healthcare Plan (IHCP) is in place, it should detail:
  - What constitutes an emergency?
  - What to do in an emergency.
- Pupils at this school learn what to do in an emergency - such as telling a teacher.
- If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent/carer arrives, or accompany a child taken to hospital by ambulance.

## Educational Visits and Sporting Activities

---

- This school makes sure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended school activities and residential visits.



- This school understands the importance of all pupils taking part in off site visits and physical activity and that all relevant staff make reasonable and appropriate adjustments to such activities in order they are accessible to all pupils. This includes out-of-school clubs and team sports.
- This school understands that all relevant staff are aware that pupils should not be forced to take part in activities if they are unwell. They should also be aware of pupils who have been advised to avoid/take special precautions during activity, and the potential triggers for a pupil's medical condition when exercising and how to minimise these.
- This school makes sure that pupils have the appropriate medication/equipment/food with them during physical activity and offsite visits.
- This school will not penalise pupils for their attendance if their absences relate to their medical condition.
- This school will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site visit, including overnight stays.
- This school makes sure that a risk assessment is carried out before any out-of-school visit, including work experience and educational placements. The needs of pupils with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required. Risk assessments will be conducted as part of the planning process to take account of any additional controls required for individual pupil needs.

## **Avoiding Unacceptable Practice**

---

**Jarrow Cross CE Primary School understands that the following behaviour is unacceptable:**

- Assuming that pupils with the same condition require the same treatment.
- Ignoring the views of the pupil and/or their parents.
- Ignoring medical evidence or opinion.
- Sending pupils home frequently or preventing them from taking part in activities at school
- Sending the pupil to the medical room or school office alone if they become ill.
- Penalising pupils with medical conditions for their attendance record where the absences relate to their condition.
- Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support, including toilet issues.
- Creating barriers to children participating in school life, including school trips.
- Refusing to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition.

## **Liability and Indemnity**

---

- Teachers who undertake responsibilities within this policy are covered by the school's insurance.

- Full written insurance policy documents are available to be viewed by members of staff who are providing support to pupils with medical conditions. Those who wish to see the documents should contact the Head teacher.

## **Complaints**

---

**The details of how to make a complaint can be found in the Complaints Policy:**

- Stage 1 - Complaint Heard by Staff Member
- Stage 2 - Complaint Heard by Head teacher
- Stage 3 - Complaint Heard by Governing Bodies' Complaints Appeal Panel (CAP)

**1. Staff Training Record - Administration of Medicines**

Name of school/setting:

Name:

Type of training received:

Date of training completed:

Training provided by:

Profession and title:


I confirm that \_\_\_\_\_ has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated by \_\_\_\_\_.

Trainer's signature \_\_\_\_\_

Date \_\_\_\_\_

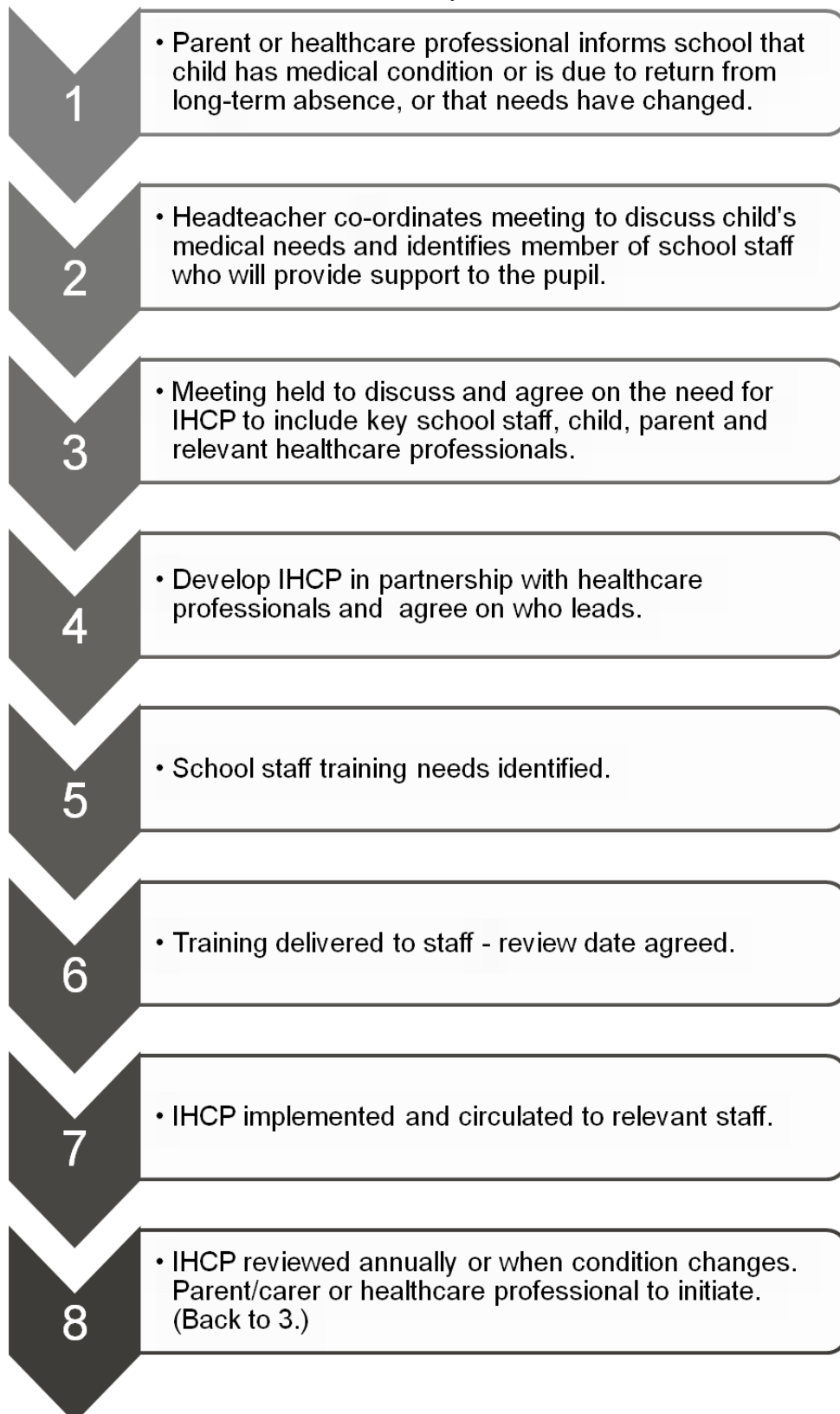
**I confirm that I have received the training detailed above.**

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

Date \_\_\_\_\_

Suggested review date \_\_\_\_\_

## **2. Individual Healthcare Plan Implementation Procedure**



### 3. Individual Healthcare Plan Template

Jarrow Cross CE Primary School Individual Health Care Plan	
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.	
<b>G.P.</b>	
Name	
Phone no.	
Who is responsible for providing support in school	

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

#### ***4. Model Letter Inviting Parents to Contribute to Individual Healthcare Plan Development***

Dear Parent/Carer

##### **RE: DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD**

Thank you for informing us of your child'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 each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership with the school, parents/carers, pupils, and the 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 are likely to be helpful in the majority of 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 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.

A meeting to start the process of developing your child's individual health care plan has been scheduled for xx/xx/xx. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will include add details of team. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I or add name of other staff lead would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely

Head teacher



## **Parental Agreement for a School to Administer Medicine**

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

### **Jarrow Cross Medicine Administration Form**

Name of child

Date of birth

Class

Medical condition or illness


### **Medicine**

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

Dosage (5ml/10ml/1 tablet?)

Time we need to administer (ie 12pm)

Length of administration (2 days? 1week?)

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 with the label on**

### **Contact Details**

Name

Daytime telephone no.

Relationship to child


I understand I must deliver the medicine to the office each morning and pick it up after school. 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 if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent/Carer Signature\_\_\_\_\_

Date \_\_\_\_\_

Authorising Signature\_\_\_\_\_

Date \_\_\_\_\_

## 6. Record of Medicine Administered to an Individual Child

### THE SCHOOL record of medicine administered to an individual child

Name of child	
Date medicine provided by parent	
Group/class/form	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

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

Signature of parent \_\_\_\_\_

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			

Name of member of staff

Staff initials


Date

Time given

Dose given

Name of member of staff

Staff initials


Date

Time given

Dose given

Name of member of staff

Staff initials


Date

Time given

Dose given

Name of member of staff

Staff initials


Date

Time given

Dose given

Name of member of staff

Staff initials


Date

Time given

Dose given

Name of member of staff

Staff initials


Date

Time given

Dose given

Name of member of staff

Staff initials


### 7. Record of Medicine Administered to all Children

[illegible]

## ***8. Contacting Emergency Services***

**Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.**

**Speak clearly and slowly and be ready to repeat information if asked.**

- Your telephone number - 0191 4898354
- Your name.
- Your location as follows: Jarrow Cross CE Primary School, Borough Road, Jarrow, Tyne and Wear, NE32 5UW
- The exact location of the patient within the school.
- The name of the child and a brief description of their symptoms.
- The best entrance to use and state that the crew will be met and taken to the patient.

Put a completed copy of this form by the phone.

This policy will be reviewed every three years as part of our policy cycle.

Presented to Governors June 2025

Reviewed: June 2028

