

Medical Conditions and Medicines in School Policy

Policy statement and principles

Chesterton Primary School is an inclusive community that aims to support and welcome pupils with medical conditions. This school understands its responsibility to make the school welcoming, inclusive and supporting to all pupils with medical conditions and provide them the same opportunities as others at the school (UNCRC Article #2).

We will help to ensure they can:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well-being
- The school ensures all staff understand their duty of care to children and young people in the event of an emergency.
- Staff receive on-going training and are regularly updated on the impact medical conditions can have on pupils. The training agenda is based on a review of current healthcare plans.
- All staff feel confident in knowing what to do in an emergency.
- This school understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.
- This school understands the importance of medication being taken as prescribed.
- All staff understand the common medical conditions that affect children at this school.

Chesterton Primary School has consulted on the development of this medical condition policy with a wide-range of key stakeholders and Department of Education statutory guidance (December 2015) **supporting pupils at school with medical conditions**.

The medical conditions policy is supported by a clear communication plan for staff, parents, carers and pupils to ensure its full implementation.

Chesterton Primary School ensures that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, emotional, sporting and educational activities.

Roles and responsibilities

Parents and Carers must inform the school about: the medical condition their child has; if they have or need an Individual Healthcare Plan; the daily medical needs (including educational visits/ school journey); any changes to the condition; and labelled medication. They must also inform adults about how their child's condition affects them.

Pupils (where they are able to) must ensure they inform adults about how their condition affects them.

The Local Academy Committee (LAC) must ensure health and safety measures for staff and pupils. Risk assessments are inclusive of pupils with medical conditions and the medical policy is kept up to date. A report on medical policy success and improvement provide indemnity to staff who volunteer to administer medication.

The Headteacher must ensure Chesterton Primary School is inclusive and welcoming, that the medical policy is in keeping with local and national guidance and frameworks, there is liaison between interested parties and the policy is implemented and kept up to date and there is training for staff.

Teachers and other school staff must be aware of triggers and symptoms of conditions and how to act in an emergency, know which pupils have a medical condition, allow pupils immediate access to emergency medication, communicate with parents/ carers if a child is unwell, ensure pupils have their medication when out of the classroom, be aware if pupils with a medical condition suffer bullying or need extra social support, understand common medical conditions and impact on pupils, ensure all pupils with medical conditions are not excluded unnecessarily from activities, ensure pupils with medical conditions have adequate medication and sustenance during exercise, be aware medical conditions can affect school work, liaise with parents if child's learning is suffering due to medical condition, use opportunities to raise awareness of medical conditions.

Other health professionals must help to update school's medical policy, help provide regular training to school staff on common medical conditions, provide information about additional training, give immediate help to casualties in school, ensure ambulance or other professional help is called when necessary.

The **SENCO** must help update the school's medical policy, know which pupils have SEN due to their medical condition, ensure teachers make arrangements if a pupil needs special consideration, ensure pupils with medical conditions are not excluded unnecessarily from activities.

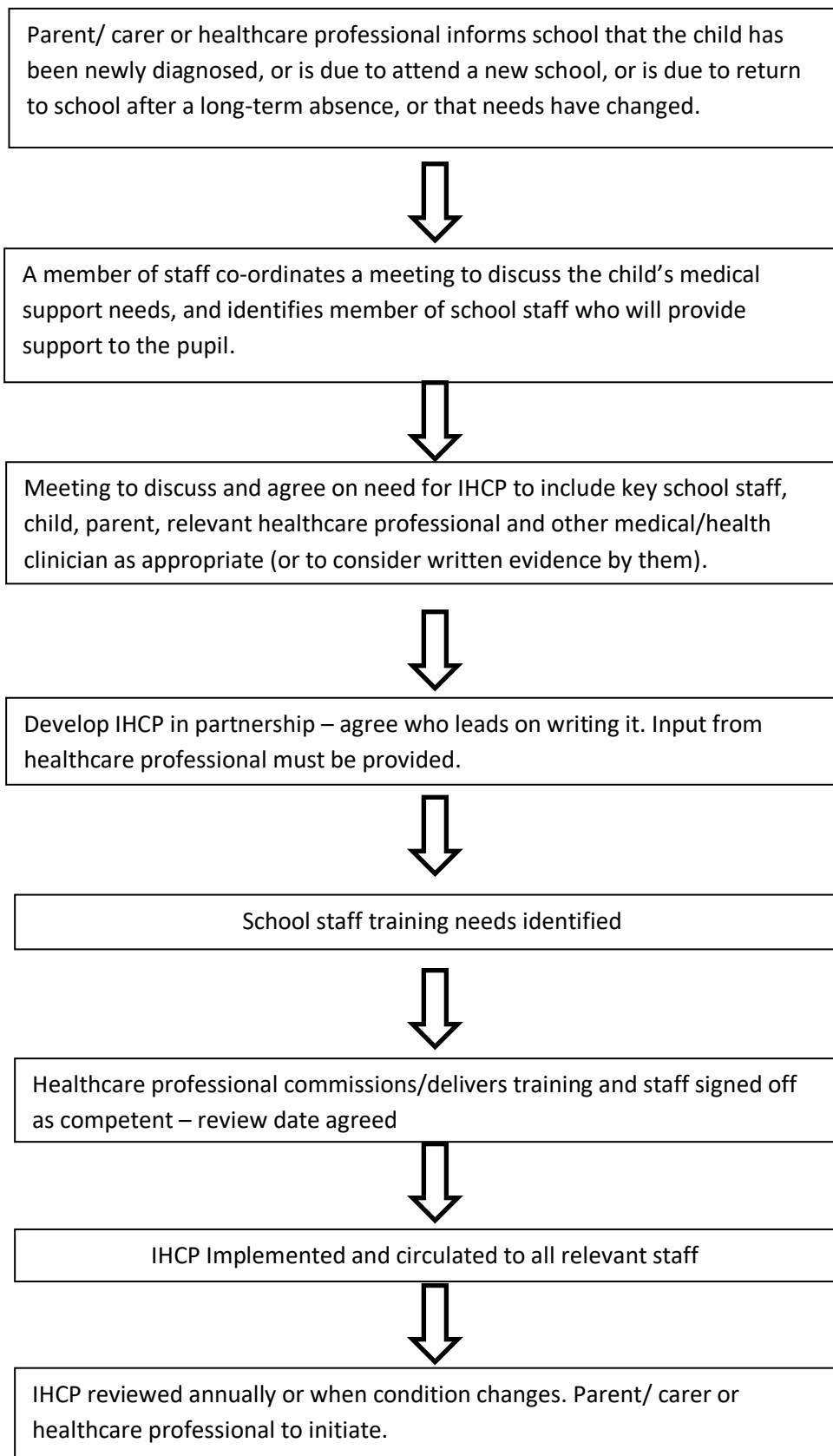
Monitoring of Individual Healthcare Plans

Chesterton Primary School uses Individual Healthcare Plans (see Appendix A) to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Individual Healthcare Plan if required.

- This will be shared with parents/ carers annually or after changes to the condition and parental consent will be sought.
- The parents/ carers, healthcare professionals and pupils with a medical condition are asked to fill out the pupil's Individual Healthcare Plan together. Parents/ carers then return these completed forms to the school.
- The school ensures that a relevant member of school staff is also present, if required to help draw up an Individual Healthcare Plan for pupils with complex healthcare or educational needs.

Visually, this is represented in the table on the following page.

Monitoring of individual healthcare plan:



School Health Care Register

- The school keeps a register of healthcare information. The SENCo is responsible for compiling this.
- Medical alerts for pupils (with a photo and the child's first name) with high level needs are displayed in agreed locations around the school for safety reasons.

Ongoing Communication and Review of Individual Healthcare Plans

- Individual Healthcare Plans must be reviewed at least annually. These must be completed before the child's admission date.

Storage and Access to Individual Healthcare Plans

- Individual Healthcare Plans are stored electronically. A copy is also kept in a locked cupboard with the class teacher. All staff working with these children and the Senior First Aider are made aware of the child's medical condition.

Individual Healthcare Plans are used by this school to:

- Inform the appropriate staff and supply teachers about the individual needs of a pupil with a medical condition in their care
- Remind pupils with medical conditions to take their medication when they need to and, if appropriate.
- Identify common or important individual triggers for pupils with medical conditions at school that bring on symptoms and can cause emergencies. This school uses this information to help reduce the impact of common triggers.
- Ensure that all medication stored at school is within the expiry date.
- Ensure the school's local emergency care services have a timely and accurate summary of a pupil's current medical management and healthcare in the event of an emergency.
- Remind parents of pupils with medical conditions to ensure that any medication kept at school for their child is within its expiry dates. This includes spare medication.

Administration of medication

Prescribed Medicines on Site:

- The school understands the importance of taking the medication as prescribed.
- Medicines must be provided in the original container as dispensed by a pharmacist and include: name of child, name of medicine, dose, method of administration, time/frequency of administration, any side effects, expiry date.
- The form and the medicine are stored in a locked fridge in the medical room together with the medicine diary.
- Medicines taken regularly by specific children are stored securely in the Medical Room, with the child's name, medication name and required dosage is clearly displayed on the outside of the storage bag. The storage bag is kept out of reach of children.
- Any child with a life-threatening illness or has individual health care plan, their photo and a copy of their plan must be kept with their medicine.
- Only trained designated staff can administer medicine to a child.
- All staff understand that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil when taking medication unless they have been specifically contracted to do so.
- On administration the designated member of staff must write the name of the child, medicine administered, and time in the medicine diary and initial it.
- If a child refuses to take medicine, we will not force them to do so, but will note this in the records and contact the named contact on the medicine record form. If a refusal to take medicines results in an emergency then our emergency procedures apply.

- Parent/ carers should make arrangements to collect the medicine from the school office at the end of the day unless alternative arrangements are made with the school staff. Medicines will not be handed to a child to bring home.
- Administration of medication which is defined as a controlled drug (even if the pupil can administer themselves) should be done under the supervision of a member of staff.
- The school will accept inhalers and adrenaline pens and will store them in the medical room. They must be clearly labelled with the child's name.
- Our Local Academy Committee is responsible to ensure full insurance and indemnity to staff who administer medicines. Our insurance policy includes liability cover.

Safe storage

Senior First Aider ensures the correct storage of medication at school

- Senior First Aider** enters the expiry dates of medication on Arbor and sets up an alert a month before it expires.
- Senior First Aider** along with the parents/ carers of pupils with medical conditions, ensures that all emergency and non-emergency medication brought into school is clearly labelled with the pupils name, the name and dose of medication and the frequency of dose. Some medication may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. This is in a secure area, inaccessible to unsupervised pupils.
- It is the parent's responsibility to ensure that new and in date medication comes into school on the first day of the new academic year.

In an emergency

Relevant staff understand and are updated in what to do in an emergency for the most common serious medical conditions at school.

- In an emergency situation school staff are required under common law duty of care to act like any reasonably prudent parent/ carer. **This may include administering medication.**
- Staff receive regular training and support on the common medical conditions and specific training on conditions that affect the pupils at Chesterton Primary School.
- Chesterton Primary School uses Individual Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of pupils with complex health needs in their care who may need emergency help. In an emergency, a copy of the pupil's Individual Healthcare Plan will be made available to medical staff involved.
- Information in Individual Healthcare Plans is also used to support transitional arrangements to another school and/or re-integration.
- If a pupil needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent/ carer arrives. The school will try to ensure that the staff member will be one the pupil knows. The staff member concerned should inform a member of the school's senior leadership team.
- All pupils with medical conditions should have easy access to their emergency medication. Pupils are encouraged to administer their own emergency medication (e.g epipen) where possible.
- If a child has an allergic reaction at school, there are spare emergency bags (asthma pumps and epipens) available in the medical room.

As a school we will ALWAYS:

- Enable children to easily access their inhalers and medication - administering medication under supervision of an adult, when and where necessary.
- Treat every child as an individual, never assuming that every child with the same condition requires the same treatment.
- Take into account the views of the child, parent or carer and medical evidence.
- Endeavour to keep children with medical conditions in school, participating in normal school activities, unless their individual health care plans recommend alternative practices.

As a school we will NEVER:

- Send a child to the medical room unaccompanied or with someone unsuitable.
- Penalise a child for their attendance record if their absences are related to their medical condition (e.g. hospital appointments).
- Prevent a child from drinking, eating or toilet breaks whenever needed, in order to manage their medical condition effectively.

Accidents, Injuries and First Aid

- All accidents and injuries MUST be entered onto an Accident Form (stored in the medical room on clip boards and Appendix B) and a copy taken and stored centrally. A slip is completed by a member of the support staff and reported to the class teacher/TA.
- When recording an accident/ injury the following information must be recorded: time, date, where it took place, a factual account of the accident/ injury and a signature.
- Any accidents and injuries that need to be treated should be reported to the parents, in writing.
- All head, neck and face injuries, severe cuts and other serious injuries are reported to parents immediately via a phone call and followed up in writing. **If at all unsure please speak to SLT.**
- Disposable ice packs are available for more serious injuries (kept in the First Aid room). They should not be applied directly onto skin. If one is used, please inform the appropriate member of staff so that stocks can be replenished.
- Staff should replenish their First Aid kits from the stock in the First Aid Room. Please inform the senior first aider when First Aid stock needs replenishing.
- If the incident warrants urgent medical attention this includes all pupils with known medical conditions and an ambulance is required the Office team will call the ambulance and liaise with the emergency team. SLT must be informed.
- Parents will be called immediately.
- Refer to Senior First Aider if a second opinion is required.

If the injury is more serious e.g. a hospital or doctor's appointment is required, the school is legally required to complete, in addition to the school's incident form, a Trust Report Form, which needs to be completed by the senior first aider and handed to the Headteacher (electronic version on the pdrive). These forms also cover assaults – verbal and physical. A copy of the form also needs to be sent to the Chair of the LAC and Trust Board.

Educational Visits

- In line with Chesterton SEN/D Policy we will make reasonable adjustments to enable all children with medical needs to participate fully and safely on visits. Any risk assessments undertaken will allow for such children.
- Staff supervising excursions will be aware of any medical needs, and relevant emergency procedures. A copy of any health care plans will be taken on visits in the event of the information being needed in an emergency.
- If staff are concerned about whether they can provide for a child's safety, or the safety of other children on a visit, they will seek parental views and medical advice

Sporting Activities

- Most children with medical conditions can participate in physical activities and extra-curricular sport. There should be sufficient flexibility for all children to take part in activities appropriate to their own abilities. For many, physical activity can benefit their overall social, mental and physical health and well-being. Any restrictions on a child's ability to participate in PE should be recorded in their individual health care plan. The school is aware of issues of privacy and dignity for children with particular needs.
- Some children may need to take precautionary measures before or during exercise, and may also need to be allowed immediate access to their medicines such as asthma inhalers.

Complaints

Should parents or pupils be dissatisfied with the support provided by the school, they should discuss their concerns directly with the school in the first instance. If the issues are not resolved to their satisfaction, they may make a formal complaint using the school's complaint procedure.

Policy Sign off – Medical Conditions and Medicines in School Policy

	Reviewer	Date	Approver	Date
Reviewer / approver	SENCo	December 2025	LAC	10.10.25
	Next Review			Dec 2026

Individual Health Care Plan
Chesterton Primary School

Photo

Child Contact Information

Name of Child			
Teacher / Year Group			
Date of Birth			
Address			
Name of Parent			
Contact	Work:	Home:	Mobile:
Name of 2nd contact			
Phone number	Work:	Home:	Mobile:
Medical Diagnosis			

Medical Contact Information

Name / Address of GP	
Contact Number	
Name of Hospital Contact e.g. Epilepsy Nurse	
Other Medical Contact	

School Information

School Contact	
First Aider	
School Nurse	
Trained Medication Administrator (Date of Training)	
Any additional support in school / classroom e.g. equipment, care requirements, toileting, emotional need	
Relevant Training Needed / Given	

Medical Information

Key information Medical Needs	
Triggers / Signs to Look for	
Medication Dose, when to be administered, by whom	
Expiry Date of Medication	
Emergency Medication	
What to do in an emergency	
Side Effects	
Responsible Adult in an Emergency	

Please fill out Medicine Administration form when administering any medicine.

Arrangements for School Visits

What to do when off site	
Medication to be taken	

Any other information

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Form completed by

Name of Parent / Carer	
Signature	
Name of Member of Staff (SENCo / DH Inclusion)	
Signature	
Date	
Date for Review	

Log of Medical Incidents

Date	Incident	Outcome / Next Steps

ACCIDENT/INCIDENT/ILLNESS FORM

Pupil's Name:		Class:		Date:		Time:	
Location and details:							
Head Injury		Sprains/Twists		Stomach Pains/ Upset Tummy			
Asthma		Nosebleed		Mouth Injury/Tooth Ache/Tooth lost or loose			
Bump/Bruise		Cut/Graze		Headache/High Temperature			
Vomiting/Nausea		IMPORTANT Please consult your doctor or local hospital if your child suffers any drowsiness, vomiting, impaired vision or excessive pain after returning home					
Action Taken:							
Parent/Carer contacted		Unable to contact Parent/Carer		Remained in School		Collected from school	
Details of Treatment and Additional Comments:							
Copy to Parent		Name:				Signed:	
Copy to Pupil's File							

REQUEST FOR ADMINISTRATION OF PRESCRIBED MEDICATION

N.B This form is provided in the interests of staff & pupils, in accordance with legal requirement & good practice. For further advice or clarification please see our medicines policy.

Please note we will not administer any 'over the counter medicines.' The only medicines we will administer are those prescribed by a doctor or hospital.

Name of Pupil _____

Class _____ Date of Birth _____

1. Name of Medication _____

2. Reason for Medication _____

3. Dosage (How Much) _____

4. Frequency (How Often) _____

5. How administered (Please Delete as Applicable)

By Mouth

By Inhalation

Applied to Skin

Eye Drops

Ear Drops

Please state any precautions or possible side effects

Parent/Guardian Signature

Signed _____

Name _____ Date _____

Members of staff agreeing to the above responsibility should be satisfied that enough information & instructions are provided to allow the procedure to be carried out safely.

OFFICE USE ONLY

Expiry Date of Medication
