POLICY FOR SUPPORTING PUPILS AT SCHOOL WITH MEDICAL CONDITIONS

(Including Administration of Medicines.) September 2026

Introduction

Children with medical needs have the same rights of admission to our school as other children. Most children will at some time have short-term medical needs, while other children may have longer term, medical needs and may require medicines on a long-term basis to keep them well. Other children may require medicines in particular circumstances, such as children with severe allergies.

The fundamental principal is to ensure that all children with medical conditions are properly supported so that they can participate in all aspects of school life and achieve their academic potential. Parents have the prime responsibility for their child's health and should provide the school with information about their child's medical conditions. Where appropriate, and in conjunction with the School Nurse Service, the school can support children via a Health Care Plan. These plans are reviewed annually, or earlier as required.

Aims of this policy

- To explain our procedures for supporting pupils with medical conditions
- To explain our procedures for managing prescription medicines which may need to be taken during the day or on school trips
- To outline the roles and responsibilities for the administration of prescription medicines

Legal Requirements

THERE IS NO LEGAL DUTY THAT REQUIRES ANY MEMBER OF SCHOOL STAFF TO ADMINISTER MEDICINES.

The Headteacher will accept responsibility in principle of the school staff giving or supervising pupils taking prescribed medication during the school day where those members of staff have volunteered to do so.

Prescribed Medicines

Medicines should only be taken to school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school day. Staff at St. Bernadette's Catholic Primary School will only administer medicines prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medication will not be accepted in school without parental consent and must be handed directly to the school office. Medicines will only be accepted in the original container with the original leaflet as dispensed by a pharmacist and must include the prescriber's instructions for administration on the

dispensing label. Please note that if new medication is issued, the first dose must be administered by the parent / carer.

It is helpful if medicines are prescribed in dose frequencies which enable it to be taken outside school hours. For example, medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime. If a parent wishes to adapt the timing of medicine administration, written confirmation of this must accompany the medication.

Where it is appropriate to do so, pupils will be encouraged to administer their own medication, under staff supervision.

Exceptions

Prescribed medicine will not be given:

- Where the timing of the dose is vital and where mistakes could lead to serious consequences.
- Where medical or technical expertise is required.
- Where intimate contact would be necessary.

Children with Asthma

Children with a prescribed inhaler should also have an asthma care plan issued by the prescriber. This plan is required by school staff to ensure the proper care and medication is given. Parents will be required to provide this plan if they present at school with an inhaler for their child.

Children who have been prescribed inhalers should have them available where necessary. Inhalers are kept in clear plastic (labelled) boxes in each classroom. Depending on the needs of the individual, inhalers should be taken to all physical activities. Inhalers must be labelled and include guidelines on administration (the asthma care plan)**.**

Spare (emergency) inhalers are kept in school.

It is the responsibility of parents to regularly check the condition of inhalers and ensure that they are working and have not been completely discharged.

Children with Allergies

Pupils at risk of anaphylaxis will be supported in accordance with this policy, their Individual Healthcare Plan, and the school's Allergy Policy. Trained staff may administer a prescribed or emergency adrenaline auto-injector (EpiPen) in line with current national guidance and emergency procedures.

Non-Prescription Medicines

Non-prescription medicines (over the counter medicines) will **not** be administered to children. Any prescription medication will only be administered following written permission by the child's parent. We will of course require the child's parent to fill in a medication form and again, it is at the discretion of the Headteacher, whether it is suitable for the child to be

in school if they are unwell and require medication. We are unable to give children aspirin or medicines containing ibuprofen unless prescribed by a doctor.

Storage of Medicines

All medicines should be delivered to the school office by the parent or carer. **In no circumstances** should medicines be left in a child's possession. Teachers and teaching assistants **will not** take receipt of any medicines. All medicines should be stored in accordance with product instructions (paying particular attention to temperature.) Medicines will normally be kept in the school office or staffroom fridge and should not be kept in classrooms, with the exception of adrenaline pens and inhalers. Controlled drugs must be kept in a locked cupboard. All medicines must be stored in the supplied container and be clearly labelled with the name of the child; the name and dose of the medicine and the frequency of administration.

All emergency medicines, such as asthma inhalers and adrenaline pens, should be readily available to children and staff and kept in an agreed place in the classroom. Children may carry their own inhalers, when appropriate.

Disposal of Medicines

Staff should not dispose of medicines. Parents are responsible for ensuring that date-expired medicines are returned to the pharmacy for safe disposal. They should collect medicines at the end of the agreed administration time period.

Trips & Outings

Children with medical needs are given the same opportunities as other children. Staff may need to consider what reasonable adjustments they might make to enable children with medical needs to participate fully and safely on visits. This may include carrying out a risk assessment for such children. The school visit co-ordinator will be responsible for tabulating medical information for each child and one member of staff (voluntary) will usually have responsibility for the administration and storage of all medication. In some circumstances on trips, medicine can't be given by school staff (e.g. refrigerated medicine, or if there is no member of staff who has volunteered to administer the medicine,) so parents would have to either adapt the timing of the medication or accompany the child on the trip themselves. Roles and responsibilities of parents/carers as outlined below will apply.

Roles and Responsibilities:

Parent/Carer*

- Should give sufficient information about their child's medical needs if treatment or special care is required.
- Must deliver all medicines to the school office in person.
- Must complete and sign the parental agreement form.
- Must keep staff informed of changes to prescribed medicines.
- Keep medicines in date – particularly emergency medication, such as adrenaline pens.
- Parents must have given the first dose of the medicine (in case of an allergic reaction.)

Headteacher

To ensure

- That the school's policy on supporting pupils at school with medical conditions is implemented.
- There are members of staff within the school willing to volunteer to administer medication to specific pupils if required.
- Ensure that staff receive support and appropriate training where necessary.
- To share information, as appropriate, about a child's medical needs.
- Ensure that parents are aware of the school's policy on the administration of medicines.
- Ensure that medicines are stored correctly.

Staff

- On receipt of medicines, the child's name, medication name (e.g. paracetamol not Calpol,) prescribed dose, expiry date, written instructions provided by the prescriber and patient information leaflet should be checked.
- Ensure that the parent/career completes a consent form for the administration of medicines following the prescriber's instruction.
- Ensure that a second member of staff is present when medicines are administered.
- Complete the 'administration of medicines' record sheet each time medication is given.
- Ensure that medicines are returned to parents for safe disposal.

Refusal of Medicines

If a child refuses to take medicines, staff should not force them to do so but should note this in the records and inform parents immediately or as soon as is reasonably possible. Similarly, any medicine spills and wasted tablets (e.g. spat out) should be recorded and parents informed as soon as possible.

Record Keeping

Medicines must be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions. Staff must check that written details include:

- name of the child
- name of the medicine (medication name, not generic brand name)
- dose with correct applicator
- method of administration
- time and frequency of administration
- patient information leaflet
- any side effects
- storage requirements (if important)
- expiry date

A parental agreement form must be completed and signed by the parent/carer before medicines can be administered. At the time of administering medicines, the member of staff must complete the medicines record sheet. No medication should be given unless it has been checked and signed by a second adult.

If the school chooses to administer medicine, then there must be an Individual Health Care Plan in place for however long or short the medications are needed.

Permission to administer medication forms and Health Care Plans are kept in the school office.

Children with Long Term Medical Needs

It is important that the school has sufficient information about the medical condition of any child with long term medical needs. A health care plan will be written for children with long term medical needs, involving the parents and relevant health professionals.

Confidentiality

The head and staff will always treat medical information confidentially.

The head will agree with the child/parent who else should have access to records and other information about a child.

Staff Training

Training opportunities are identified for staff with responsibilities for supporting pupils with medical conditions.

Related Policies

For more information see the Health and Safety Policy, the Allergen Policy and the school's first aid procedures.

Risk Assessment and Management Procedures

A list of pupils with medical conditions will be circulated to staff at the start of each term and updated if new information is received. Class teachers will monitor children in their care and notify a qualified first aider should any problems arise. Arrangements will be in put into place for staff absence to ensure another member of staff is appropriately trained and available and supply teachers will be briefed accordingly.

Monitoring

This policy will be reviewed annually in accordance with national guidance.

*Parents, as defined in section 576 of the Education Act 1996, include any person who is not a parent of a child but has parental responsibility for or care of a child. In this context, the phrase 'care of the child' includes any person who is involved in the full-time care of a child on a settled basis, such as a foster parent, but excludes baby sitters, child minders, nannies and school staff.

Policy updated October 2026