



Holy Trinity Church of England Primary

Supporting Pupils With Medical Conditions Policy

'Loved by God and one another, Holy Trinity is a welcoming community of faith, where we learn and flourish together.'

Each day opens up horizons of hope, aspiration and joy!



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Policy Review	September 2025	LAC Meeting

Supporting Pupils With Medical Conditions Policy

Rationale

At Holy Trinity Church of England Primary School, we want to support our pupils to ensure that both their own, and the other children's, health and safety remains secure. We aim to facilitate requests from parents to administer medication where this is necessary for pupils to be educated at school and during school-led activities

LAs and schools have a responsibility for the health and safety of pupils in their care. The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on the premises. In the case of pupils with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all pupils at the school. This may mean making special arrangements for particular pupils who may be more at risk than their classmates. Individual procedures may be required. The employer is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support these pupils may need.

The Children and Families Act 2014, from September 2014, places a duty on schools to make arrangements for children with medical conditions. Pupils with special medical needs have the same right of admission to school as other pupils and cannot be refused admission or excluded from school on medical grounds alone. However, teachers and other school staff in charge of pupils have a common law duty to act in loco parentis and may need to take swift action in an emergency. This duty also extends to teachers leading activities taking place off the school site. This could extend to a need to administer medicine with parental consent.

The prime responsibility for a child's health lies with the parent who is responsible for the child's medication and should supply the school with accurate up to date information. The school takes advice and guidance from Statutory Guidance Supporting pupils with medical Conditions (April 2014).

If pupils are acutely unwell they should be at home, however, long term conditions, for which medication is prescribed, can usually be accommodated in school.

This policy is written to, and should be used alongside, guidelines issued by the DfEE - Supporting Pupils with Medical Needs (1996)

Aims

Holy Trinity Church of England Primary School aims to:

- ✓ assist parents in providing medical care for their children
- ✓ educate staff and pupils in respect of special medical needs
- ✓ adopt and implement the LA policy of Medication in Schools
- ✓ arrange training for volunteer staff to support individual pupils
- ✓ liaise as necessary with medical services in support of the individual pupil
- ✓ manage the administration of prescribed medication under controlled conditions
- ✓ ensure that medical conditions and related issues should not necessarily cause poor attendance, nor should they prevent a pupil from receiving education at our school
- ✓ monitor and keep appropriate records.

Entitlement

Holy Trinity Church of England Primary School accepts that pupils with medical needs should be strategically supported so that they have access to their right to the education available to other pupils at the school. The school believes that pupils with medical needs should be enabled to have full attendance and receive necessary proper care and support.

The school accepts all employees have rights in relation to supporting pupils with medical needs as follows:

- choose whether or not they are prepared to be involved;
- receive appropriate training;
- work to clear guidelines;

- have concerns about legal liability;
- bring to the attention of management any concern or matter relating to supporting pupils with medical needs.

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

Expectations

- No medicines will be kept in the classroom.
- No medication will be given to a pupil without written parental consent.

Parents have prime responsibility for their child's health, the school will collect all relevant information from the parents prior to any course of medicine being dispensed. We expect parents to give full and honest information about their child's condition. Other specialist bodies may also be able to give additional information to school.

We believe that pupils can care for their own condition, provided they have been supported and trained themselves. We will support pupils, therefore, as much as possible to be proactive in their own treatment: no pupil will be left to take any form of medicine without adult supervision.

The school will only administer prescribed medicines that are in-date, labelled, provided in the original container as dispensed by the pharmacist and include instructions for administration, dosage and storage. Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours. The name of the pharmacist should be visible. Any medications not presented properly will not be accepted by school staff. Pupils should not bring in their own medicine. This should be brought into school by the parent.

Pupils will not be administered medicine containing aspirin unless prescribed by a doctor.

The school will only administer medication where a 'Permission to Administer Medication Form' has been completed by the parent/guardian of the pupil. No medications will be given unless this form is completed. Medication must be clearly labelled with the dosage and timings of administration, in the original packaging as well as the child's name and class. This is recorded on an individual basis.

Medication is to be handed in at the school office to a member of staff. That member of staff is responsible for putting it into the fridge immediately. No medicines are to be left unattended at the reception counter. All medicines are to be kept in the fridge in the staff room or office cupboard.

It is the parents' responsibility to ensure that medication is within the prescribed use by date.

Staff will consider carefully their response to requests to assist with the giving of medication or supervision of self-medication and that they will consider each request separately.

The school will liaise with the School Health Service for advice about a pupil's special medical needs and will seek support from the relevant practitioners where necessary and in the interests of the pupil.

Any medicines brought into school by the staff e.g. headache tablets, inhalers for personal use should be stored in an appropriate place and kept out of the reach of the pupils. Any staff medicine is the responsibility of the individual concerned and not the school.

Pupils temporarily prescribed medication. [i.e. Antibiotics or analgesics (pain killers)]

Whilst we believe that sick children should be at home, we are prepared to administer prescribed medication to pupils in the latter stages of treatment - but only after the parent has signed a permission sheet.

If the medication is such that an adult needs to administer it, then the procedures outlined above will be followed, and a full record kept.

If the parents indicate that a pupil can take their own medicine, then it will be kept under supervision in the school office. Children will then be supervised by an adult whilst they take their medicine.

Pupils on long term prescribed medication.

Long-term medical conditions offer challenges to families, to the child and to the school; through the careful management of medication, and the support of relevant professionals, the school can often find solutions to enable the child to attend school and still receive any prescribed medicines.

In order to maintain a secure system within health and safety guidelines the following procedure will be followed for prescribed medication (except asthma inhalers): -

- All medication will be kept under strict supervision
- Only staff and the pupils, for whom medication is prescribed, should have access to medicines.
- Medication will be given according to the instructions given by the child's doctor, from their own - clearly labelled - medication.
- No substitute will be made if the pupil has no medication in school, but the parents will be notified in order for further medication to be brought in.
- A full record will be kept of all medication dispensed in school.
- Medication will be brought into school by an adult.
- No medication will be given unless all the paperwork is completed to the satisfaction of the headteacher.

Asthma

Inhalers, for use by pupils with asthma, will be allowed to be carried by the pupil under the following conditions: -

- That we have an Asthma Plan provided by the child's GP, including evidence of the child's last inhaler check. This must be reviewed annually.
- The pupil with asthma should carry their own, clearly labelled, inhaler - or it is kept by whichever member of staff is responsible for the class group. All inhalers are stored in a labelled box in the class stock cupboard or staff drawer.

A record of all pupils suffering from these conditions should be kept in school at all times and any incidents relating to their conditions that take place while in school should be recorded. The school has an emergency inhaler to be used in the event of an emergency, as directed by a first aider/ paramedic.

Class teachers should be informed in detail of the pupil's condition and should know what to do if the child suffered an attack. If a pupil who is diagnosed with asthma does not have an inhaler they can only be given access to a generic inhaler or one belonging to another child when instructed by a medical professional (eg paramedic).

A risk assessment may need to be carried out when a pupil may be in particular danger from a serious attack and an individual health care plan may need to be drawn up with the support of parents. It may be necessary for a member of staff to undergo specialist training in order to safeguard the health of a particular pupil. It is the Head Teacher's responsibility to arrange such training for the member of staff.

The school is to ensure that pupils suffering from asthma have easy access to their inhaler at all times. On all school trips pupils suffering from asthma must take their inhalers with them.

Extreme Allergies

Epipens are to be kept in the school office. Each pupil will have their personal plastic tub with their name and photo on the outside, medication on the inside along with instructions on administering epipen and the pupil's individual care plan. Each pupil should have two epipens in school. In the event of anyone having an attack an ambulance will be called immediately quoting that it is an anaphylactic emergency.

Parents of pupils on all school trips whose child is known to be at risk from severe allergic reactions must make this known to the organiser and arrange for their medication to be kept by the trip leader.

Individual Health Care Plans (IHCP)

For pupils with long term complex medical needs (including inhalers), an IHCP will be completed with parents/carers in consultation with appropriate school staff (eg nominated First Aider, Executive Headteacher, Deputy Headteacher or SENCD0). These will be reviewed annually.

Pupils Refusing Medication

If a pupil refuses to take medication, and simple reasoning has not persuaded them to do so, then the parents will be informed. At no point will pupils be forced to take medication unless the situation is potentially life threatening, and arrangements with parents have been made previously.

Training of Staff.

Any member of staff asked to undertake the administration of medicines would be shown the necessary procedures or equipment. No administration of medicines will be done until that instruction has taken place. Only people who have been shown will be able to administer medicines. If nobody is available to administer medication, the family of the child will be informed. They can either come into school to administer the medication themselves, or make alternative arrangements.

If necessary all staff will be made aware of the condition, and given any necessary knowledge about the condition, what to look for, remedial treatment and what help to get and from whom.