

Supporting Pupils with Medical Conditions in School Policy



Together we learn and grow

Wookey Primary School

ADOPTED BY GOVERNORS: 21ST JANUARY 2019

REVIEWED BY FGB: December 2023

Reviewed by Acting Headteacher: September 2024

Reviewed by FGB: December 2025

Reviewed by SENCO and Headteacher September 2026

This policy should be taken as part of the overall strategy of the school and operated within the context of our vision, aims and values

This should be read in conjunction with our Allergy Safety Policy, available on our school website

1. Introduction and Rationale

1.1 Definition of medical needs

A child's medical needs may be broadly summarised as being of two types:

- (a) **Short-term** - affecting their participation in school activities when they are on a course of medication.
- (b) **Long-term** - potentially limiting their access to education and requiring extra care and support (deemed special medical needs)

1.2 Statutory Rationale

Local Authorities and schools have a responsibility for the health and safety of children 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 children with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all children at the school. This may mean making special arrangements for particular children 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 children may need.

The Children and Families Act 2014 places a statutory duty on schools to make arrangements for children with medical conditions. Children with special medical needs have the same right of admission to school as other children 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.

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 information regarding this.

1.3 Staff Rights and Responsibilities

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

- **Choice:** Staff can choose whether or not they are prepared to be involved.
- **Support:** Staff must receive appropriate training and work to clear guidelines.
- **Safety:** Staff must have concerns about legal liability brought to the attention of management.
- **Concerns:** Staff can bring to the attention (in writing) of management any concern or matter relating to supporting children with medical needs.

While participation is voluntary, the Governing Body has a statutory duty to ensure all pupils with medical conditions receive the necessary care arrangements. Therefore, the school commits to maintaining sufficient trained staff, including cover for contingencies. If the school is unable to secure sufficient volunteers, the Headteacher will immediately enact the formal contingency procedures, as detailed

in Appendix C, to ensure the child's needs are safely and appropriately met.

2. Policy Statement and Framework

2.1 Our Commitment

Wookey Primary School is an inclusive community that welcomes and supports children with medical conditions. The school provides all children with any medical condition the same opportunities as others at school.

We will help to ensure that pupils with medical conditions can:

- **Be healthy**
- **Stay safe**
- **Enjoy and achieve**
- **Make a positive contribution**
- **Achieve economic well-being once they leave school**

The school makes sure all staff understand their duty of care to children and young people in the event of an emergency.

2.2 Roles and Accountability

The school follows strict procedures for the dispensing of medication. These procedures are overseen by the school governor responsible for SEND.

The named member of school staff responsible for this medical conditions policy and its implementation is Ellie Furner, SENCO.

2.3 Individual Healthcare Plans (IHPs)

All children with a medical condition at this school have an IHP (Appendix A) which explains what help they need.

Parents will be invited to meet class teachers at the beginning of September to confirm the care outlined in IHPs.

IHPs will be sent home at the end of every academic year to be reviewed before the start of the following school year.

Additional review meetings will be held to update IHPs if a child's needs change during the academic year.

The IHP will contain written instructions on how to administer the medicine and provide care.

3. Training and Emergency Procedures

3.1 Staff Training

All school staff, including temporary or supply staff, are aware of the medical

conditions at this school and understand their duty of care to children in an emergency.

Staff receive training on the impact medical conditions can have on children. Appropriate training will be given following the admission of a child with medical needs, and this is refreshed yearly.

Training must be provided by the specialist nurse/school nurse or other suitably qualified healthcare professional and/or the parent. The school will keep an up-to-date record of all training undertaken and by whom.

3.2 Emergency Protocols

The school makes sure all staff understand what constitutes an emergency for an individual child.

The IHP will accompany a child should they need to attend hospital.

If a child needs to attend hospital, a member of staff (preferably known to the child) will stay with them until a parent arrives or accompany a child taken to hospital by ambulance. They will not take children to hospital in their own car.

4. Medication Management and Record Keeping

4.1 Administration of Medication

The school will not give prescription or non-prescription medication to children without the parent's written consent on a Medication Request Form (Appendix B).

When administering medication the school will follow written directions given on the parental consent form. Parents will be informed when medication is taken.

4.2 Storage of Medication

Emergency medication/equipment is readily available wherever the child is, and is not locked away.

Children should know exactly where to access their medication/equipment.

Inhalers will be in the child's classroom, unlocked, in a place that is accessible to them.

4.3 Controlled Drugs (CDs) Management

Controlled Drugs (e.g., strong painkillers or ADHD medication) will be stored in a secure, locked cupboard along with the child's IHP, medication request form and a Controlled Drug Administration and Reconciliation Log (Appendix B).

The log will include records of the dose given and the dose remaining.

4.4 Collection and Disposal

Parents are asked to collect all medications/equipment at the end of the school year.

Any uncollected medication will be disposed of safely after an agreed date, following the relevant disposal procedures.

The disposal of needles and other sharps is in line with local policies. Staff will not handle sharps unnecessarily.

4.5 Record Keeping

The school uses an IHP to record the support an individual child needs.

The school keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.

The school makes sure that the child's confidentiality is protected and seeks permission from parents before sharing any medical information with any other party except for emergency services.

5. Inclusion and School Activities

5.1 Curriculum Access

The school makes sure that children with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child.

All staff understand that frequent absences or symptoms such as limited concentration and frequent tiredness may be due to a child's medical condition.

5.2 Out-of-School Activities

The school will make sure a trained member of staff is available to accompany a child with a medical condition on an off-site visit, including overnight stays.

A risk assessment is carried out before any out of school visit.

5.3 Education Provision for Children with Health Needs

Wookey Primary School is committed to ensuring continuity of education for children who are unable to attend school due to their health needs.

If a child is likely to be absent from school for a period of 15 or more consecutive school days, the school has a duty to notify the Local Authority (LA).

The LA holds the statutory duty to make arrangements to provide suitable full-time education for children who will be away from school for health reasons for a significant period.

6. Review

The medical conditions policy is reviewed, evaluated, and updated every year. The child's views are central to the evaluation process.

This policy is available to view by all on the school website.

Appendix A - Individual Healthcare Plan

Individual Healthcare Plan

Child's name

Class/Year Group

Date of birth

Child's address

Medical diagnosis or condition

Date Written

Date of last review

Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

Healthcare Professional Contact

Clinic/Hospital Contact

General Practitioner (GP)

Responsibility

Who is responsible for providing support in school

Who is responsible in an emergency (state if different for off-site activities)

Contact 1	Contact 2

Name	Phone No.

1. Medical Needs & Care Requirements

Section	Details
Medical Needs Description	<i>Describe symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues, etc.</i>
Medication & Administration	<i>Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision.</i>
Daily Care Requirements	<i>Specific support needed (e.g., blood sugar checks, scheduled breaks, dietary restrictions, use of facilities).</i>
Arrangements for School Visits/Trips	<i>Details of required medication, equipment, staff ratios, and specific actions for off-site activities.</i>
Other Relevant Information	

2. Emergency Plan

Emergency Scenario	Action to Take
Describe what constitutes an emergency (e.g., specific seizure, severe allergic reaction, breathing difficulty).	
Action to take if this occurs (step-by-step instructions, including when to call 999)	

and where emergency medication is located).	
Parental Consent for Emergency Care	<i>I consent to the sharing of this IHP with emergency services and hospital staff if required.</i> [] Yes

3. Support, Training & Review

Section	Details
Specific Support for the Child's Educational, Social and Emotional Needs	
Staff Training Needed/Undertaken	
Plan Developed With	

4. Administrative Review and Sign-Off

Action Point	Details
Annual Review Date	This plan must be reviewed annually, before the start of the new academic year (September), or when the child's needs change. Class Teachers will arrange a meeting at the beginning of the autumn term to discuss this plan.
Medication Checklist	For the IHP to be valid, a signed Medication Permission Form must also be in place.
Medication Management	Parents confirm that all medication brought to school is in-date, in its original container, and has been signed out/collected at the end of the previous year.
Form Copied To	Google Drive With medication (office/classroom)

Appendix B - Medication Request Form and Log



**WOOKEY PRIMARY SCHOOL
And Little Acorns Playgroup**
Wells Road, Wookey, WELLS, Somerset, BA5 1LQ
Headteacher: Mrs Laurie Davies
Tel: 01749 673650
Email: school.423@wookeyprimaryschool.co.uk
Website: www.wookeyprimaryschool.co.uk



Request for Wookey Primary School staff to administer medication

The school will not give your child medicine unless you complete and sign this form, and the headteacher has agreed that school staff can administer the medication. A newly completed form should be submitted every time the dosage or timings of medication are changed.

DETAILS OF PUPIL

Full Name		Date of Birth	
Address			
Postcode		Class	
Condition or Illness			

MEDICATION

Is this medication a Controlled Drug (CD)? ☐ Yes ☐ No <i>(If Yes, the CD Log on Page 3 must be used.)</i>	
Name/type of medication (as described on the container)	
For how long will your child take this medication:	
Date dispensed:	Dosage and method:
Timing:	Special Precautions:
Side Effects:	Self-Administration Yes or No
Procedure to take in an emergency:	

EMERGENCY CONTACT DETAILS:

Name:	Daytime telephone No:
Relationship to pupil:	Address if different to pupil:

I understand that I must deliver the medicine personally to _____
(name of member of staff)

Date: _____ Signature(s): _____

Print Name: _____ Relationship to Pupil: _____

RECORD OF MEDICATION GIVEN BY STAFF

Use this page if the medication is **not** a controlled drug.

If the medication listed on the front page is a **controlled drug (CD)**, the administration must be recorded on the 'Controlled Drug Administration and Reconciliation Log' on page 3

DATE & TIME	DOSE GIVEN	ANY REACTIONS TO RECORD	STAFF WHO ADMINISTERED	WITNESS (SIGN AND PRINT NAME)

Page _____

Note on continuity:

For a complete and continuous audit trail, if the records for a pupils' medication require more than one log sheet, all sheets must be kept together, ensure each sheet is numbered sequentially.

CONTROLLED DRUG ADMINISTRATION AND RECONCILIATION LOG

Use this page if the prescription is a **controlled drug** (refer to page 1)

ADMINISTRATION AND BALANCE REMAINING LOG

DATE & TIME	DOSE GIVEN	NEW BALANCE REMAINING	STAFF ADMINISTERING (SIGN AND PRINT NAME)	WITNESS (SIGN AND PRINT NAME)	NOTES (E.G. REFUSED/REACTION/SENT HOME)

Page _____

Note on continuity

For a complete and continuous audit trail, if the records for a pupils' medication require more than one log sheet, all sheets must be kept together, ensure each sheet is numbered sequentially

CONTROLLED DRUG ADMINISTRATION AND RECONCILIATION LOG

Use this page if the prescription is a **controlled drug** (refer to page 1)

Pupil's Name (in full)	
Medication Name (in full)	

MEDICATION RECEIVED/RESTOCKED RECORD

DATE & TIME	QUANTITY (TABLETS/ML) RECEIVED	SOURCE (PARENT/NURSE)	STAFF WITNESS RECEIPT (SIGN AND PRINT NAME)	INITIAL BALANCE (FOR FIRST ENTRY)

ADMINISTRATION AND BALANCE REMAINING LOG

DATE & TIME	DOSE GIVEN	NEW BALANCE REMAINING	STAFF ADMINISTERING (SIGN AND PRINT NAME)	WITNESS (SIGN AND PRINT NAME)	NOTES (E.G. REFUSED/REACTION/SENT HOME)

END OF COURSE/DISPOSAL RECONCILIATION

DATE	QUANTITY HANDED BACK TO PARENT	PARENT SIGNATURE	STAFF WITNESSING (SIGN AND PRINT)

Page _____

Note on continuity: For a complete and continuous audit trail, if the records for a pupils' medication require more than one log sheet, all sheets must be kept together, ensure each sheet is numbered sequentially

Appendix C - Contingency Plan and Failure to Secure Voluntary Staff

The Governing Body of Wookey Primary School has a statutory duty to make arrangements to support pupils with medical conditions. Staff are protected by the right to refuse to administer non-emergency medication or provide care, as this is voluntary. If insufficient staff volunteer to support a pupil, the school will take immediate action to ensure the pupil's safety and access to education is maintained.

In the event that no member of staff volunteers to undertake the necessary care/medicine administration for a pupil's Individual Healthcare Plan (IHP), the Headteacher and Governing Body will follow this procedure:

A. Immediate Risk Assessment and Parental Consultation:

- The school will conduct an urgent risk assessment to determine the level of immediate danger to the pupil without the planned support.
- The Headteacher will immediately contact the parents/carers to discuss the situation and explore whether the required care can be safely provided by the parent on-site during the school day.
- The school will seek updated advice from the relevant specialist healthcare professional (e.g., School Nurse) to confirm the specific training required and potential alternatives to the care.

B. Internal and External Commissioning:

- The Governing Body will actively attempt to commission an external provider or agency (via the Local Authority or NHS/CCG pathways) to ensure a suitably trained and qualified professional can attend the school daily to deliver the required care. This may involve funding a temporary solution.
- The Headteacher will review the roles and responsibilities of all existing staff to see if any non-teaching role (e.g., a specific Teaching Assistant or Administrative staff member) could be safely adjusted to incorporate the care provision, following the necessary training and agreement (which still requires staff consent).

C. Local Authority (LA) Notification:

- If the school cannot secure appropriate support through internal redeployment or external commissioning within a reasonable timeframe, the Headteacher will formally notify the Local Authority that the school is currently unable to meet its statutory duty to support the pupil's needs safely. The LA will then be required to assist the school in finding a solution to ensure the pupil can access education.

D. Temporary Measures:

- Until a permanent solution is found, the school will agree upon temporary measures with the parent, such as flexible attendance, or the parent remaining

on-site, to mitigate immediate risk. The school will not exclude or refuse entry to a pupil solely because of their medical condition.