



ST MARK'S CE PRIMARY SCHOOL

Title of policy	Supporting Pupils with Medical Conditions Policy
Author	Sally Williams
Approved by	FGB
Effective from	September 2025
Date of review	September 2026
Version	2

Table of changes:

Changes to grammar, punctuation, spelling and sentence structure have been made throughout the document. In addition to these minor changes the following have been made.

Page	Section	Changes
	Whole document	Changed date of DfE Guidance from 2014 to 2017.
3-4	Individual Healthcare plans	Changed to reflect that copies will be kept in class medical boxes and the front office
4	Roles and responsibilities	Changed 'classroom support staff' to 'Learning Support Assistants'
5	Staff training and support	Changed to reflect the fact that training no longer comes from HTLC (Hampshire Teaching and Learning Centre).
5-6	Managing and storing medication	Changed procedure so that pupils' medication such as asthma inhalers and epipens are stored in class medical boxes in each classroom so that medication can be accessed more quickly
6	Controlled drugs	New section created to highlight the procedures in place for controlled drugs such as ADHD medication and emergency epilepsy medication
	Appendix 2 and 3	Templates added for 'Parental Permission Form' and 'Record of medicines given form'

Version 2 changes – Autumn 2025

Page	Section	Changes
3	Throughout	Change role of 'Pastoral Deputy Headteacher' to 'Deputy Headteacher'
8	Emergency inhalers and adrenaline pens	Paragraph amended to include adrenaline pens as well as inhalers

Context

In line with, DfE Guidance 'Supporting Pupils with Medical Conditions at school' which was updated in August 2017, we are committed to ensuring that all children with medical conditions, in terms of both physical and mental health, are properly supported at St Mark's CE Primary School so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

No child with a medical condition will be denied admission or prevented from taking up a place in our school because arrangements for their medical condition have not been made.

We will ensure that our pupils' health is not put at unnecessary risk from, for example, infectious diseases therefore we will not accept a child in school at times where it would be detrimental to the health of that child or others to do so.

This policy will be reviewed regularly and it is readily accessible to parents and school staff.

Policy implementation

The named person, who has overall responsibility for policy implementation, is the Headteacher.

They will (usually by delegation to the Deputy Headteacher or SENCO):

- ensure that sufficient staff are suitably trained;
- ensure that all relevant staff will be made aware of the child's condition;
- cover arrangements in case of staff absence or staff turnover to ensure someone is always available;
- brief supply teachers so they are fully aware of a child's medical condition;
- carry out risk assessments for school visits, and other school activities outside the normal timetable;
- monitor Individual Healthcare Plans, ensuring they are regularly updated.

Procedure to be followed when notification is received that a pupil has a medical condition

When our school is notified that a pupil has a medical condition we will:

- make arrangements for any staff training or support
- make every effort to ensure that arrangements are put in place as soon as possible
- not wait for a formal diagnosis before providing support to pupils

Individual Healthcare Plans (IHPs)

Our school will send home a health questionnaire as part of the normal admissions process when children initially join the school. Any parent reporting that their child

has an ongoing medical condition such as asthma, epilepsy, diabetes or more complex medical condition will be asked to complete an Individual Healthcare Plan (IHP). It is a legal requirement that the IHPs are updated annually. At our school we will ensure that plans are reviewed at least annually, or earlier if evidence is presented that the child's needs have changed. We will assess and manage risks to the child's education, health and social wellbeing, and minimises disruption.

At our school, staff have a duty of care to be aware of all children with medical needs, and all staff therefore read all the care plans annually. Staff sign to say they have read these.

IHPs are stored in the green folder labelled 'Medications/Medical' in the front office. Copies of IHPs are also kept in each class' medical box alongside the associated medication.

Our IHP (see appendix 1) requires information about:

- the medical condition, its triggers, signs, symptoms and treatments;
- the pupil's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors, travel time between lessons;
- specific support for the pupil's educational, social and emotional needs – for example, how absences will be managed, requirements for extra time to complete assessments, use of rest periods or additional support in catching up with lessons, counselling sessions;
- the level of support needed (NB If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring)
- who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional; and cover arrangements for when they are unavailable;
- who in the school needs to be aware of the child's condition and the support required;
- arrangements for written permission from parents and the headteacher for medication to be administered by a member of staff, or self-administered by the pupil during school hours; (Please see Appendix 2: Parental Agreement to Administer Medicine at School)
- arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate, e.g. risk assessments;
- what to do in an emergency, including whom to contact, and contingency arrangements. Some children may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their Individual Healthcare Plan.

Roles and responsibilities

At our school those people involved in arrangements to support pupils at school with medical conditions include:

- Headteacher and SLT
- Class Teachers
- Learning Support Assistants
- Admin support staff
- Lunchtime support staff
- SENCO
- Any staff with appropriate training

Staff training and support

Staff are supported in carrying out their role to support pupils with medical conditions through appropriate training. Training needs are assessed regularly and appropriate training is provided.

Any member of school staff providing support to a pupil with medical needs will have received suitable training.

No member of staff will give prescription medicines or undertake healthcare procedures without appropriate training or instruction.

The child's role in managing their own medical needs

Where children are deemed competent to manage their own health needs and medicines by their parents and/or medical professionals they will be supported to do this. We see this as an important step towards preparing pupils for the next stage of their education.

Managing and storing medicines on school premises

At our school:

- medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so
- no child will be given prescription or non-prescription medicines without their parent's written consent
- we will never give medicine containing aspirin unless prescribed by a doctor.
- medication, e.g. for pain relief will never be administered without first checking maximum dosages and when the previous dose was taken. Parents will be informed when medication is given.
- where clinically possible, we will expect that medicines will be prescribed in dose frequencies which enable them to be taken outside school hours
- we will only accept prescribed medicines if they are:
 - in-date
 - labelled

- provided in the original container as dispensed by a pharmacist
- include instructions for administration, dosage and storage.
- All medicines will be stored safely. All medication is stored in the relevant class medical box. The only exception to this is for any medication which must be kept refrigerated, whereby this is stored in the staffroom fridge.
- On leaving the school building, in case of a PE lesson, school visit, fire alarm or other emergency evacuation, the class medical boxes (which contains the medication) is collected by the class teacher and carried with them
- Children will know where their medicines are at all times and will be able to access them immediately from their class medical boxes. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will be always readily available to children and not locked away including when pupils are outside the school premises, e.g. on school trips
- When no longer required, medicines will be returned to the parent to arrange for safe disposal. Sharps boxes will always be used for the disposal of needles and other sharps. The school will usually not have a sharps box on site unless there is a specific pupil with the need for one.
- We will keep a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school will be noted in school. Two adults will sign to say the medication has been administered. (Please see Appendix 3: Record of Medicines form).

Controlled drugs

A child who has been prescribed a controlled drug, for example, ADHD medication or emergency epilepsy medication, may legally have it in their possession if they are competent to do so, this judgement will be made by the Headteacher in conjunction with the parents.

Passing a controlled drug to another child for use is an offence. Monitoring arrangements may be necessary.

At St Marks, we have made the decision to keep all controlled drugs that have been prescribed for a pupil securely stored in a secure, non-portable container and only named staff should have access. This will be in the school office. A record should be kept of any doses used and the amount of the controlled drug held. School staff will administer a controlled drug to the child for whom it has been prescribed. Staff administering medicines will do so in accordance with the prescriber's instructions.

Non-prescribed medicines

We will keep a small stock of remedies in the school office, such as you may have at home, which will include:

- Liquid paracetamol (Calpol)
- Liquid antihistamine (Piriton)
- Antiseptic cream
- Antihistamine cream

These will only be administered when it would be detrimental to the child not to give and only with our permission. A 'Record of Medicines' form will be completed for the administration of any of these listed above (see Appendix 3). Parents are contacted prior to administration for liquid paracetamol or liquid antihistamine.

Record keeping

We will ensure that written records are kept of all medicines administered to children. We recognise that records offer protection to staff and children and provide evidence that agreed procedures have been followed. Parents will be informed if their child has been unwell at school.

Emergency procedures

Where a child has an Individual Healthcare Plan, this will clearly define what constitutes an emergency and provide a process to follow. All relevant staff will be made aware of the emergency symptoms and procedures. We will ensure other children in the school know what to do in the event of an emergency ie. informing a teacher immediately if they are concerned about the health of another child.

Where a child is required to be taken to hospital, a member of staff will stay with the child until their parents arrives, this includes accompanying them to hospital by ambulance if necessary (taking any relevant medical information, care plans etc that the school holds).

Day trips, residential visits and sporting activities

We always actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

As a school we believe it to be unacceptable practice to:

- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- assume that every child with the same condition requires the same treatment;
- ignore the views of the child or their parents; or ignore medical evidence or opinion (although this may be challenged);
- send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
- penalise children for their attendance record if their absences are related to their medical condition, e.g. hospital appointments;
- prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;
- prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips due to their medical condition e.g. by requiring parents to accompany the child

Complaints

If you have a complaint about how your child's medical condition is being supported in school please follow the Complaints Procedure (available on the website).

Emergency Asthma Inhalers and Adrenaline pens

Schools may hold asthma inhalers and epipens for emergency use. This is entirely voluntary, and the Department of Health has published a protocol which provides further information.

As a school we have agreed not to purchase and keep emergency inhalers or epipens (adrenaline pens) due to the low demand of these items within our school demographic.

This policy was developed in consultation with the staff and governors and in line with DfE Guidance.

Appendix 1: Individual healthcare plan

Name of school/setting	
Child's name	
Group/class/form	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	

Family Contact Information

Name	
Phone no. (work)	
(home)	
(mobile)	
Name	
Relationship to child	
Phone no. (work)	
(home)	
(mobile)	

Clinic/Hospital Contact

Name	
Phone no.	

G.P.

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

[Empty rectangular box]

Staff training needed/undertaken – who, what, when

[Empty rectangular box]

Form copied to

[Empty rectangular box]

Appendix 2



St Mark's CE Primary School

Parental Agreement to Administer Medicine at School

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.

Name of child	
Date of birth	
Class	
Medical condition or illness	

Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration –Y/N	
Procedures in an emergency	

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to the school office	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s)

Date

Appendix 3

St Mark's CE Primary School - Record of Medicines

Date	Child's Name	Time	Name of Medicine	Dose Given	Any reactions	Staff Signature	Staff Name