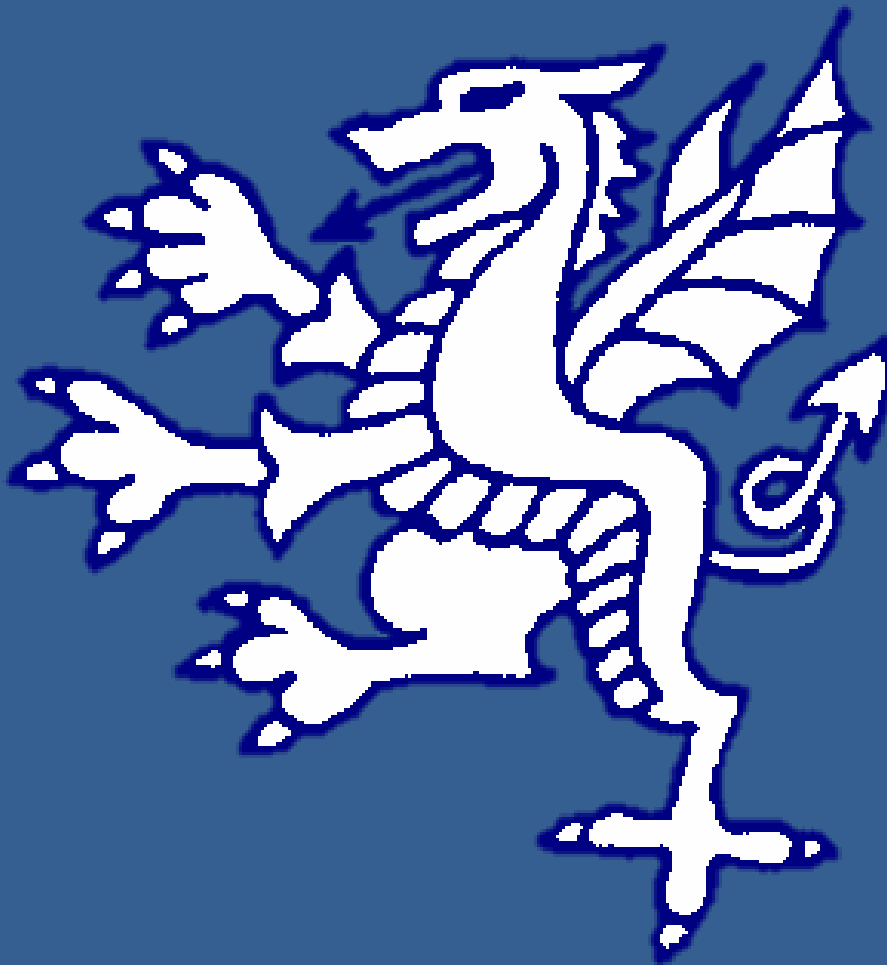


HORNINGSHAM PRIMARY SCHOOL

Supporting Pupils with Medical Conditions and Administering Medication Policy

Together We Learn



OUR MISSION STATEMENT

We are a successful, community school with a strong family feel. We nurture and inspire everyone in our community to be the best they can. With strong traditional values and high expectations, we ignite a passion for life-long learning and enable our children to be confident, aspirational and creative learners.

Supporting Pupils with Medical Conditions and Administering Medication Policy

Policy agreed by governors:	April 2025
Policy published:	April 2025
Next review:	April 2027
Medical Needs Coordinator MENDCO:	Odele Lapham

Other Related Policies:	Attendance Policy Safeguarding and Child Protection Policy First Aid Policy SEND Policy
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Aims of this policy

The primary aim of this policy is to ensure that all children with medical conditions — whether physical or mental — are properly supported at school so they can:

- Play a full and active role in school life
- Stay healthy
- Achieve their academic potential

To support this, the policy will:

- Set out clear procedures for supporting pupils with medical conditions
- Define the roles and responsibilities of all stakeholders, including staff, parents, and healthcare professionals
- Outline how prescribed medicines will be managed during the school day
- Explain how medicines and healthcare needs are managed on school trips and residential visits

Note: While school staff are expected to support pupils with medical needs, there is no legal duty requiring any member of staff to administer medicines. Staff who choose to do so are acting voluntarily and will be fully supported and indemnified by the school and local authority.

Introduction

At Horningsham Primary School, we are committed to providing a safe, inclusive environment where all children can thrive, feel happy, and succeed. We want the very best for every pupil and aim to ensure that children with medical needs are fully supported so they can access learning and participate in all aspects of school life. Children with medical needs have the same rights of admission to our school as any other child.

We recognise that:

- Many pupils may experience short-term medical needs (e.g. recovering from illness or infection).
- Some pupils may have long-term or ongoing conditions, such as asthma, severe allergies, or diabetes, which require ongoing support or medication.

We are an inclusive community that works to ensure equal access and opportunity for all pupils, including those with medical conditions. Some children may also be covered under the Equality Act (2010) and considered disabled. In these cases, the governing body must meet its duties under the Act. Additionally, some pupils with medical needs may have Special Educational Needs and Disabilities (SEND) and an Education, Health and Care Plan (EHCP), which integrates health, social care, and educational support. For these pupils, this policy should be read alongside the *SEND Code of Practice: 0 to 25 years (January 2015)*.

Policy Implementation

To ensure this policy is effectively implemented and that children with medical conditions are fully supported, the following procedures are in place:

- A record of staff medical training is maintained, and all relevant training is regularly reviewed and updated.
- A medical conditions register is kept up to date. Photographs of children with known medical conditions, along with key details and medication information, are displayed in the staffroom to ensure staff awareness.
- All pupils with a long-term medical condition (lasting more than one week) will have an Individual Healthcare Plan (IHCP). This plan will be written and agreed with parents within 24 hours of the school being informed or the child returning to school.
- A minimum of one paediatric first aider is on site at all times while pupils are present.
- Supply teachers must familiarise themselves with any pupils in their care who have an IHCP or known medical condition.
- A briefing on this policy is included in all new staff inductions and is reviewed annually as part of whole-staff training.

Individual Health Care Plans (IHCPs) and Risk Assessments

Children who require long-term medication, medical support, or specific procedures while in our care will have an Individual Healthcare Plan (IHCP). These plans are:

- Initiated by the school and developed in partnership with the child, their parents/carers, and - where appropriate - healthcare professionals
- Designed to ensure appropriate, consistent support is in place
- Accompanied by a Health Care Needs Risk Assessment to identify and manage any associated risks

IHCP Procedures:

- **Storage:** IHCPs are kept with the child's medication in clearly labelled individual containers, stored in the classroom. Each container includes the child's name and photograph for easy identification.
 - Medication may follow the child throughout the day if needed, or remain in the classroom if less urgent.
- **Review:** IHCPs are reviewed annually by the school nursing team, or earlier if the child's needs change.
- **Parent responsibilities:**
 - Parents/carers must notify the school in writing of any updates to their child's condition or medication.
 - Parents grant permission for any relevant medical information to be shared with professionals supporting the child in school.
- **Emergency protocol:** IHCPs will be made available to emergency services if needed to ensure safe and informed care.

Health Care Needs Risk Assessment:

Each IHCP is supported by a risk assessment that identifies:

- Risks to the child arising from their medical condition
- Risks to others, including pupils, staff, and visitors
- Control measures, such as required equipment, environmental considerations, or supervision strategies
- Training needs for staff involved in supporting the child

Record Keeping

The following forms are used to inform the school about any medical conditions and the administering of any medicines.

- **Enrolment forms** – it is the responsibility of parent/carers to disclose any health conditions at the time of enrolment or as conditions become diagnosed. Details are logged on the medical needs register and also on our Management Information Service, SIMS.
- **Form 1 'Medicine Consent'** – used when there is a request from parents for prescribed medication to be administered – (appendix 1)

- **Form 2 'Medication Record'** – used as a log for staff members to fill out when any medication is administered (appendix 2).
- **Individual Healthcare Plans (IHCPs)** – a care plan may be in place from a previous school or a new one may need to be written once the child's needs have been assessed.
- **Risk assessments** – these will be attached to the IHCP.

Medication must be provided in the original container. Staff should check that written details include;

- Name of child
- Name of medicine
- Dose
- Method of administration
- Time and frequency of administration
- Any side effects
- Expiry date
- A parental agreement form must be completed and signed by parent/carer before medicines can be administered

Staff Awareness and Training

While there is no legal requirement for school staff to administer medicines, those who do so voluntarily will be appropriately trained and fully supported by the school.

Training Provision

- Staff who support pupils requiring long-term medication or medical procedures will receive suitable and specific training.
- Training will be offered to:
 - Staff working directly with the child on a daily basis
 - Additional staff members, to ensure there is cover available in case of absence or emergency
- Training is typically delivered by the school nursing team. In some cases, external specialist organisations (e.g. Anaphylaxis UK) may also provide appropriate training.
- In exceptional circumstances, if training is provided by a parent, the school will require written confirmation from a healthcare professional (e.g. hospital consultant) that this arrangement is safe and appropriate.

Training Records

- The school maintains an accurate, up-to-date record of all staff who have completed medical training, including the date and type of training received.

First Aid

Horningsham Primary School has a team of staff who are trained to respond to medical emergencies:

- Several staff hold a Paediatric First Aid qualification and are equipped to provide immediate assistance for common injuries, illnesses, or specific medical needs.
- Additional staff hold the First Aid at Work qualification, extending the school's capacity to respond to a wider range of medical situations.

Emergency Procedures

- All new staff are inducted into the school's emergency medical procedures.
- For pupils with an Individual Healthcare Plan (IHCP), all relevant staff are made aware of:
 - The child's condition
 - Potential emergency symptoms
 - The agreed emergency response

In the Event of a Medical Emergency

- The school will call an ambulance or seek professional medical assistance when needed.
- If a child requires hospital treatment:

- A senior member of staff, directed by the Headteacher, will accompany the child or remain with them at school until a parent/carer arrives.
- The child's IHCP and any relevant medical records (e.g. Form 2 if medication has been administered) will be sent with them to hospital.

Administering Prescribed Medicines

Medicines should only be brought into school when essential; where it would be detrimental to a child's health if it were not administered during the school day.

The school will only accept:

- medicines prescribed by a medical practitioner (doctor, dentist, nurse prescriber or pharmacist prescriber)
- medicines in the original container with the prescription label, the child's name and the prescriber's instructions for administration.
- medicines that need to be taken in excess of three times a day (otherwise they can be taken in the morning, after school and at bedtime so do not need to be administered in school). Medicines that need to be taken four times a day can be administered once during the school day and must be spaced as evenly as possible over a 24-hour period.

Medication such as paracetamol or aspirin cannot be administered by staff unless prescribed.

If a child refuses to take medicines staff will not force them to do so, but will note this in the records and inform parents as soon as is reasonably possible.

Children with Asthma

- Children with asthma should have their inhalers readily available when needed.
- Inhalers are kept in a safe and accessible place, usually within the child's classroom.
- Children in Key Stage Two are encouraged to take responsibility for their own inhaler.
- Inhalers must be taken to all physical activities, as necessary.
- Each inhaler must be clearly labelled with the child's name and instructions for use.
- It is the responsibility of the parent/carer to regularly check that inhalers are in working order and have not expired or run out.
- Only the blue Ventolin inhaler will be administered by school staff. No other inhalers will be given in school.

Allergies

- Pupils with allergies should be assessed by an allergy nurse who will develop a specific allergy management plan to be shared with the school.
- Children with severe allergies who require adrenaline auto-injectors (AAI) will have their medication readily accessible at all times.
- All staff will be informed of which pupils are at risk of anaphylaxis.
- Children in Key Stage Two are encouraged to take responsibility for carrying their own AAI.
- Staff who work closely with these pupils will receive training on the use of AAIs to ensure they can respond confidently in an emergency.

Non-prescribed medicines

The school **cannot administer any medicines** that have not been prescribed by a doctor, dentist, nurse prescriber, or pharmacist prescriber.

Parents or carers are welcome to come into school to administer non-prescribed medicines to their child during the school day if necessary.

Storage of prescribed medicines

- All prescribed medicines must be delivered to a member of staff by the parent/carer.
- Medicines should never be left in a child's possession, except for emergency medicines such as adrenaline auto-injectors (AAIs) or inhalers, where appropriate.

- Medicines must be stored in accordance with the dispenser's instructions, with particular attention to temperature requirements. Each medicine must be clearly labelled with the child's name.
- Medicines requiring refrigeration, such as antibiotics, will be stored in the staff room refrigerator.
- Emergency medicines (e.g., inhalers, AAls) must be readily accessible to children and staff and kept in an agreed location within the classroom or learning environment.
- Where appropriate, children may carry their own inhalers or AAls.

School Trips and Residential

Every child is valued and cared for, and any child with a medical condition has the right to participate in school trips and residential, according to their abilities and with reasonable adjustments where necessary.

When planning off-site visits, risk assessments will include all necessary steps to ensure pupils with medical conditions are fully included and supported.

Close discussions with parents/carers are essential to determine how best to manage their child's medical needs during residential trips.

Prior to a residential trip, parents/carers are required to provide full details of any medication. There may be occasions where school staff are asked to administer medicines beyond those normally given during the school day; in such cases, meetings will be held with parents to discuss these arrangements.

All medication must be signed in and out of the school premises by a parent/carer and should not be passed to school staff via the child.

Please note that during trips, the school cannot guarantee the ability to maintain the correct temperature for temperature-sensitive medications. Where appropriate, parents may be required to accompany the trip to ensure their child's medical needs are safely managed.

Safe disposal of medicines

Staff should not dispose of medicines. When no longer required or expired, medicines should be returned to the parent for safe disposal. Parents are responsible for making sure that date-expired medicines are returned to the pharmacy for safe disposal.

Children With Health Needs Who Cannot Attend School

In accordance with the DfE's *Arranging education for children who cannot attend school because of health needs* (December 2023), suitable education will be provided for pupils on roll who are unable to attend school due to health reasons.

Our school will follow each child's Individual Health Care Plan (IHCP) and, where possible, provide education on site. If a child is absent from school for 15 consecutive days or more due to medical needs, the school will liaise with the Local Authority to determine the appropriate next steps. In these cases, the Attendance Team, SEND team, and class-based staff will collaborate closely to ensure the child has access to learning resources such as paper-based packs or remote learning, depending on their health and ability to engage.

When a child is hospitalized and receiving education through the Medical Needs Teaching Service, class staff will work in partnership with hospital-based teachers whenever appropriate. Throughout the process, parents and children will be actively consulted to support the child's educational and health needs.

The school is committed to supporting the reintegration of children back into school at the earliest possible opportunity, in line with their Individual Health Care Plan.

The Headteacher is responsible for:

Policy and Compliance

- Ensuring the school's medical needs policy aligns with statutory and local guidance.
- Making sure the policy is effectively implemented across the school.
- Monitoring and evaluating the policy annually.
- Ensuring the school has appropriate insurance cover for medical support.

Staff Training and Communication

- Ensuring all staff receive sufficient training to support pupils with medical needs.
- Making sure new and supply staff read the policy and the medical conditions register during induction.
- Communicating clear systems and procedures to all staff.

Individual Healthcare Plans (IHCPs)

- Overseeing the development, monitoring, and delivery of IHCPs.
- Ensuring accurate, up-to-date information is held about pupils' medical conditions.
- Ensuring medical arrangements are in place for new pupils promptly.

Liaison and Partnership

- Liaising with healthcare professionals and external services regarding pupils' medical needs.
- Working closely with parents and carers to support children with medical conditions.

All staff at the school are expected to:

Knowledge and Awareness

- Understand pupils' medical conditions and the medication they require.
- Be aware of common medical conditions, including triggers, signs, and symptoms.
- Know what to do in a medical emergency.
- Understand and follow the school's medical needs policy.
- Recognise that some children with medical conditions may also have special educational needs.
- Be sensitive to the emotional impact that medical conditions may have on pupils.

Medication and Safety

- Administer prescribed medication only if properly trained.
- Know where individual pupils' medication is stored.
- Follow correct procedures when administering medication.
- Ensure their own safety by using appropriate personal protective equipment (PPE).
- Communicate promptly if PPE supplies are low.

Support and Inclusion

- Provide support to pupils with medical needs.
- Help ensure all pupils are included in daily activities and the school timetable.
- Know how to locate trained staff quickly in an emergency.

All teaching staff play a key role in supporting pupils with medical needs. They are expected to:

Planning and Communication

- Collaborate in the creation and review of Individual Healthcare Plans (IHCPs).
- Maintain positive, supportive relationships with parents and carers of children with medical needs.
- Ensure Forms 1 and 2 are available and stored in class files as required.
- Communicate key medical needs to supply/cover staff, including relevant IHCPs.

Medical Support & Documentation

- Administer medicines when necessary, following the school's medical needs policy.
- Complete all required documentation related to medicine administration and pupil health.
- Inform parents if their child becomes unwell during the school day.
- Ensure that medication no longer required is returned to parents and not kept in school beyond the school year.

Trips and Visits

- Complete risk assessments for all trips and residential visits involving pupils with medical needs.
- Ensure pupils who self-carry medication (e.g., inhalers, epi-pens) have it with them on trips.
- Ensure emergency medication (e.g., inhalers, epi-pens) is taken on all relevant outings.

Inclusion and Awareness

- Use opportunities such as PSHE, circle time, and social stories to raise awareness of medical conditions and promote empathy and understanding in the classroom.

Specialist healthcare professionals involved in the care of pupils at our school are responsible for:

- Collaborating with the school to plan, develop, and implement Individual Healthcare Plans (IHCPs).
- Reviewing and approving risk assessments related to pupils' medical needs.
- Providing necessary training to school staff to ensure competent medical support.
- Working closely with the school, parents, and carers by offering expert advice and ongoing support.

All parents/carers have a responsibility to:

Medical Information & Communication

- Inform the school if your child has a medical condition.
- Provide up-to-date information about your child's condition, including any changes or emergencies.
- Work with the school to agree on and review the Individual Healthcare Plan (IHCP).
- Nominate an adult who can be contacted at all times in case of an emergency.

Medication Management





- Provide any medication your child needs during school hours, clearly labelled, in-date, and with the correct dosage.
- Inform the school of any changes to your child's medication.
- Ensure all medication remains within its expiry date.

Health & Attendance




- Keep your child at home if they are unwell or unable to participate fully in school activities.
- Make sure your child attends regular medical reviews with healthcare professionals.

How We Support Ourselves and Each Other (Pupil Responsibility for Medical Needs):

If you have a medical condition, you can:

-  **Take charge of your medication** (when you're ready), with help from trained staff.
-  **Know where your medicine is kept** and how to get it in an emergency.
-  **Tell an adult straight away** if you or someone else is feeling unwell or needs help.
-  **Talk about how your condition affects you**, if you're happy to share.

We all can:

-  **Be kind and respectful** to classmates with medical needs.
-  **Listen and support each other** without making a big deal.
-  **Know what an emergency looks like** and stay calm if one happens.

 **Together, we make school a safe, caring place for everyone.**

Governors' Responsibilities for Supporting Pupils with Medical Needs

In line with DfE guidance (2014), the Governing Body will:

Policy and Oversight:

- Ensure the school has a medical needs policy that outlines key procedures and includes a named person (MENDCO) responsible for implementation.
- Review the policy annually with stakeholder input.
- Ensure prompt implementation of IHCPs, ideally within two weeks of notification.
- Ensure IHCPs are reviewed at least annually, or sooner if a child's condition changes.

Pupil Support and Access:

- Ensure children with medical conditions can access the same education and opportunities as others.
- Guarantee that no child is denied admission or delayed entry due to medical support needs.
- Ensure arrangements reflect individual needs and how medical conditions impact learning, wellbeing and school life.

Emergency and Risk Management:

- Understand and support appropriate responses in medical emergencies.
- Ensure the school assesses risks to pupils' health, education, and social wellbeing, aiming to minimise disruption.

Staff Training and Resources:

- Ensure staff are trained and competent before supporting pupils with medical needs.
- Provide access to relevant information and resources for staff.
- Promote collaboration among agencies rather than relying on a single individual.

Communication and Complaints:

- Ensure parents and pupils have confidence in the school's medical support.
- Address any concerns raised by parents through informal resolution, or the formal complaints procedure if needed.

Unacceptable Practice

At our school, we are committed to supporting pupils with medical needs fairly and respectfully. The following practices are considered unacceptable:

⊘ Access and Independence

- Preventing children from easily accessing or administering their inhalers or medication when needed.
- Preventing children from drinking, eating, or taking toilet or other breaks when required to manage their condition.

⊘ Equal Participation and Inclusion

- Excluding pupils from full participation in school life, including educational visits, extracurricular activities, or classroom learning, due to their medical condition.
- Penalising pupils for attendance issues related to their medical needs, such as hospital or specialist appointments.

⊘ Stereotyping and Disregard

- Assuming that all pupils with the same medical condition require the same treatment or support.
- Ignoring the views of the child or their parent/carer, or dismissing medical advice or evidence (though this may be appropriately challenged in the child's best interest).

Staff indemnity

Wiltshire Council fully indemnifies its employees against claims of alleged negligence, as long as they are acting within the scope of their employment. This includes the administration of medicines. Staff can be reassured that:

- They are protected if a genuine mistake is made, such as giving an incorrect dose or unintentionally missing a dose.
- They are also covered when administering emergency medication, provided it is done according to the child's Individual Healthcare Plan (IHCP) or medical protocol.

In practice, this means that if a claim of negligence is successful, it is **the Council**—not the individual employee—who would be responsible for covering any damages or legal costs.

Policy Review

This policy is reviewed, evaluated and updated annually in line with our school's policy review cycle.

In evaluating the policy, the school seeks feedback on the effectiveness and acceptability of this policy with a wide range of key stakeholders who have been outlined in the policy.

This policy is guided by the:

- [DfE guidance on education for children with medical needs \(2023\)](#)
- [DfE's Arranging education for children who cannot attend school because of health needs \(2023\)](#)
- Wiltshire Local Authority guidance (2019)



Medicine Consent Form

For children who require prescribed medicines during their time at school

Note:

- If children are ill (as in a virus or infection) they should be at home, not at school.
- This form is intended for children who may have a medical condition **requiring them to have medicine at a prescribed time which falls in the school day** or **4 doses of a medicine per day**, necessitating one of those doses to be taken during the school day.
- **School cannot administer any non-prescribed medicines containing analgesics** (including painkillers, creams and cough mixtures) even if a parent gives their consent.

TO BE COMPLETED BY PARENT/CARER

Name of Adult making this request: _____ Date: _____

Full Name of Child: _____ Date of Birth: _____

Medicine 1: _____ Dose _____

I confirm that the medicine is in its original packaging with the prescription label

Schedule:

Time:		Days to Administer: Please tick	
Notes: e.g. before food		MON	TUE
		WED	THU
All Doses Administered:	Y/N School complete upon filing	FRI	

Medicine 2: _____ Dose _____

I confirm that the medicine is in its original packaging with the prescription label

Schedule:

Time:		Days to Administer: Please tick	
Notes: e.g. before food		MON	TUE
		WED	THU
All Doses Administered:	Y/N School complete upon filing	FRI	

I confirm that I will come into school and administer the medicine/s myself according to the schedule above.

or

I give permission to school staff to administer the medicine/s according to the schedule above.

I understand: - School are not bound by law to administer the medicine but that staff endeavour to carry out the duty of administering medication with reasonable care following County guidelines
- School cannot accept full responsibility and liability if a dose is not given, as any agreements made with families are done so in good faith.
- It is my duty to collect the medicine from a member of staff at the end of the day.

Daily Medication Record

Term		Week	
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Day	Child	Time	Medication	Administered	
				Tick	Sign
Mon					
Tues					
Wed					
Thur					
Fri					