



Supporting Pupils with Medical Conditions Policy 2026-2027

Aim	To ensure that pupils with medical conditions receive appropriate care and support at school. This policy has been developed in line with the Department for Education's guidance – "Supporting pupils at school with medical conditions"
Related policies and procedures	School Safeguarding and Child Protection Policy; Allergy Safety Policy
Date of next review	September 2027
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1. Introduction

This policy has been structured based upon the guidance provided by information from the Guidance and Code of Practice - First Aid at Work (Issue 2 April 2011) provided by Lancashire County Council, guidance from local Health Services, professional teaching associations, Lancashire County Council Health and Safety information and the most recent government advice to Schools and Early Years settings.

2. Aims

These arrangements include arrangements for staff as appropriate. Shaftesbury High School will adhere to the advice contained in Managing Medicines in Schools and Early Years Settings – DfES 2005, Multi-Agency Guidance for the Management of Long Term Health Conditions for Children and Young People – DSCB 2011 and Supporting Pupils with Medical Needs – DfE 1996. This policy should be read in conjunction with the school's safeguarding policy and child protection procedures as well as the School Allergy Safety Policy

Arrangements have been made for the following:

- managing prescription medicines that may need to be taken during the day;
- managing prescription medicines on trips and outings, including school transport;
- the safe storage of medicines and accurate record keeping;
- procedures for access to medicines during emergency situations;
- adhering to risk management procedures involving medicines.

Safeguarding of children is paramount. The Management Committee has a duty under Section 175 (or Section 157, for Academies) of the Education Act 2002 to safeguard and promote the welfare of children in this school. Larches High School is responsible for adhering to Health Care Plans, maintaining and monitoring records and demonstrating that children are provided with appropriate medical support for which training has been given by qualified personnel. It should be noted that failure to adhere to Health Care Plans could affect insurance cover and increase liability.

The school will follow First Aid principles and seek to act in the interest of preserving life when in the event of an emergency. The school will accept written notice from parents/carers that relate to particular medical or religious issues that might affect the manner in which emergency cases are managed.

Appropriate/standard forms will be used to support the management and administering of medicines (see 'Managing Medicines in Schools and Early Years Settings' DfES 2005 and Multi-Agency Guidance for the Management of Long Term Health Conditions for Children and Young People - DSCB 2011). We understand that the key information requested must not be changed as it would affect any potential insurance claims for medical malpractice. However the design of the form has been adapted for our use.

3. Responsibilities

Parents

It must be remembered that the prime responsibility for a child's/young person's health rests with the parents/carers.

Where possible prescribed or non-prescribed medicines should be administered by parents outside of the school day. If this is not possible, parents should talk to school staff and also make requests to administer medicines in writing to the Headteacher. (See 'Managing Medicines in Schools and Early Years Settings'.)

Parents are asked to deliver medicines to school in the original container(s) and ensuring that the medicine is not out of date and that it has been stored correctly.

All medicines must be marked with the following information clearly indicated:

- the child's name on the medicine;
- when the medicine should be given;
- the prescribed dose and pharmacist's instruction, e.g., after meals.

Parents must notify the school immediately (in writing) of any changes or alteration to a prescription requiring adjustment to be made to any previous arrangement about medicines for their child/young person.

Headteacher

The Headteacher will make appropriate arrangements for medicines to be stored safely in a locked cabinet. Medicines must be kept in the container supplied which must be clearly labelled with the name of the child and instruction for usage. The school will ensure that all medicines held are not out of date and that they are returned to parents routinely after use. Some medicines (insulin, liquid antibiotics) may need to be kept in a fridge but must not be frozen. These medicines must be placed in suitable additional sealed/airtight containers such as a Tupperware box and marked 'medicines'. Medicine cabinets will be supervised closely and emptied at least once each term. The Headteacher will ensure that there are arrangements in place so prescribed medication for staff are stored securely and appropriate to potential risk.

The Headteacher will make suitable arrangements in partnership with parents that enable children/young people to maintain a prescribed course of treatment. They will liaise with staff/parents/nominated support so that recommended medical treatment can be sustained, and that those people are appropriately trained to administer medication. Staff will not be directed to administer medicines; however, they can choose to volunteer to do so if they so wish. All staff will be advised to refer to advice from their professional associations before volunteering to administer medicines.

Together with school Management Committee, the Headteacher will review this policy at appropriate intervals, in line with local advice, so that the well-being of children and young people and their health is safeguarded.

The Headteacher will ensure that all staff and parents/carers are aware of this policy and the procedures for dealing with medical needs at Larches High School.

Larches High School will ensure the following:

- staff work in partnership with parents/carers to ensure the well-being of child and young people;
- that interruption to school attendance for medical reasons will be kept to a minimum;
- staff who have agreed to administer medicines will receive the appropriate training;
- adherence to Health Care Plans;
- that records are maintained detailing an accurate history of the administration of medicines for the school;
- that information recorded when administering medicines includes: name of child/young person, the name of the medicine to be administered, confirmation that the medicine is being given and that it is not out of date, that it is being administered to the correct person, the dosage given, and the name and signature of the person administering or supervising, the date, place and time that the medicine was administered. (Appendix 4)
- that suitable back-up systems are in place to cover the administration of medicines staff duties in the event of staff absence;
- if there are any doubts or confusion about arrangements for administering medication, staff must consult with the parents and Headteacher;
- that no child or young person under 16 will be given medicines without their parents' written consent;
- all cultural and religious views, made known to the school in writing, will be respected;
- the principles and advice provided in Guidance for Administering Medicines in Schools and Early Years Settings (DCC Nov 2011) will be used.

The school is committed to assisting children with long-term or complex medical needs and working in partnership with their parents/carers to enable full access to schooling.

On Admissions all parents / carers are required to complete a General Medical Information form (Appendix 1) and for those pupils with more complex needs parents / carers will be invited to a meeting so that an Individual Health Plan can be co-produced with health care professionals, parents / carers and Larches High School. (Appendices 2 & 3)

4. Staff Training

Most medicines to be administered will not require professional training; however the school will ensure that staff supervising the administering of medicines will understand that accurate records are to be kept and are completed at the time of being administered.

Staff who maintain these records should be clear about what action to take, (such as referring to the Designated Senior Person for Child Protection) if they become concerned about the welfare of an individual pupil.

If a Health Care Plan is applied to particular children / young people additional training must be given by a nominated Health professional, e.g., use of a nebuliser, using EpiPens. Training received or cascaded from parents will not be accepted unless otherwise instructed by a health professional. Record of Training Forms must be completed by the Health Professional and copies held both with the child/young person's records and by the supervising member of staff (or the Headteacher). (See Multi-Agency Guidance for the Management of Long Term Health Conditions for Children and Young People – DSCB 2011; section 3.3 and 3.4 including Chart E.)

5. Reasonable adjustments

The school understands its duties under the Equality Act 2010 to make reasonable adjustments and enable children and young people to have equitable access to education.

Children and young people with complex or significant medical needs will be included in activities for as much as their health permits.

6. Child/young person refuses, or not well enough to take medicines

If a child refuses to take medicine as prescribed, the records must state this clearly and the parents/carer must be informed immediately. Children/young people will not be forced to receive medicine if they do not wish to do so. This refusal will be noted in General Record of Medicine Administration to pupils form – Appendix 5)

If a child or young person is ill/injured and therefore unable to receive the agreed prescribed medication, the person designated to supervise the taking of medicine will consult with parents / carers immediately and advise the Headteacher of their actions.

If the child vomits or has diarrhoea soon after receiving medication, parents must be contacted so that they can seek further medical advice.

7. Self-medication

In some cases it might be appropriate that children/ young people self-administer medicines, e.g., inhalers, EpiPens.

The school will encourage those with long term medical conditions to take responsibility for administering their own medication but continue to ask staff to supervise so that the appropriate records can be complete for safeguarding purposes. See Allergy Safety Policy 2026 in relation to the management of specific medical conditions.

Some young people may carry 'over the counter medicines' (non-prescribed medicines) for their own use or self-administer prescribed medicines that are appropriate to carry. When this occurs parents should request permission from the Headteacher in writing, and provide relevant details about the type and dosage of the medicine. All medicines of this nature should be handed in to staff on arrival in school and they will be stored in the Medical cabinet in the Behaviour Office.

We understand the need for personal dignity in addressing this matter to avoid individual embarrassment. We suggest that only one dose should be brought to school at a time in order to reduce potential risk of medicines being abused ie: Pupils giving pain relief medication to peers/friends.

School has a policy that parents/carers permission must be obtained before ANY medication is given.

8. Storage of Medicines

The school will adhere to the advice contained in Guidance and Code of Practice - First Aid at Work (Issue 2 April 2011), and Guidance for Administering Medicines in Schools and Early Years Settings (DCC Nov 2011).

ALL medicines to be kept in a locked cabinet located: Medical Cabinet in Behaviour Office.

9. Emergency arrangements

Care is taken to ensure that all children and young people are safe. The school has trained 9 permanent staff in "Emergency First Aid at Work for Schools" [See DCC Guidance and Code of Practice – First Aid at Work (Issue 2 April 2011) for further information.]

Children and young people with life threatening medical conditions or that require close monitoring/ supervision may have Health Care Plans issued by Health professionals that provide contact details for emergency situations, e.g., anaphylaxis, diabetes, or epilepsy. Asthma can also be life threatening. All cases deemed 'complex' or 'serious' medical conditions have emergency contact details held in the school office.

All emergencies / near misses will be reported on the Incident Report Form (Appendix 6)

10. Off-site activities/school trips

All arrangements for medicines, including the storage of medicines, Health Care Plans, and Risk Management programmes will apply for any off-site activities or school trips. A member of staff will be appointed to ensure there are suitable arrangements for storage, and recording of the medicines when assessing any risks associated for the trip, particularly for those children and young people with long term or complex health conditions.

All off-site activities will be evaluated in terms of proximity and accessibility to emergency services and any implications for those with short or long term medical conditions before receiving approval to go ahead from the Headteacher/Committee Members.

11. Staff Medication

Staff are responsible for the safe storage of over the counter medications such as paracetamol. Staff must minimise the risk of pupils having access to their medication by storing them securely in a locker or locked cabinet. Medication should not be stored in classrooms or any other space where pupils have regular access. Prescribed medication (with the exception of inhalers) must be stored securely in the locked medication safe in the Behaviour Office.

If a member of staff needs to administer medicine (for example injecting insulin), applying ointment or carrying out first aid which involves exposed skin they must do so in the Behaviour Office. This is because there is equipment provided for safe disposal and control of 'sharps' & blood strips (i.e. yellow sharps box).

The keys to both the Behaviour Office and the medical safe are stored in the Behaviour Office.

12. Equality Statement

Larches High School is mindful of its Equality Duties; respecting religious belief and ensuring that support is provided for those with disability needs that might be affected by this policy. Where there are language or communication issues, and to avoid any misunderstanding, the parents/carers and Headteacher will agree an appropriate course of action. The

Headteacher will engage interpreters or signers when required to ensure that full understanding of a child's/young person's medicine needs are determined accurately.

13. Staff Responsibilities

The member of staff overseeing medical arrangements is: Eileen Lumsden (Behaviour Manager / Mental Health First Aider / SLT and Christine Mitchell (Headteacher)

Appendix 1



Medical Information Form

Pupil Information

Pupil Name	
Date of Birth	
GP Name	
GP Surgery / Address	
GP Contact Number	

Medical Information

Does your child suffer from any of the following conditions?

Asthma	Yes / No	Bronchitis	Yes / No
Chest Problems	Yes / No	Diabetes	Yes / No
Fainting	Yes / No	Migraine	Yes / No
Heart Trouble	Yes / No	Raised / Low Blood Pressure	Yes / No
Tuberculosis	Yes / No	Epilepsy	Yes / No
		If Yes, what specific epilepsy syndrome has been diagnosed for your child? What is the pattern of any seizure?	

If YES to any of the above, please provide further details:

Has your child been immunised against the following diseases?

Poliomyelitis Yes / No Tetanus (lock jaw) Yes / No
Date (if known).....

Does your child have any medical diagnosis or condition?

Yes / No

If Yes- Please provide details of Clinic/Hospital Contact
Please provide details of medication prescribed

Does the child have an Individual Health Care Plan?

****Yes / No**

*****If yes this needs to be provided to school as soon as possible.***

Is the child able to take responsibility for their condition in an emergency

Yes / No

Is your child allergic or sensitive to any medication (eg Penicillin)?

Yes / No

If Yes- Please provide history of allergic reactions
Please provide details of any adaptations needed

Is the child able to take responsibility for their condition in an emergency

Yes / No

Does your child have any other allergies, (food intolerances, insect bites, hay fever etc)?

Yes / No

If Yes- Please provide details of any known allergies
Please provide history of allergic reaction
Please provide any adaptations needed

Is the child able to take responsibility for their condition in an emergency

Yes / No

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 Relationship to Child

Appendix 2

Template Letter Re Developing an Individual Healthcare Plan



Dear Parent/Carer

Developing an Individual Healthcare Plan for your Child

Thank you for informing us of your child's medical need. I enclose a copy of Larches High School's policy for supporting pupils at school with medical conditions for your information.

A central requirement of the policy is for an Individual Healthcare Plan to be prepared, setting out what support each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership with school, parents/carers, pupils and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts their ability to participate fully in school life, and the level and detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's Individual Healthcare Plan has been scheduled for **(Insert Date & Time)**. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will include the attendance of **(add details of healthcare professional/team)**. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I would be happy for you to contact school if this would be helpful.

Yours faithfully



Mrs Christine Mitchell

Headteacher

Appendix 3

Larches High School Individual Healthcare Plan



Student's name:

Group/class/form:

Date of birth:

Student's address:

Medical diagnosis or condition:

Date:

Review date:

Family contact information

Name:

Relationship to student:

Phone number (work):

(home):

(mobile):

Name:

Relationship to student:

Phone number (work):

(home):

(mobile):

Clinic/hospital contact

Name:

Phone number:

Child's GP

Name:

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Phone number:

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Who is responsible for providing support in school?

--

Student's medical needs and details of symptoms, signs, triggers, treatments, facilities, equipment or devices, environmental issues, etc.:

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Name of medication, dose, method of administration, when it should be taken, side effects, contra-indications, administered by staff member/self-administered with/without supervision:

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Daily care requirements:

--

Specific support for the student's educational, social and emotional needs:

--

Arrangements for school visits and trips:

--

Other information:

--

Describe what constitutes an emergency, and the action to take if this occurs:

--

Responsible person in an emergency (state if different for off-site activities):

--

Plan developed with:

--

Staff training needed or undertaken – who, what, when:

--

Form copied to:

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Appendix 4



RECORD OF MEDICINE ADMINISTERED TO AN INDIVIDUAL CHILD

Name		DOB		Year	
Medication Name/Type					
Dosage Instructions					

Date	Time	Dose	Reaction	Staff Name	Signature	Actions During & After Taking Medication	Notification made to Home
							☐ spoken to home ☐ VM left ☐ Text/email sent
							☐ spoken to home ☐ VM left ☐ Text/email sent
							☐ spoken to home ☐ VM left ☐ Text/email sent
							☐ spoken to home ☐ VM left ☐ Text/email sent
							☐ spoken to home ☐ VM left ☐ Text/email sent
							☐ spoken to home ☐ VM left ☐ Text/email sent
							☐ spoken to home ☐ VM left ☐ Text/email sent

Appendix 5



Record of Medicines Administered to Pupils

Date	Pupil Name	Time	Medication	Dose	Reaction	Staff Name	Signature	Consent

Appendix 6



Incident / Near Miss Form

Date	Time	Pupil Name	Incident / Near Miss Details	Staff Name	Signature