



*'Loving to Learn, Learning to Love'*



# **Policy for Supporting Pupils with Medical Conditions**

**Last Approved:** February 2025

**Review Date:** February 2026

At St Mark's Primary School, children's medical conditions are discussed in detail during induction meetings. Induction meetings allow staff to make an initial assessment and write medical health care plans. If required, prior to the child starting, the school will seek advice, guidance and training through the NHS 0-19 Hub.

When a child receives a new diagnosis mid-term, a member of the senior leadership team will meet with the parents/guardians and a medical care plan will be written. Arrangements will then be put into place to support the child.

Once a child starts at St Mark's Primary School, it may be appropriate for a named member of staff to be a daily support/ main point of contact for a child or their family with a medical condition. Supporting a child with a medical condition during school hours is not always the sole responsibility of one person; even when a named person is their daily support/point of contact.

We are firmly committed to working in partnership with all members of our community, healthcare professionals and other agencies to provide the support that a child with a medical condition may require, to the best of our ability.

Where a child returns to school following a period of hospital education or alternative provision (including home tuition), our school will work with the local authority and other educational providers to ensure that the child receives the support that they need to reintegrate effectively.

## **1. Introduction**

1.1 This policy has been developed between the school's Senior Leadership team and is written in accordance with the Department for Education (DfE) Statutory Guidance "Supporting pupils at school with medical conditions" December 2015.

Other supporting documents include:

- Statutory Framework for the Early Years Foundation Stage.
- Special educational needs and disability (SEND) code of practice.
- Equality Act 2010
- Medication Management Arrangements and Guidance (Staffordshire County Council).

## **2. Definitions**

Within this policy administration refers to "the giving of a medicine or treatment"

## **3. Purpose**

This policy outlines the roles and responsibilities of everyone involved in the handling of regular, emergency, and short-term medicines within St Mark's Primary School.

## **4. Scope**

This policy covers the administration of all medicines for individual pupils. Medication is to be administered in accordance with the signed parental request form.

## **5. Responsibilities**

### **5.1 The Governing Body**

Will ensure that:

- This policy is reviewed regularly and is readily accessible to parents and school staff.
- Ensure that pupils with medical conditions are supported
- The arrangements set out in this policy are implemented.
- There is a named person for the implementation of this policy.

### **5.2 The Headteacher**

Will ensure that

- The school's policy is developed and effectively implemented with partners.
- Maintain a register of trained staff and ensure that there is adequate cover of trained staff throughout the school.

### 5.3 The Senior Leadership Team (SLT) will ensure that

- A suitable and competent member of staff who is employed at St Mark's Primary can give medicine to a child
- Organise medical condition training for staff
- Renew training every twelve months.
- Provide training to staff who will be supporting a child with a medical condition
- Ensure that an accurate list is maintained of all staff who are declared competent to handle and administer medicines along with the type of medication training they have received.
- SLT ensure that there is safe and secure storage space for medicines within school.
- If a member of staff, who supports a child with a medical condition, is absent, cover arrangements will be put into place.
- School Operations Manager to ensure that first aid kits are replenished with the correct equipment (including plasters)
- School Operations Manager to purchase Calpol and Piriton (antihistamine) for both sites and this will be kept in the medicine cabinets
- Mrs Louise Bradbury or Mrs Victoria Bradbury have been designated to lead on the implementation of this policy
- This policy is reviewed at least annually.

### 5.4 School Staff

- Will bring children to the office area when short term medication is needed
- Will share any concerns with SLT
- Will update CPOMS with any ongoing medical concerns
- Any member of school staff may be asked to provide support to pupils with medical conditions
- A suitable and competent member of staff who is employed at St Mark's Primary can give prescribed and non-prescribed medication.
- When giving medicine, a second member of staff must witness the administration

### 5.5 Healthcare Professionals

- Healthcare Hub should offer support and guidance to school
- Healthcare professionals should inform school when a pupil has been identified as having a medical condition that will require support in school.
- Healthcare professionals will support and offer training to school staff with the implementing of medication for a pupil who has an individual healthcare plan.
- Provide training for school staff.
- Provide advice and support.
- School Nurses or Health Visitors may support staff on implementing a child's individual healthcare plan and provide advice and training.
- School nurses can liaise with lead clinicians locally on appropriate support for the child and associated staff training needs.

### 5.6 Other professionals (Social Care, local authorities)

- Social care to update school of any important updates/changes to a child's medication condition
- School to make contact with social care/CHAD if concerned about a child's medical condition or if it is felt that a child's medical needs are not being met by parents
- Local Authorities should work with schools to support pupils with medical conditions to attend full-time. Statutory guidance for local authorities sets out that they should be ready to make arrangements under this duty when it is clear that a child will be away from school for 15 days or more because of health needs (whether consecutive or cumulative across the school year). The Document '*Supporting Pupils at School with Medical Conditions*' (updated August 2017) provides further guidance about roles and responsibilities

### 5.7 Parents must:

- Provide timely and up-to-date information about their child's medical needs. Especially any changes to medication.
- A completed consent form – this could be completed at
  - The start of the treatment
  - The start of each new school year
  - When medication changes.
- If the medication is prescribed, it must
  - Be in the original container

- Be prescribed from a UK doctor. (We can not give medication that has not been prescribed in the UK)
- Include a pharmacy label stating the pupils name, dosage, frequency of administration and expiry date.
- If the medication is not prescribed, it must
  - Be in the original container
  - Be purchased in the UK (we can not give any medication that has not be purchased in the UK)
  - Have the dosage details on the packaging or bottle
  - Have a clear expiry date
- Provide school with an adequate supply of emergency/rescue medication
- Provide the school with information of any emergency/rescue medication that has been administered prior to the pupil attending school that day along with dosage and time.

#### 5.8 Pupils

Pupils will be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan.

#### 5.9 Arrangements for briefing new teachers, including supply teachers:

- When a new member of staff joins our school, they will undergo an induction process. As part of this, they will be shown where relevant records are. An assessment of any training needs will be conducted before this person commences employment.

### 6. **Risk Assessments**

At St. Mark's CE Primary School ongoing risk assessments are carried out for every classroom/ area of the school that children may frequently access including the playground, lunchroom and school hall. Separate risk assessments are carried out for school visits (on and off-site) holidays and other activities that are outside the normal school timetable, including after school clubs. Specific medical risk assessments are carried out for individual children where appropriate.

## **7. Care Plans**

At St. Mark's CE Primary School, all children may have medical needs from time to time. When a child has a medical condition that is long term, they will have a care plan. Care plans are written in partnership with pupils, parents, school staff and any outside agencies that are involved including nurses and health visitor. They are reviewed on an annual basis, unless a child's needs change before this date.

If a child's medical condition changes, a plan is reviewed as soon as a mutual date can be arranged for all stakeholders to meet and review it. The senior leadership team are responsible for the development of care plans.

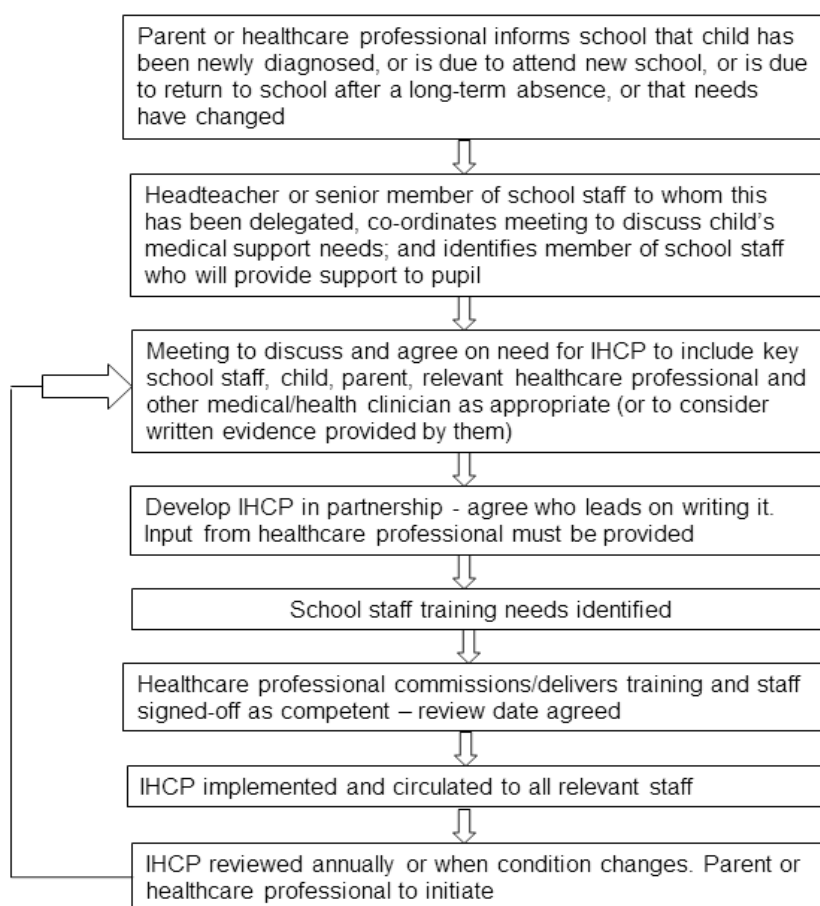
Care plans are reviewed regularly and when a care plan is no longer needed, parents will sign a care plan review form to say that the care plan is no longer required.

Electronic copies of care plans are located in the following TEAMS folder:

- STMPs Teaching and Learning
- SEND Documents
- Care Plans

When a care plan is created, the best interests of the child are central to this. At St. Mark's CE Primary School we try our best to ensure that all risks to a child's education, health and social wellbeing have been assessed, managed and that any disruptions are minimised. All members of our teaching staff are aware that it is not the sole responsibility of one person to ensure that a care plan is carried out.

8. The flow chart below outlines how our school identifies and agrees the support that a child may need when developing an IHCP:



9. *(Source: Supporting Pupils at School with Medical Conditions Department for Education December 2015 Annex A.)*

10. Teaching staff who have daily contact with a pupil with a medical condition are given a copy of their care plan. These staff will be asked to acknowledge that they have read and understood the care plan as well as any risk assessments associated with it.

### 11. Consent

- Parents must consent to medication being administered at school in writing
- Where signed and written consent is located on Arbor, a verbal phone call to speak with parents is acceptable
- Without written consent on Arbor, verbal consent (face to face or over the phone) is not acceptable.

### 12. Administration



- The privacy and dignity of pupils is paramount, and medicines will always be administered in an area where this will not be compromised.
- We will ask pupils and parents about any cultural or religious needs relating to the taking of medication or any prohibitions that apply. This information will be recorded as part of the pupil's healthcare plan or in the pupil's personal record.
- To minimise the need for medication in school and where clinically appropriate parents are encouraged to ask the pharmacy or prescriber to prescribe medicines in dose frequencies that enable them to be taken outside of school hours. Medicines that need to be taken three times a day could be taken in the morning before school, after school hours and at bedtime.
- **School will normally only administer medication in cases where a child has been instructed to take 4 doses of the prescribed medicine per day or if the medication is required at a specific time of the day for example medication for diabetes.**

#### Non-prescribed Medication:

- If a child brings in a non-prescribed medication (such as Calpol or Ibuprofen) staff must be consulted with the headteacher or teacher in charge at the nursery to check it is ok to administer. If ok, a parent consent form must be completed at the office and signed by parents.
- If a pupil refuses to take their medicine, they will not be forced to do so. Refusal will be documented, parents informed and agreed protocols followed.
- When medication has been administered, parents will be informed that their child has received this, including the date and time, by a member of the school office or the child's class teacher. All medication that is administered is recorded. Each record states what is administered, how much, when and by whom (any side effects are also noted). Medicines are returned to parents as soon as they are no longer required.
- When administering prescribed and non-prescribed medication, it must be witnessed by a second member of staff.

### **Procedure for the administration of medication**

- Teaching staff will be advised by the office when a medication consent form has been completed by the parent/guardian.
- When it is time for the medication to be given the teacher/support staff will take the child to the school office where the medication will be released by a member of the office team and a member staff will administer the medication.
- The medicine should not leave the school office.
- At Nursery, in the absence of the Teacher in Charge, an EYP or the HSLW can administer the medication.
- Staff must stay with the child whilst the medication is being administered carrying out the checks on the medication log i.e. checking the child's identity, the medication and dosage
- Another member of staff must witness a member of staff administering medication
- If a child has been prescribed cream, then if appropriate the child will apply their own cream. It may be that a member of staff supplies the child with the correct amount squeezed from tube / tub into child's hand for their own application.
- Member of staff who gives the medication must complete the Medication Consent and Log form including date, time and dosage given. This form needs to be signed by the person administering the medication and then countersigned by the witness.

### **Emergency Arrangements**

When it is necessary to contact the emergency services, the Headteacher and Deputy Headteacher or a member of SLT will be informed immediately. Every child's care plan will contain further details about what constitutes an emergency procedure and what procedures should be carried out in these circumstances.

When an emergency procedure arises, a member of staff will remain with a child at all times, until their parent or emergency services arrive.

### **Acceptable and Unacceptable Practice:**

At St. Mark's CE Primary School, it is generally acceptable practice to:

- Allow children easy access to their inhalers, medication and administering their medication when and where necessary.
- Listen to the views of the child and their parents and that of medical evidence/professionals.
- Keep children in school who have medical conditions as much as possible, unless it is otherwise specified on their care plan
- Send a child to the office with a suitable person.

- Allow children to drink, eat, and take toilet breaks or other breaks whenever they need to in order to manage their medical condition effectively.
- Administer medication in accordance with the procedures set out above.
- Support children with toileting issues when reasonably appropriate.
- Remove barriers for children with medical conditions, so far as is reasonably appropriate, to allow them to participate in all aspects of school life including school trips.

It is not acceptable practice for a member of staff to

- Not adhere to the acceptable practice set out above.
- Assume that every child has a unique treatment plan.

We do not penalise children where they are absent from school for a genuine reason related to their medical condition such as a hospital appointment.

### **Asthma Inhalers**

- Asthma inhalers are kept in school for emergency use only. Before allowing the use of an asthma inhaler in school the procedure for managing medicines, mentioned earlier in this policy, must be followed.
- A child's asthma inhaler will be always kept within accessible reach of the child (this will usually be in their classroom). When this is administered a trained member of staff, usually First Aid trained, will supervise or administer this.
- Every child who has an inhaler will have their own individual asthma care plan
- Parents should be aware that the storage of inhalers at school is entirely voluntary.
- School and Nursery have an emergency inhaler

### **Storage of Medication**

- Individual inhalers, Epipens and other emergency medications should be kept in the classrooms
- Other medications should be kept in the medical cupboards in the school and nursery office
- If the medication needs to be kept in the fridge, the medication should be placed inside a clear box and placed inside a fridge that children do not have access to
- Parents should drop off and collect the medication from the school and nursery office – it should not be handed to the child.

### **Administering medication in different situations:**

- Staff should follow the instructions on IHCP when going on school trips and off-site activities, for example residential visits, sporting activities.
- All medication should be stored in a clear container or kept with the teacher in a bag
- Epilepsy medication should be taken on all school trips and care plan details shared with staff and volunteers
- Asthma medication should be taken on all school trips and care plan details shared with staff and volunteers
- Administration of anaphylaxis medication should be given as per the care plans
- Administration of insulin should be given as per the care plans

### **13. Disposal of Medicine**

All unwanted/expired medicines will be returned home with the pupil for destruction at a community pharmacy. This school has no facilities for disposing of unwanted medication.

### **14. Management of Errors and Incidents (Misused medication or suspected theft)**

The SLT will be informed of:

- Any medication that cannot be accounted for
- Suspected or known misuse of medication

SLT will instigate an investigation and report the incident following the school's incident reporting systems and disciplinary and capability policies.

This will allow for trends to be monitored with supported improvement actions to be put in place.

### **15. Training**

- School staff involved in the administration of medication to pupils will receive suitable training. **Staff must not administer medicines without appropriate training.**
- A record of who delivered the training and who received the training, along with the date the next training is due will be maintained by the school.
- At least two members of permanent staff will receive pupil specific medication training (additional numbers may be needed to cover for staff absence, busy periods etc). This training will be provided by the relevant healthcare professional.

## **16. Record Keeping**

The following records will be kept by the school:

- Confirmation of Medication Details and Parental consent
- Self-Medication Assessment
- GP Consent Form – Self Medication
- GP Consent Form – Over the Counter Medication (Homely Remedies)
- Protocol for Administration of PRN Medication
- Receipt of Medication- Transport
- Medication Incident Report Form
- Medication Administration Record sheet
- Staff Training Records including Medication In-house Training Record

## **17. Confidentiality**

Whilst the school will strive to maintain confidentiality and comply with GDPR regulations, sometimes it may be in the pupil's best interests to share information about their condition/treatment/medication to other staff within the school and/or with other professionals. In these cases parent consent will be sought.

## **18. Complaints**

If a parent, child or other member of our school community feels that they are dissatisfied with the support that we provide as a school they have the right to make a complaint. In the first instance, this should be discussed with the child's class teacher. For further details of our complaints procedure, please see the school's Complaint's Policy.

Complaints may be asked for in writing. We aim to resolve a complaint within the time scale set out in the Complaints Policy.

This policy should be read in conjunction with the following documents:

- Supporting Pupils at School with Medical Conditions (December 2015, updated August 2017).
- School checklists for Headteacher's, SENCO's, Senior Leadership Teams to support putting policy in place.
- Templates for supporting pupils with medical conditions May 2014.
- SEND Code of Practice 2015.

## **Liability and Indemnity**

St. Mark's CE Primary School has the following insurance in place:

Employer's liability and public liability covered under DfE Risk Protection Arrangement.

This insurance covers all staff who provide support to pupils with medical conditions, including the administration of medicines.

Where necessary individual insurance will be arranged by the school for any healthcare procedures.

## **19. Monitoring and Review**

- The school's designated lead for this policy Louise Bradbury and Victoria Bradbury will monitor the implementation of this policy and provide the SLT with information regularly on medication incidents.
- The school's SLT will review this policy annually or when there is a significant incident or change in guidance.
- The next scheduled review is February 2026

## **20. Forms**

The following medical forms are completed at St Mark's Primary and are included in this policy as reference. If forms are updated throughout the year, updated copies will always be available in the TEAM medical folder.

- General Consent Form
- Blank Care Plan
- Long Term Medication Continuation Sheet
- Medical Update Form
- Medical Consent and Log
- Asthma Care Plan – Need to add a copy to policy



## St Mark's CE Primary School

### General Consent Form

**Child's Name**..... **Class**.....

#### 1. Change of Clothing

If you cannot be contacted and your child needs to be changed or washed, do we have permission to do this? (This is normally only applicable to the children in Nursery, Reception & KS1)

**Yes** ☐ **No** ☐

\*\*\* **Signed**..... (Parent/Carer)

#### 2. Food in the curriculum

Design and Technology, Science and Religious Education sometimes involve handling, preparing and tasting food stuffs as an integral part of the curriculum:

- I give permission for my child to take part in any lessons involving handling, preparing and tasting foodstuffs.

**Yes** ☐ **No** ☐

**B.** My child has a known allergy and therefore will only be able to take part in lessons involving handling, preparing and tasting food stuffs provided the following precautions are taken:

--

Please note that any known allergies should be advised to the school. It is your responsibility to notify us of any new allergies

\*\*\* Signed..... (Parent/Carer)

### **3. Internet Access**

I understand that my child will use the internet as part of the curriculum at St Mark's. This will be supervised by staff, however I accept that children, whilst exploring the computer and internet may occasionally stray from the intended site. Computers are protected with appropriate age related filters to protect children from unsuitable content.

Yes ☐ No ☐

\*\*\* Signed..... (Parent/Carer)

### **4. Local off site Educational Visits**

There are occasions in the year when lessons or worship are enhanced by short visits to local sites within walking distance of the school e.g. the Police Station, Church, Park, Museum or Library etc. You will be advised that such visits are taking place, either verbally or in writing, but to avoid the administration of collecting individual consent slips each time, please complete the consent below:

**I give permission for my child to take part in all local visits within walking distance of the school during this school year:**

Yes ☐ No ☐

\*\*\* Signed..... (Parent/Carer)



### **5. Mehndi / Henna**

I give permission for my child to have mehndi put on their hands. I will notify the school if my child has any allergies to mehndi.

**Yes**   ☐      **No**   ☐

\*\*\* Signed..... (Parent/Carer)

### **6. Mini-Bus**

We occasionally use the Federation Mini Bus to transport children to local events, driven by an appropriate member of staff. This may be without prior notice. Do you give consent for this?

**Yes**   ☐      **No**   ☐

\*\*\* Signed..... (Parent/Carer)

### **7. Sun Cream**

I give permission for the staff to apply sun cream to my child. This applies to sun cream that I have supplied or sun cream provided by the school.

If my child has any allergies to sun cream products, I will notify the school.

**Yes**   ☐      **No**   ☐

\*\*\* Signed..... (Parent/Carer)

## 8. Plasters

I give permission for the staff to apply a plaster to my child.

If my child has any allergies to plasters, I will notify the school.

Yes ☐ No ☐

\*\*\* Signed..... (Parent/Carer)

The information given will be transferred to the School's computer system. Under Data Protection Act 1984 & 2018, any person named on this form has the right to check the information recorded.

Parent/Carer name.....

Date.....

THIS FORM WILL BE RELEVANT TO YOUR CHILD DURING THEIR ENTIRE SCHOOL LIFE AT ST MARK'S CE PRIMARY, AND WILL BE SHARED WITH RELEVANT STAFF AS APPROPRIATE AND NECESSARY. IF YOU WISH TO ALTER THE PERMISSIONS AT ANY TIME, YO

## General Care Plan

<b>*NHS Number</b>	<b>CISS Number/Unit No.</b>	<b>*Date of Birth</b>
<b>*First name</b>	<b>*Surname</b>	

<b>Identified Need</b>			
<b>Emergency contact details</b>			
<b>Signs and Symptoms</b>	<b>Actions</b>	<b>Person Responsible</b>	

	<b>Print name</b>	<b>Signature</b>
Parent / Carer		
School Staff		
Health Professional		
Date of care plan		
Review Date		

Continuation sheet for long term medication

Name..... Class.....

Medication.....



Date	Dosage given	Time	Administered by	Observer



## St Mark's C E Primary School

### Medical Update Form

**Child's Name**

**Class**

Please tick as appropriate

Medical Condition	Tick if applicable	Comment where necessary
Asthma (if applicable, please ensure an asthma plan is completed for your child)		
Diabetes		
Eczema		
Allergies (give details)		
Physical impairment		
Hearing Impairment		
Visual Impairment		
Other (please give details)		

The information given will be transferred to the school's computer system. Under Data Protection Acts 1984 & 2018, any person named on this form has the right to check the information recorded.

THIS FORM SHOULD BE SIGNED BY SOMEONE WITH PARENTAL RESPONSIBILITY.

The information I have given is correct to the best of my knowledge and belief.

**Signed.....**

**Parent/Carer name in full.....**

**Date.....**

**THIS FORM WILL BE RELEVANT TO YOUR CHILD DURING THEIR ENTIRE SCHOOL LIFE AT ST. MARK'S CE PRIMARY, AND WILL BE SHARED WITH RELEVANT STAFF AS APPROPRIATE AND NECESSARY. IF YOU WISH TO ALTER THE PERMISSIONS AT ANY TIME, YOU MUST DO SO IN WRITING. IT IS YOUR RESPONSIBILITY TO NOTIFY US OF ANY NEW ALLERGIES OR MEDICAL CONDITIONS.**



### Prescribed Medication Consent and log

Name of child..... Class.....

Prescribed medication details.....

Prescribed dosage.....

**Date** and **time** of 1<sup>st</sup> medication to be administered.....

Has your child had any medication today? Y/N

If yes, what time?..... What was the dosage.....

Parent Consent

signed.....Name.....Date.....

Date	Dosage given	Time	Administered by	Observer



### Non-Prescribed Medication Consent and log

Name of child..... Class.....

Medication details.....

Dosage.....

**Date** and **time** of 1<sup>st</sup> medication to be administered.....

Has your child had any medication today? Y/N

If yes, what time?..... What was the dosage.....

Has your child had this medication before?

Parent Consent-

signed.....Name.....Date.....

Date	Dosage given	Time	Administered by	Observer