



## Somerford Primary School

### **Supporting pupils at school with medical conditions and managing medicines**

Updated: January 2025  
Review : January 2026

This policy has been structured based upon the most recent government advice "Supporting pupils at school with medical conditions" (DfE - December 2015), the "Guidance and Code of Practice - First Aid at Work" provided by Dorset Council, guidance from local Health Services, professional teaching associations and Local Authority Health and Safety Teams.

Somerford Primary School adheres to the duty as stated in the Children and Families Act 2014 that pupils with medical conditions will have the same right of admission to our school as other pupils and will not be refused admission or excluded from school on medical grounds. Appropriate levels of assessments will be undertaken to establish and determine what support pupils with medical conditions require. This will be done in partnership with parents and health professionals.

The prime responsibility for a pupil's health rests with parents. It is anticipated that parents/carers will ensure that appropriate information is provided for the school that enables proficient management and a good understanding of their child's medical condition; this includes working in partnership in the management of any medicines administered at school.

Somerford Primary School takes advice and guidance from a range of sources, including the School Nurse, Paediatric Consultants, and other Health professionals in addition to the information provided by parents in the first instance. This enables us to manage support effectively and to minimise any disruption to learning.

## KEY PERSONNEL

The designated person with overall responsibility to implement this policy is:  
MR THORNE

This person will also ensure that staff are appropriately aware of the medical condition of children with whom they work and that any confidential information pertinent to the medical condition is entrusted to individual staff.

The person responsible for developing Individual Healthcare Plans is:  
MR THORNE

The Governor with specific responsibility to oversee the arrangements to support pupils at schools with medical conditions is:  
MR REES

## AIMS

The school is committed to assisting children and young people with long-term or complex medical conditions and working in partnership with their parents/carers.

Our aims are:

1. To ensure that pupils at Somerford Primary School with short or long term medical conditions are properly supported so that they have full access to education, including off-site activities, residential visits and physical education.
2. To make arrangements for staff to ensure that they receive adequate and appropriate training for them to support children with medical needs.
3. To ensure that parents and children have confidence in the medical support arranged at school.
4. To work in partnership with Health Service colleagues.
5. To be fully compliant with the Equality Act 2010 and its duties.
6. To manage medicines within school in accordance with government and local advice.
7. To keep, maintain and monitor records as detailed in this policy.
8. To write and to monitor Individual Healthcare Plans, in partnership with health professionals.
9. To ensure that the pupils in our school are safe and are able to attend school regularly with their medical condition.
10. To support pupils with complex medical conditions and or long term medical needs in partnership with Health professionals and parents to enable their access to education.
11. To adhere to the statutory guidance contained in "Supporting pupils at school with medical conditions" (DfE – December 2015), and "Multi-Agency Guidance for the Management of Long-Term Health Conditions for Children and Young People" (PDSCB) as set out and agreed with the school's Governing Body.

## **THE GOVERNING BODY WILL:**

- ensure that arrangements are in place to support children and young people with medical conditions and that support is tailored to individual medical needs;
- make arrangements for this policy to be published on the school website;
- review this policy annually;
- ensure that staff are identified to implement the policy from day to day;
- monitor the arrangements associated with Individual Healthcare Plans so that they are managed appropriately, reviewed and maintained in partnership with Health professionals;
- ensure that staff receive appropriate training enabling them to provide bespoke and purposeful support to pupils with medical needs and that the training is refreshed regularly;
- ensure that specific arrangements are made for the self-management of medicine where applicable and how this will be both monitored and managed by staff;
- oversee the school's management of medicines to ensure that Health & Safety standards are met and that parents have confidence in the school's ability to support their child's medical needs;
- ensure that insurance arrangements cover staff in carrying responsibility for medical procedures;
- have 'due regard' to the rights of pupils who are disabled as set out in the Equality Act 2010;
- ensure that appropriate arrangements are made to include pupils with medical conditions on off-site activities;
- ensure that parents/carers are aware of the school's complaints policy.

## **INDIVIDUAL HEALTHCARE PLANS**

Individual Healthcare Plans will be developed for pupils with medical conditions in accordance with the advice contained in "Supporting pupils at school with medical conditions" (DfE – December 2015). Individual Healthcare Plans will set out the support that is needed so that the impact on school attendance, health, social well-being and learning is minimised. Not all conditions will require an Individual Healthcare Plan. In some cases, the agreement to request to administer medicines will be sufficient to cover short term conditions and treatment. The plan will include the name of the member of staff who is appropriately trained and providing the agreed support.

Somerford Primary School will use the recommended DfE Templates to capture relevant information that will enable an appropriate plan to be structured. The Templates cover a range of issues for which governors have responsibility. Health professionals will be involved in the development of Individual Healthcare Plans in addition to parents and pupils

The Individual Healthcare Plans will be tailored to meet the needs of short term, long term and/or complex medical conditions. The plans will be kept under review by the designated person and revised as required, or at least annually, to ensure that they reflect current medical needs (e.g., changes in medication). Individual Healthcare

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calConditions

Plans will include details on emergency arrangements and these will be shared with all relevant staff, First Aiders and school office staff as applicable.

Where pupils have been issued with an Education and Health Care (EHC) Plan by the local authority, any Individual Healthcare Plan will be linked to, or become part of that EHC Plan.

## **MEDICINES – OVERVIEW**

- Medicines should only be administered at school/college when it would be detrimental to a child's health or school attendance not to do so (clinicians should, where possible, prescribe medicines in dose frequencies which enable them to be taken outside school hours).
- No child under 16 will be given any prescription or non-prescription medicines without parental consent except in emergency circumstances.
- Where a pupil is prescribed medication without their parents/legal guardian's knowledge, every effort will be made to encourage the pupil to involve their parents while respecting their right to confidentiality.
- No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- Medicine is not to be administered without checking the maximum dosages and when the previous dose was taken. Parent to be informed.
- Medicines MUST be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump but must still be in-date) with instructions for administration, dosage, and storage. Medicines which do not meet these criteria will not be administered.
- Prescription only and controlled medicines may only be taken by the individual to whom they have been prescribed.
- Any medicine that is no longer required will be returned to the parent/guardian for them to arrange safe disposal.
- Sharps boxes will always be used for the disposal of needles and other sharps.
- Sharps must only be handled by staff who have completed appropriate sharps training.
- Written records will be kept of any medication administered to children.
- Pupils will never be prevented from knowing where their medicines are and accessing their medication immediately, if safe and appropriate to do so. Where relevant they should know who holds the key to the storage facility.
- We will consider access to medicines particularly when outside school, e.g. on school trips.
- The school cannot be held responsible for side effects that occur when medication is taken correctly.
- However, if there is a side effect witnessed, then the pupil's clinician needs to be made aware as soon as possible, as well as the parents/guardians. The information needs to be placed on the pupil's IHCP

## **CONTROLLED DRUGS**

- Controlled drugs are stored in a locked medicine cabinet secured to the wall in the main office.
- This cabinet is not used to store anything else and keys to the cabinet are only accessible to authorised staff
- Two members of staff will be present when administering the medication.
- The number of tablets administered and the number left in the packet will be recorded each time.

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- This will be checked and initialled by the second member of staff.
- If there is a discrepancy in the number of tablets left, this will be reported to the Headteacher immediately.

## **NON PRESCRIPTION MEDICINES**

Non-prescription medicines may be used to treat minor ailments. If the school is approached by a child's parents/guardians with a request that non-prescription medicine is to be administered in school time, this will be accepted so long as the medicine is an over the-counter product, available at a pharmacy and checks are carried out with a pharmacy or clinician that there will not be any concern regarding a contra-indication with existing medication.

Non-prescription medicines to be administered in schools/colleges under the same processes and record keeping as prescription medicines.

Treatment with a non-prescription medicine will not continue for more than three days without medical assessment by a medical practitioner.

## **ROLES AND RESPONSIBILITIES**

### Parents

Parents are asked to provide the school with sufficient and up-to-date information about their child's medical needs and medication using a standard form (DfE - Template B) so that arrangements to manage their short or long term medical conditions can be implemented in partnership. This form includes the date of handover, name of medication and a signature of the person handing over the medicine. This is then signed by the Headteacher.

Parents are asked to deliver medicine to school if it is not possible for this to be administered outside the school day. Medicine should be provided in the original container(s) ensuring that the medicine is in 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
- expiry date

Parents are expected to notify the school immediately (in writing) of any changes or alteration to a prescription or recommended treatment so that adjustment can be made to Individual Healthcare Plans or previous agreement. It is important that the school is aware and informed by parents about other issues or symptoms their child may have experienced over night or before school; this is particularly important for asthma conditions.

Parents must collect any leftover medicine at the appropriate time or if the pupil leaves the school.

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

### The Headteacher will ensure the following:

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- that governors are informed about the implementation and effectiveness of this policy;
- that arrangements are made with staff supporting pupils with medical conditions, and for any medicines required in delivering that support to be stored safely and in line with guidance provided by the local authority;
- suitable arrangements are agreed in partnership and liaison with parents/carers to support the medical needs of pupils
- that appropriate training has been provided for staff that enables them to carry out agreed procedures;
- that staff will not be directed to administer medicines - 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);
- liaison with governors in the review of this policy at appropriate intervals, in line with local and national advice;
- that all staff and parents/carers are aware of this policy and the procedures for dealing with medical needs at Somerford Primary School;
- make arrangements through the designated teacher to manage the following:
  - medicines in school;
  - medicines on trips and outings, including school transport;
  - accurate record keeping when administering medicines;
  - the safe storage of medicines;
  - procedures for access to medicines during emergency situations;
  - adhering to risk management procedures involving medicines;
- that risk assessments and arrangements for off-site visits are checked and that governors are informed of the details.

The Designated Teacher will ensure the following:

- staff work in partnership with parents/carers to ensure the well-being of children 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;
- Liaising with healthcare professionals regarding a pupil's medical condition and training required for staff;
- adherence to Individual Healthcare Plans;
- all cultural and religious views, made known to the school in writing, will be respected;

Pupils:

- Where appropriate, pupils will be encouraged to take their own medication under the supervision of designated staff members, with consent and support from parents.
- To be involved in the development of their Individual Healthcare Plan (IHCP), if they wish too. Including discussions on how they would like to manage their medical concerns.
- To take an appropriate amount of responsibility for their medications

**STAFF TRAINING AND SUPPORT**

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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 Safeguarding Lead) if they become concerned about the welfare of an individual pupil. If child or young person is provided with an Individual Healthcare Plan, 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 and maintained (see DfE Template E: staff training record).

(Also see "Multi-Agency Guidance for the Management of Long-Term Health Conditions for Children and Young People" (PDSCB); section 3.3 and 3.4 including Chart E.)

## **REASONABLE ADJUSTMENTS**

The school understands it's 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.

## **MANAGING MEDICINES ON SCHOOL PREMISES AND ON OFF-SITE ACTIVITIES**

We will ensure that:

- LA guidance on First Aid is followed;
- records are maintained detailing an accurate history of the administering of medicines as far as possible;
- DfE Templates C and/or D will be used to log administering of medicines;
- suitable back-up systems are in place to cover administering of medicines in the event of staff absence;
- if there are any doubts or confusion about arrangements for administering medicines, staff must consult with the parents and the designated member of staff;
- no child or young person under 16 will be given medicines or be permitted to self-medicate without their parents' written request.
- Staff administering medicines must do so in accordance with the prescriber's instructions.
- records of medicines administered to individual children will be kept, stating what, how and how much was administered, when and by whom.
- The school to be aware of any possible side effects of medicines administered at school/college.
- Staff need to follow the five rights: Right patient, Right drug, Right dose, Right route, Right time.
- If the medicines received from the pharmacy differ unexpectedly from those received for the same person in the past, the school/college must check with the pharmacy before administering the medication.

## **STORAGE OF MEDICINES**

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The school will adhere to the advice contained in "Guidance and Code of Practice - First Aid at Work" and local guidance provided by LA Health & Safety Team and the local authority's Physical and Medical Needs Service.

A fridge and locked drawer in the main office are provided to facilitate the appropriate and safe storage of medicines.

### **REFUSAL OR TOO UNWELL TO TAKE MEDICINES**

If a child refuses to take medicine as prescribed and as requested by parents, the records DfE Template C or D must state 'REFUSED' clearly and the parents/carer informed immediately. Children/young people will not be forced to receive medicine if they do not wish to do so.

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.

### **SELF MANAGEMENT OF MEDICINES**

In some cases, it might be appropriate that pupils 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 completed for safeguarding purposes.

### **OFF-SITE ACTIVITIES/SCHOOL TRIPS**

All arrangements for medicines, including the storage of medicines, Individual Healthcare Plans, and Risk Management programmes will apply for all off-site activities or school trips. A member of staff will be designated to ensure there are suitable off-site 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 plans and risk assessments will be discussed with parents/carers in preparation for the activity in advance of the departure day and agreed with the Headteacher.

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/Governors.

When children require non-prescription medicines for off-site activities such as travel pills, parents will be expected to complete Template D and tick the self-administer box. The child will always be supervised when taking the medicine and a record will be kept on Template C/D.

### **EMERGENCY PROCEDURES**



Care is taken to ensure that all pupils are safe. The school has 1 'First Aid at Work (Level 3) qualified first aider, 1 'Paediatric First Aid' qualified first aiders and 19 Emergency First Aid trained staff.

Pupils with life threatening medical conditions or that require close monitoring/supervision may have Individual Healthcare Plans developed by school staff and Health professionals that provide contact details for emergency situations, e.g., anaphylaxis, diabetes, or epilepsy.

All cases deemed 'complex' or 'serious' medical conditions have emergency contact details held in the Staff Room.

Asthma can also be life threatening; Somerford Primary School will follow the "Guidance on the use of emergency salbutamol inhalers in schools" issued by the Department of Health (September 2014).

Pupils who are 'at risk' due to their medical condition hold a *Grab Pack* (collated information to pass to a doctor or ambulance crew in an emergency) that will accompany them at all times. The purpose of the pack is to provide emergency services with up to date information such as: diagnosis of principle conditions, key personnel and medical contacts, medication taken, up to date records of medicines that have been administered together with other relevant medical information and an agreement with parents/carers about what to do in an emergency.

- Where a child has an IHCP, it should clearly define what constitutes an emergency and explain what to do. All relevant staff must be aware of emergency symptoms and procedures.
- Schools/colleges will ensure that other pupils in school/college should know what to do in general terms, such as informing a teacher immediately if they think help is needed.
- Should a pupil need to be taken to hospital (this includes accompanying a child taken to hospital by ambulance), staff will stay with the pupil until the parent/carer arrives.
- School/college staff will ensure they understand the local emergency services cover arrangements, and that the correct information is held and provided for navigation systems.
- If there is no suitably trained member of staff available to administer the medication, the emergency services must be called. However, certain lifesaving drugs might be advised over the telephone by a doctor or ambulance service to be given by staff.
- If, in an emergency, a child refuses to take their medication and it is in their best interest to administer the medicines, then a trained member of staff can administer the medicine only under the direct instruction of a suitable medical practitioner (e.g. advice given from a 999-call centre or a paramedic).

## **BEST PRACTICE**

Somerford Primary School will endeavour to eliminate unacceptable situations by promoting best practice in supporting pupils with medical conditions. In doing so we will:

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- ensure that pupils have access to the medicine they need as arranged with parents;
- where necessary, manage each medical condition through an Individual Healthcare Plan;
- listen to the views of pupils and their parents and take advice from medical professionals in planning the support needed;
- ensure that pupils with medical conditions are supervised appropriately and not left alone when ill;
- support access to the full curriculum or as much as medical consultants recommend;
- work in partnership with health services to ensure swift recovery or access to treatment;
- facilitate opportunities to manage medical conditions with dignity;
- manage medical needs such that parents are not required to support their child in school;
- include all children in school on and off-site activities, meeting their medical needs in the best way possible.

### **MANAGEMENT OF MEDICATION ERRORS AND ACCIDENTS**

It is recognised that, despite high standards of good practice and care, mistakes may occasionally happen for various reasons. Every employee has a duty and responsibility to report any errors immediately to their line manager and consult with the appropriate medical practitioner (or the nominated pharmacy in their absence), to prevent harm to the individual. The person's parent/carer and the senior leadership team must be informed of any error, in writing, if the belief, following consultation with the Head Teacher, that the error could have led to harm or injury.

Leaders should encourage staff to report errors. They should be dealt with in a constructive manner that addresses the underlying reason for the incident and prevents recurrence. If an error occurs, the healthcare administrator/line manager must meet with the employee in person and go through the guidance with them to ascertain their level of understanding and to establish how the error occurred. This is for support purposes, with outcomes for improvement.

### **LIABILITY AND INDEMNITY**

Somerford Primary School is covered by the local authority's medical malpractice insurance policy. This covers all staff in the arrangements made to support pupils with medical conditions for whom particular training has been given. Staff must follow the guidance, procedures and administering of medicines accurately.

### **COMPLAINTS**

Somerford Primary School holds a Complaints Policy, details of which can be found on the school website. Should any complaint be received in respect of the support provided for individual medical conditions, it will be dealt with in accordance with the Complaints Policy.

### **EQUALITY STATEMENT**

Somerford Primary 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 pupil's medical needs are determined accurately.

With regard to off-site visits and residential opportunities, Somerford Primary School will ensure that reasonable adjustments enabling pupils to be included are appropriate and made in consultation with parents/carers.

<b>Adopted date:</b>	
<b>Signature of Headteacher:</b>	
<b>Signature of Governing body:</b>	
<b>Next review date</b>	