'In God's hands, we place ourselves and with the strength He gives us, we love, live and learn together.'

"We can do all things through Christ who strengthens us"
Philippians 4:13

Supporting Children with Medical Conditions Policy 2026-2027

The Children and Families Act 2014 places a duty on governing bodies of schools to make arrangements for supporting pupils at their school with medical conditions.

Pupils at our school with medical conditions are properly supported so that they have full access to education, including school trips and physical education.

The Governing Body ensures that arrangements are in place in our school to support pupils with medical conditions.

The Governing Body ensures that school leaders consult health and social care professionals, pupils and parents to ensure that the needs of children

with medical conditions are effectively supported. Where necessary, Individual Healthcare Plans will be implemented. The aim of these is to state how school will help the child manage their condition and overcome any potential barriers to getting the most out of their education. These will be reviewed at least annually and will follow the relevant guidelines.

Regular school attendance is vital for every child and All Saints' Primary Academy does all that it can to maintain high attendance figures. Nevertheless, from time to time any child may become ill and require some time out of school to recover. In general, where a child requires medication (or treatment) they should be kept at home until the course of treatment is complete.
There are, however, a few exceptions:

- When a child has almost fully recovered and simply needs to complete a course of medication (eg antibiotics) for a day or so. We strongly advise parents to ask for medicine taken three times a day and give it morning, after school and bedtime.
- Where a child suffers from asthma (or any other occasional ailment) and may need to use an inhaler. Where equipment such as an inhaler is necessary, we strongly encourage children to take personal responsibility for these items as soon as possible.
- Should a child require long term medication (eg a controlled drug for ADHD or diabetes).

<u>Legal Aspects</u>

There is no legal duty on non-medical staff to administer medicines or to supervise a child taking it. This is purely a voluntary role. Staff should be particularly cautious agreeing to administer medicines where:
· the timing is crucial to the health of the child;
· where there are potentially serious consequences if medication or treatment is missed;
· or where a degree of technical or medical knowledge is needed.

Staff who volunteer to administer medicines should not agree to do so without first receiving appropriate information and / or training specific to the child's medical needs. Under no circumstances must any medication, even non prescription drugs such as paracetamol, be administered without parental consent.

<u>Safety checklist:</u>

· Is any specific training required to administer medicines?
· Is any necessary protective clothing or equipment available?

· Has the parent completed the Medication Consent Form? Has a copy been filed?
· Is the member of staff clear on what they are expected to do?
· Is the emergency contact information, particularly for the G.P. and parent or carer clear and up to date?
· What action is necessary in the event of an accident or failure of the agreed procedures?
· Will medication be stored in a safe place and at a suitable temperature?
· Staff must be aware of the policy on infectious diseases.

Instruction and Training:

Specific instructions and training should be given to staff before they are required to assist with or administer medicines or medical procedures. This must include the identification of tasks that should not be undertaken.
Such safeguards are necessary both for the staff involved and to ensure the well being of the child. Even administering common medicines can sometimes be dangerous if children are suffering from non-related illnesses or conditions. After discussion with parents, children who are competent to manage their own medicines and procedures are encouraged to do so.
The school actively supports pupils with medical conditions in order that they can participate in school trips, visits, sporting activities etc. The school makes reasonable adjustments to ensure inclusion.
If a child refuses to take medicine, they are not forced to but procedures in their individual healthcare plan will be followed.
In the case of an emergency, the school's policy on dealing with emergencies should be followed. If the pupil has an individual healthcare plan, this will define what constitutes an emergency and explain what action to take.
Should a pupil need taking to hospital, staff will stay with the child until a parent arrives or accompany the child to hospital by ambulance.

Record Keeping:

The following information must be completed by the parent:
· Name and date of birth of the child
· Name of parents/carer, contact address and telephone number
· Name, address and telephone number of GP
· Name of medicines
· Details of prescribed dosage
· Date and time of last dosage given
· Consent given by the parents/carer for staff to administer these medicines.
· Expiry dates of the medicines
· Storage details
The Parent Consent form, providing all the information above, will be copied and retained in a central file for 21 years as a record for future reference.

Safe storage and disposal of medicines:

Medicine will only be administered from the original container or by a monitored dosage system such as a blister pack. Two members of staff should sign the medicine record book after they have personally administered, assisted, or witnessed the administration of the medicines. When medicines are used, staff will need to ensure that they fully understand how each medicine or drug should be stored. Storage details can be obtained either from the written instructions of the GP/Pharmacist or from parents. All medicines should be stored in the original container, be properly labelled, and kept in a secure place, out of reach of children. Arrangements may be needed for any medicines that require refrigeration. These should be clearly labelled and kept separated from any foodstuff. Medicines should only be kept while the child is in attendance.
Where needles are used, a sharps container and adequate arrangements for collection and incineration should be in place. Such arrangements are necessary for any equipment used which may be contaminated with body fluids, such as blood etc. Any unused or outdated medication will be returned to the parent for safe disposal.

Complaints:

Should pupils or parents be dissatisfied with the support school provides, they should discuss this with the school directly. If for any reason the issue is not resolved, a formal complaint may be made to the school.

Staff should also be familiar with the Statutory Guidance, 'Supporting Pupils at School with Medical Conditions' DfE December 2015.

Policy reviewed: September 2026
Next review: September 2027.