



Coteford Junior School

Supporting Pupils with Medical Conditions Including Administering of Medicines Policy

Date Reviewed: February 2026

Next Date Review: February 2027

Linked Policies

- CJS First Aid Policy
- QED Health and Safety Policy
- QED Complaints Policy
- CJS Business and Continuity Plan

Statement of intent

At Coteford Junior School we are an inclusive school and welcome and support pupils with medical conditions. We want 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 released in December 2015 – "Supporting pupils at school with medical conditions".

Ofsted places a clear emphasis on meeting the needs of pupils with SEN and Disabilities and this includes children with medical conditions.

1. Key roles and responsibilities

The Headteacher is responsible for:

- The overall implementation of the Supporting Pupils with Medical Conditions Policy and procedures of Coteford Junior School.
- Ensuring that the Supporting Pupils with Medical Conditions Policy, as written, does not discriminate on any grounds including, but not limited to ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Policy.
- Ensuring that all pupils with medical conditions are able to participate fully in all aspects of school life.
- Ensuring that relevant training is delivered to staff members who take on responsibility to support children with medical conditions.
- Ensuring that written records are kept of any and all medicines administered to pupils
- Ensuring the level of insurance in place reflects the level of risk.
- Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.

The SENDCO is responsible for:

- The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and procedures.
- Ensuring the policy supports partnership working with other agencies.
- Making staff aware of this policy.
- Liaising with healthcare professionals regarding the training required for staff.
- Making sure staff who need to know are aware of a child's medical condition.
- Developing Individual Healthcare Plans (IHCPs) in a timely manner.
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- If necessary, facilitating the recruitment of members of staff for the purpose of delivering this policy.

The Welfare Officer is responsible for:

- Contacting the school nursing service in the case of any child who has a medical condition.
- Administering medication.
- Making sure that there are enough first aid boxes available around school and portable ones to take on school trips.
- Working with the school nurse to promote asthma policy etc.
- Providing advice and support to school staff in line with own level of training and experience.

Staff members are responsible for:

- Taking appropriate steps to support children with medical conditions they are working with.
- Where necessary, making reasonable adjustments to include pupils with medical conditions into lessons.
- Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, if they have agreed to undertake that responsibility.
- Familiarising themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help.

School Nurse Team (CNWL) is responsible for:

- Notifying the school when a child has been identified with requiring support in school due to a medical condition.
- Liaising locally with lead clinicians on appropriate support.
- Providing training on chronic long-term illnesses such as asthma and severe allergies/anaphylaxis.

Parents and carers are responsible for:

- Keeping the school informed about any changes to their child/children's health.
- Completing a 'Parent Agreement and Medicines' form before bringing medication into school.
- Providing the school with the medication their child requires and keeping it up to date.
- Collecting any leftover medicine at the end of the course or year.
- Discussing medications with their child/children prior to requesting that a staff member administers the medication.
- Where necessary, developing an Individual Health Care Plan (IHCP) for their child in collaboration with the Inclusion Manager, welfare officer, other staff members and healthcare professionals.

2. Definitions

'Medication' is defined as any prescribed or over the counter medicine. 'Prescription medication' is defined as any drug or device prescribed by a doctor.

A 'staff member' is defined as any member of staff employed at Coteford Junior School including teachers.

3. Training of staff

- Teachers and support staff will receive training on the Supporting Pupils with Medical Conditions Policy as part of their new starter induction.
- Teachers and support staff will receive regular and ongoing training as part of their development.
- Teachers and support staff who undertake responsibilities under this policy will also receive additional training as necessary:

For example: supporting a diabetic child to test their blood sugar levels, inserting a catheter.

- No staff member may administer prescription medicines unless they have permission to do so and a signed form from the parent.
- No staff member may administer drugs by injection unless they have received training in this responsibility.
- The School Business Manager, will keep a record of training undertaken and a list of staff qualified to undertake responsibilities under this.
- The SENDCO, is the lead for training in this area.

4. Individual Healthcare Plans (IHCPs)

- Individual Healthcare Plans (IHCP) will be developed in collaboration with parents/carers, Inclusion Manager, relevant staff and medical professionals.
- IHCPs will be easily accessible whilst preserving confidentiality.
- IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- Where a child is returning from a period of hospital education or alternative provision or home tuition, we will work with the LA and education provider to ensure that the IHCP identifies the support the child needs to reintegrate.

5. Medicines

- Where possible, it is preferable for medicines to be prescribed in frequencies that allow the pupil to take them outside of school hours.
- If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a Parental Agreement form and return it to school.
- No child will be given any prescription without written parental consent except in exceptional circumstances.
- 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) with dosage instructions. Medicines which do not meet these criteria will not be administered.
- A maximum of four weeks supply of the medication may be provided to the school at one time.
- Any medications left over at the end of the course will be returned to the child's parents.
- Written records will be kept of any medication administered to children.
- Pupils will never be prevented from accessing their medication without the supervision of an adult.
- Coteford Junior School cannot be held responsible for side effects that occur when medication is taken correctly.

6. Emergencies

- Medical emergencies will be dealt with under the CJS Business and Emergency Plan.
- Where an Individual Healthcare Plan (IHCP) is in place, it should detail:
 - o What constitutes an emergency.
 - o What to do in an emergency.

Pupils will be informed in general terms of what to do in an emergency such as telling a teacher.

If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

7. Avoiding unacceptable practice

We know that the following behaviour is unacceptable:

- Assuming that pupils with the same condition require the same treatment.
- Ignoring the views of the pupil and/or their parents.
- Ignoring medical evidence or opinion.
- Sending pupils home frequently or preventing them from taking part in activities at school.
- Penalising pupils with medical conditions for their attendance record where the absences relate to their condition.
- Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support, including toilet issues.
- Refusing to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition.

8. Insurance

The school insurance policy (RPA) covers all staff.

9. Complaints

The details of how to make a complaint can be found in the CJS Complaints Policy, a copy is available on the school website and from the school office.

This policy will be reviewed bi annually.

