Harehills Primary School



Supporting Pupils with Medical Conditions Policy

(Including Administering Medicines and Asthma)

Approved by:	Nick Long Chair of Governors	**Date:** October
Last reviewed on:	October 2026	
Next review due by:	October 2027	

1. Introduction

Harehills Primary School recognises that duties in the Children and Families Act, 2014 and the Equality Act, 2010 relate to children with disability or medical conditions.

Whilst the duties on governing bodies have not substantially changed because of the Children and Families Act, 2014, the extent and scope of the responsibilities of schools to make arrangements to support pupils at school with medical conditions has been clarified. All schools are required to have a policy in place; it should be reviewed regularly and be accessible to parents and staff.

This policy is written to support those children with individual medical needs and how their needs can be met at **Harehills Primary School**.

2. Policy Statement

We are an inclusive community that welcomes and supports children and young people with medical conditions. We provide all children and young people with medical conditions the same opportunities as others at school.

We will help to ensure that they:

- Are safe from harm
- Do well at all levels of learning and have skills for life
- Choose healthy lifestyles
- Have fun growing up
- Are active citizens who feel they have voice & influence

We understand that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood. We also understand the importance of medication being given as directed by healthcare professionals and parents.

All relevant staff understand the medical conditions that affect pupils at our school. We also make sure all our staff understand their duty of care to children and young people in the event of them requiring medical intervention.

The named member of our staff responsible for this medical conditions policy and its implementation is **Janet Haywood** (Pastoral Care and Safeguarding Lead))

The medical conditions policy is reviewed, evaluated and updated annually.

3. Policy Framework

The policy framework describes the essential criteria for how we meet the needs of children and young people with long-term chronic conditions, including epilepsy, diabetes and asthma. No child or young person will be denied admission or prevented from taking up a place in this school because arrangements for their medical condition have not been made.

We will ensure that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

Staff receive relevant training on the impact medical conditions can have on pupils in order to be safe, welcoming and supportive of pupils with medical conditions. We will strive to provide children and young people with medical conditions the same opportunities and access to activities, both on and off site, as other pupils. We consider what reasonable adjustments we need to make to enable children with medical needs to participate fully and safely on visits. We carry out risk assessments so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included.

We understand that children with the same medical condition will not necessarily have the same needs. Our staff understand their duty of care to children and young people with medical conditions and know what to do in the event of any emergency.

Our medical conditions policy has been agreed in consultation with pupils, parents, on site medical support, staff, governors, and relevant local health services. It is supported by a clear communication plan for staff, parents and other key stakeholders to ensure full implementation.

We have clear guidance on record keeping, providing care and support and administering medication. We also have clear guidance on the storage of medication and equipment.

This school takes responsibility for **ensuring that there are named staff with explicit responsibility for administering medication and providing care**. All staff, whether explicitly responsible for providing care or not, have received suitable training and have access to ongoing support.

This school is aware of the triggers that can make common medical conditions worse or can bring on an emergency. The school is actively working towards reducing or eliminating these health and safety risks and has a written schedule of reducing specific triggers to support this.

Each member of the school and health community knows their roles and responsibilities in maintaining and implementing an effective medical conditions policy.

3. Administering Medicine and Asthma

School policy and procedures:

1. Medicines will occasionally be administered by staff in accordance with Leeds City Council's guidance document PG505.
2. Only medicines prescribed by a GP and in their original container, as dispensed by the pharmacist will be administered to pupils. The label or packet should be labelled with the child's name, the prescribed dose and expiry date of the medicine. If staff are in doubt they should not give the medication until these things have been checked and the full details made known.
3. Non-prescription medication will **not** be administered by any school staff. (Parents will be invited to come to school and administer non-prescription medicine e.g. Calpol to their child if they feel it is necessary).
   NB: In exceptional circumstances and with written consent from a parent/ carer, non-prescription medicines can be administered by a child. The Head teacher Judy Wood can use her discretion to decide otherwise.
4. Medicines which need to be kept in the fridge will be kept in the main school office, or in the staffroom for children based in the annexe. Other medicines will be stored in specific sealed boxes in teachers' cupboards/ drawers which are locked. A **Record of Medication Administered in School** will be kept with the medication. This must be signed by the person administering the medicine, the quantity given and time it was administered will be logged on the sheet. It will be witnessed by a second member of staff.
5. A **Request for School to Administer Medication** will be completed by the parent/ carer and kept in the main school office, and a copy given to the class teacher along with the medication.
6. Named staff responsible for administering medicine include the Learning Mentors. In cases of staff absence other staff members can also be directed to administer medicines and will follow the same signing procedures.
7. A witness must be present if medicines are administered. They must also sign the record sheet.
8. There are Individual Health Care plans with Emergency Action Plans in operation for all children with chronic/ long term/ complex medical needs and allergies.
9. **Controlled drugs** are locked in a secure steel safe in the site managers' office, and only the school business manager/ office manager/ office administrator hold keys/ codes.
10. Full records of any controlled drugs administered will be completed.
11. Checks on use by dates will be done termly and contact with parents made for renewal of medicines by the school administrator and Learning Mentors.
12. Any unused medication will be returned to the parent/ carer, and the Record of Medication Administered in School handed in to the main school office for their records.
13. **Medicines belonging to staff must be locked in a cupboard or drawer where children cannot gain access.**

14. **Asthma inhalers** should be kept in class and are generally self-administered. Children's inhalers must be labelled. Older children in KS2 should always have free access to their inhalers, so a box/ bag /drawer should be available in class to keep them in. Inhalers for younger children who may need support in using them should be kept by the class teacher, but details of where they are, must be shared with all staff using the child's classroom. Inhalers should always be taken with the child at playtime, P.E. and sporting activities, (especially swimming), and school trips. Harehills Primary School will not allow inhalers for one pupil to be used by another and will only allow each inhaler to be used by the pupil it is prescribed for.
15. **Epi Pens** need to be stored in a dry area with a constant temperature as they are fragile and can become ineffective if they are knocked or become too cold. A minimum of two epi pens should be kept on site in the event that one fails. The use by date of each pen should also be monitored to ensure they are within the effective date for use. It is ultimately the parent's responsibility to make sure the pen is within the expiry date. All staff members have completed the appropriate training so can administer the epi pen if needed. **Once this is done, an ambulance must be called.** A **Record of Medication Administered in School** will also be completed by the member of staff administering the epi pen and handed in to the main school office. An Individual Health Care plan completed with an Emergency Action Plan will be devised between staff and parents to ensure each pupil receives the correct procedure in terms of medicine and personal care.
16. **Children with Type 1 diabetes,** staff will be given full training by diabetes trained nursing staff. Needle bins will be collected when full by parent and disposed of by the G.P. Designated staff to be responsible for taking medication into appropriate playground in case of emergency i.e. fire alarm. All medication that is not kept in main office will be stored in specific sealed boxes in teachers' cupboards/ drawers which are locked. An Individual Health Care plan completed with an Emergency Action Plan will be devised between hospital staff, school and parents to ensure each pupil receives the correct procedure in terms of medicine and personal care.
17. Individual children who have a specific condition which all staff should be aware of will have information recorded on the medical needs board in the staffrooms.
18. Where invasive or intimate treatments are required then the person carrying out such a treatment should be of the same gender as the pupil receiving the treatment wherever possible. One additional adult should be present whilst the treatment is carried out unless intimate care procedures indicate otherwise. Those persons who volunteer to provide intimate or invasive treatments must be suitably trained. Support from the appropriate medical team must be obtained for all training.
19. If a pupil refuses to take prescribed medication, the parent/carer must be informed immediately.

4. School Trips

Pupils with medical needs should be encouraged to participate in school trips if the safety of the pupil, other pupils and/ or staff is not placed at significant risk. It may be necessary for school to take additional measures for outside visits.
This may include:

- Additional staff supervision;
- Adaptations for bus or coach seats and entrances;
- Provision of secure cool-bags to store medicine;
- Provision of properly labelled single dose sets

When planning trips and visits which include a pupil or pupils with medical needs, all persons supervising the trip should be made aware of the pupils' medical needs and any emergency procedures that may be needed (unless the parent/ guardian does not give their prior consent to do this).
If there is any doubt regarding a school trip, Harehills Primary School will discuss the trip with the parent and also, if necessary, seek professional medical advice.