

EARLSMEAD PRIMARY SCHOOL

Supporting Children with Medical Needs and Managing Medicines in School Policy

(Includes First Aid information)



SUCCESS *for* ALL

Written by	S.Brown & J. Stangroom
LGB Approved	March 2026
BoT Ratified	March 2026
Date of Review	March 2027

MISSION STATEMENT

At Earlsmead Primary School we encourage all members of our school community to strive to be the best they can be and develop new skills that empower them for life- long learning in order to become confident, valuable, members of society.

We create an inclusive, supportive, safe and challenging environment where all contributions are valued.

Learning is motivating and independence is encouraged hence all become reflective, self-learning team members with a positive sense of wellbeing and a love of learning.

OUR VISION

Working in partnership with children, parents, staff and Governors as a community we will achieve *Success for All* through:

***S**ecuring resilience*

***U**nderstanding values and respecting others*

***C**ommitting to our learning*

***C**ommunity involvement*

***E**quality for all*

***S**triving to do our very best*

***S**etting high expectations*

Introduction and Sources

The most recent guidance from the government is *Supporting Children at school with Medical Conditions* (DFE, December 2015). In addition, the policy has been formulated on advice from the allocated school nurse. All processes in relation to medications and individual care plans for children with medical needs are frequently assessed by the school nurse.

Some children with medical needs may be considered to be disabled under the definition set out in the Equality Act 2010. Where this is the case governing bodies must comply with their duties under that Act. Some may also have Special Educational Needs and Disabilities, and may have an Education Health and Care Plan (EHCP), which brings together health and social care needs, as well as their special educational provision. For children with SEN, this policy should be read in conjunction with the Special Education Needs and Disability (SEND) Code of Practice. For children who have medical conditions that require EHCP's, compliance with the SEND Code of Practice will ensure compliance with this guidance with respect to those children.

Key Principals

- Children at school with medical conditions should be properly supported so they have full access to education, including physical education and school trips.
- Governing bodies must ensure arrangements are in place in schools to support children at school with medical needs.
- Governing bodies should ensure that school leaders consult health and care professionals, children and parents to ensure that the needs of the children with medical conditions are properly understood and effectively supported.

Key Roles and Responsibilities

The Local Authority (LA) is responsible for:

- Promoting co-operation between relevant partners regarding supporting children with medical conditions.
- Providing support, advice, guidance and training to schools and their staff to ensure Individual Health Care Plans are effectively delivered.
- Working effectively with schools to ensure children attend full –time, or otherwise making alternate arrangements for the education of children

who need to be out of school for fifteen days, or more per year due to a health need and who otherwise would not receive a suitable education.

The Governing Body is responsible for:

- Ensuring that arrangements are in place to support children with medical conditions.
- Ensuring that this policy is developed collaboratively across services, clearly identifies roles and responsibilities and is implemented effectively.
- Ensuring that this policy does not discriminate on any grounds, including but not limited to protected characteristics, ethnicity/national/origin, religion or belief, sex, gender reassignment, pregnancy & maternity, disability or sexual orientation.
- Ensuring that this policy covers arrangements for children who are competent to manage their own health needs.
- Ensuring that all children with medical conditions are able to play a full active role in all aspects of school life, to participate in school visits, trips and sporting activities, to remain healthy, and to achieve their best academic potential.
- Ensuring that relevant training is delivered to a sufficient number of staff who will have responsibility to support children with medical conditions, and to ensure they are signed off as competent to do so.
- Ensuring staff have access to all relevant information, resources and materials.
- Ensuring that written records are kept of, any and all, medicines administered to children.
- Ensuring that this policy sets out procedures in place for emergency situations.
- Ensuring that the level of insurance in place reflects the level of risk.
- Handling complaints regarding the policy.

The Head teacher/Medical & Welfare Officer is responsible for:

- Ensuring that this policy is developed effectively with partner agencies and making staff aware of this policy.
- Ensuring staff are confident and capable of implementing recommendations and do so in an effective and timely manner.
- The day –to – day implementation and management of this policy.

- Liaising with healthcare professionals regarding the training required for staff.
- Developing Healthcare Plans and Medical Care Plans.
- Ensuring that a sufficient number of trained members of staff are available to implement the policy and deliver Individual health plans in normal, contingency and emergency situations.
- If necessary, facilitating the recruitment of staff for the purpose of delivering the promises made in this policy, and ensuring that more than one member of staff is identified, to cover absences and emergencies.
- Ensuring that the correct level of insurance is in place for staff who support children in line with this policy.
- Liaison with the school nurse and school in the case of any child who has or develops an identified medical condition.
- Ensuring confidentiality and data protection.
- Assigning appropriate accommodation for medical treatment/care.
- Ensuring that staff have up to date First Aid training.
- Ensuring that staff have up to date medical training, i.e. Asthma, Epilepsy, Anaphylaxis.

School staff members are responsible for:

- Reading through medical care plans for children across the school on a termly basis.
- Checking expiry dates of medicines in children's medical bags to ensure they are present and in date and the care plan is also in the bag.
- Familiarising themselves with procedures for children, in particular, they teach and come into regular contact with.
- Knowing where controlled medication is stored and where the key is held.
- Taking account of how medical conditions may have an impact on the children in lessons and at playtimes.
- Undertaking training to achieve the necessary competency for supporting children with medical conditions.
- Ensuring that inhalers and Epi-Pens are held in an accessible location.
- Ensuring medical bags follow the children to assemblies, PE lessons, play and lunch times, or any other area in which the child may not be learning in their classroom.

- Ensuring that all medical bags are carried by the children when/if needed to evacuate the building, i.e. for fire drills, fire or evacuation incidents.
- Ensuring all medical bags are carried by the children on trips outside of the school.
- Ensuring that children take their medical bags with them to playtime and lunchtime every day.

School Nurses, Health Visitors and other healthcare professionals are responsible for:

- In collaboration with other stakeholders, developing an Individual Health Plan in anticipation of a child with a medical condition starting school.
- Notifying the school when a child has been identified as requiring support in school due to a medical condition at any time in their school career.
- Supporting staff to implement a health plan, participating in regular reviews of the health plans, and give advice on training needs.
- Liaising locally with lead clinicians, and assisting the SENCo in identifying training needs and providers of training.

Parents and Carers are responsible for:

- Keeping the school informed about any new medical conditions or any changes to their child's health, including when the child no longer requires medication or has allergies.
- Participating in the development and reviews of their child's health plan.
- Completing a parental consent form to administer medicine or treatment before bringing medication to school.
- Providing school with the medication that their child requires and a doctor or nurse verifies, keeping it up to date (including collecting leftover medicine). Verification from the medical professional should indicate the necessity of the medication, frequency, dosage and length of time the medication is required.
- Meeting with the school nurse as necessary to review medical needs or medical care plans. Carrying out actions assigned to them in the Individual Health Plan.

Children are responsible for:

- Providing information on how their medical condition affects them.
- Contributing to their health plan, where appropriate.

- Complying with the health plan and self-managing their medication or health needs if judged competent to do so by a healthcare professional and agreed by parents.

Training of Staff

- Newly appointed teachers, supply or agency staff and support staff will receive training on this policy as part of their induction.
- No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the condition and being signed off as competent.
- The school will keep a record of medical conditions supported, training undertaken and a list of school staff to undertake responsibilities under this policy.

Medical Condition Folder/Register

- Schools' admission forms request information on pre-existing medical conditions, which are then recorded in the Medical Condition Folder/Register. In addition, parents must inform school at any point in the school year if a condition develops or is diagnosed.
- A medical condition folder/register is kept, updated and reviewed regularly by the welfare officer.
- The medical register is saved as an electronic file on the server for relevant staff to access. Significant changes are communicated via email and in person (where appropriate), to check the message has been shared and been understood.
- The medical folder is a hard copy of the register for relevant staff to access and is kept in a locked cupboard in the welfare room.
- Welfare Officer will also have copies of any forms stating any medical conditions.

Individual Healthcare Plans (IHP's)

- Where necessary an Individual Healthcare Plan will be developed in collaboration with the child, their parents/carers, the teacher, the Welfare Officer and medical professionals.
- A copy of the Healthcare Plan will be kept in the child's medical bag at all times.

- Healthcare Plans will be reviewed at least annually or when a child's medical circumstances change whichever is sooner.
- Where a child has an Education, Health and Care Plan (EHCP) or a statement of Special Educational Needs, the Individual Health Plan will be linked to it or become part of it.
- Where a child is returning from a period of hospital education, alternate provision or home tuition, the school will liaise with the Local Authority and the alternate provision to ensure that the Individual Health Plan identifies the support the child needs to reintegrate.

Transport Arrangements

- Where a child with an Individual Health Plan is allocated school transport, parents and the Local Authority SEND department take responsibility for meeting the medical needs of the child for the duration of the journey.
- When prescribed medication needs to be sent into school, parents will be responsible for informing the school that the medication is coming into school, handing the medication over to the adult escorting the children on the bus or in the taxi in a suitable bag or container. The medication must be clearly labelled with name and doses, etc.
- The prescribed medication will be kept under the supervision of the escorting adult throughout the journey and handed to a member of school staff on arrival. Any change in this arrangement will be reported to the transport team for approval or appropriate action.

Education Health Needs Referrals

- All children of compulsory school age who, because of illness lasting fifteen days or more (consecutive or otherwise), would not otherwise receive a suitable full – time education is provided for under the Local Authority's duty to arrange educational provision for such children. The school undertakes to initiate contact with the Local Authority in these circumstances.

Medicines

- Prior to staff members administering any medication, the parents/carers of the child must complete and sign either a long- or short-term prescribed medication form. The completed form should be handed into the office, who will then hand it over to the welfare officer with the accompanying medication.
- Any medication given to the Welfare Officer, will then make a note of it on the whiteboard in the Welfare room. This is for the First Aiders' information and to administer when needed.
- The form must be accompanied by verification in the form of a signed or stamped letter or letterhead by the doctor, nurse or pharmacist explaining the medical need for the medicine. The letter must detail the reason, the dosage and length of the course of medicine or be clearly labelled prescribed medication.
- Children with food allergies have their photograph taken and details displayed in the catering department and in the designated area of the staffroom. This is to ensure staff members are aware.
- If parents/carers of children with food allergies want their child to have a hot school meal, parents are requested to fill in a form provided by the catering company with all allergy documentation provided by the medical professional. The catering company will then devise a menu for the child. Whilst this process is happening parents are required to provide a packed lunch for their child until this process is completed.
- No child will be given any prescribed or non-prescribed medicines 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 must be in date but which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.
- Children with inhalers will have their own individual labelled medical bags with their medication in, which are kept in the classroom and are readily available. Children should know where their medicines are stored; they should not be locked away.
- Epi-Pen medications should be readily available in a clearly labelled container (in classroom). Children should know where their medication is stored; they should not be locked away.
- Any medications left over at the end of a course will be returned to the child's parents to arrange for safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps.

- Written records will be kept of any medication administered to children.
- Children will never be prevented from accessing their medication.
- Earlsmead Primary School cannot be held responsible for side effects that occur when medication is taken correctly.
- If a child refuses to comply with their health procedure, staff will not force them. Parents will be contacted and the Individual Health Plan may need to be reviewed.

Emergencies

- All staff are aware of procedures when dealing with medical emergency. These should be supervised by a trained First Aider.
- All staff are aware of pupils on a health care plan and understand the need to follow agreed emergency support.

All staff know how the emergency services should be contacted.

- Children will be informed in general terms of what to do, in an emergency (such as telling a teacher).
- In the event of an emergency, every effort will be made to contact a parent so that they may accompany their child to hospital. If this is not possible, a member of staff will accompany the child to hospital by ambulance and stay until the parent arrives. Health care professionals are responsible for any decisions on medical treatment when parents are not available.
- Staff should have the opportunity to reflect and review following an emergency. Any amendments to systems and organisation should be implemented.

Day Trips, Residential Visits and Sporting Activities

- The school will ensure that children with medical conditions participate in school trips, residential stays, sports activities, swimming lessons and so on, and will not prevent them from doing so unless on clinical advice from a healthcare professional.
- Risk assessments should be undertaken in order to plan for the inclusion of children with medical conditions (including consulting parents/carers and health care professionals as necessary).

- Medical bags accompany children on trips –carried by the children where appropriate.

Things to Avoid

- Preventing children from easily accessing their inhalers and medications and administering their medication when and where necessary.
- Assuming that children with the same condition require the same treatment.
- Ignoring the views of the child and/or their parents, or ignoring medical evidence or opinion.
- Sending children home frequently or preventing them from taking part in activities at school.
- Sending the child to the welfare room with an unsuitable escort if they become ill.
- Penalising children with medical conditions for their attendance record where the absence relates to their condition.
- Making parents feel obliged to attend school to administer medication where a care plan is in place or provide medical support, including toileting issues.
- Creating barriers to children participating in school life, including school trips.
- Refusing to allow children to eat, drink or use the toilet when they need to in order to manage their condition.

Medical Conditions

Asthma

- The school recognises that asthma is a widespread, potentially serious, but controllable condition and encourages pupils with Asthma to achieve potential in all aspects of school life.

- Parents have a duty to inform staff if their child is asthmatic. Inhalers should be kept in their assigned medical bag within the classroom and should accompany the child if they are educated outside the school premises.
- Children with asthma must have immediate access to inhalers when they need them and know where they are kept. A spacer device may be required and the pupil may need support to use this.
- A record will be kept of the frequency of an inhaler being used and can be found in the child's medical bag.
- Parents should be notified when a child has used an inhaler excessively or more regular than usual.

Head Injuries

- Pupils who sustain a head injury must be reviewed by a First Aider in school.
- If a pupil has a visible wound, swelling or adverse reaction, parents will be informed and are welcome to assess their child personally. Where there are no residual effects, the pupil can remain in school whilst being observed.
- The First Aider will fill out an accident record slip.

Epilepsy, Anaphylaxis and Diabetes

- Parents have a duty and responsibility 'to notify the school if their child has any of these conditions and should provide details of any treatment and support, they may require. Relevant health care professionals will liaise between parents/carers and school Welfare Officer to ensure staff are aware of, and trained to provide, any relevant or emergency support or treatment. An individual Health Care Plan will be compiled, detailing the course of action to be taken.

First Aid at Earlsmead Primary

Arrangements for First Aid

The school will provide materials, equipment and facilities as set out in DfE 'Guidance on First Aid in Schools'.

The locations of First Aid Kits in school are:

- Oaks and Chestnuts (Reception Classes)

- In the corridor outside Cedar for Y1
- In the corridor outside Cherry for Y2
- In the corridor outside Manuka for Y3
- In the corridor outside Meranti for Sycamore and Meranti,
- Pine Classroom
- Elm Classroom
- Eucalyptus classroom
- Saplings 1
- Saplings 2
- The main office
- Welfare room
- Staffroom
- Acorn's kitchen
- Caretaker's Room

The contents of the kits will be checked on a regular basis by the welfare Officer.

Inhalers for named individuals will be kept in their individual medical bag in their classroom with their care plan. This is carried with them between rooms around the school.

Designated First Aiders are listed in every room.

First Aid training will be undertaken or refreshed for selected adults so that school is in line with the number needed for each phase. Selected adults are trained in paediatric first aid in accordance to DfE guidance.

Defibrillators, Spares and Pain Relief

Earlsmead Primary School has a defibrillator (AED) located on the wall in the Main Entrance. Earlsmead also has 2 spare inhaler relievers and spacers, located in the Welfare cupboard (this is to only be administered for children who are known to have Asthma).

Earlsmead Primary School does not hold any pain relief for children's use. In cases where this may be needed as a one off, parents will be called to administer to their child.

Off –site Activities

Children's individual medical bags and one first aid kit per class will be taken on all off –site activities. A First Aider will attend all off – site trips.

Information on First Aid Arrangements

A member of the SLT or the Welfare Officer will inform all employees at the school of the following:

- The arrangements and requirements for recording and reporting accidents
- The arrangements for first aid
- Those employees with qualifications in First Aid
- The location of the First Aid kits

All members of staff will be made aware of the First Aid policy.

Pupil Accidents Including Head Injuries

All injuries in school are recorded.

An accident slip is given to the child to take home.

If the child has received a lump on the head, or an injury that may cause the parent distress when picking them up from school, an adult will call home to inform the parents so that they are prepared.

The Governing body recognises that accidents involving pupil's heads can be problematic because the injury may not be evident and the effects only become noticeable after a period of time.

Where emergency treatment is not required, the parent will be made aware of the head injury at the point of collection.

Transport to Hospital or Home

The Head teacher will determine the reasonable and sensible action to take in each case.

If the injury is an emergency, an ambulance will be called to ascertain further advice and timings. Following this the parent will be called.

If the parent cannot be contacted, then the Head teacher may decide to transport the pupil to hospital. In this case, no individual member of staff should be alone with a pupil in a vehicle.

Documentation

An Accident Injury Report (AIR) form will be completed following a visit to A&E or GP due to an injury received at school.

Information from SIMS about the child will be printed to take to A&E or for the ambulance crew.

Appendix 1

Individual healthcare plan

Name of school/setting

Earlsmead Primary School

Child's name

Class

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

Emergency Contact Information

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Clinic/Hospital Contact

Name

Phone no.

G.P.

Name

Phone no.

Who is responsible for
providing support in school

--

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.

--

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

--

Arrangements for school visits/trips etc.

--

Any other information

--

Describe what constitutes an emergency, and the action to take if this occurs.

--

Please attach a care plan from your care provider / G.P / Hospital

Expiry date of medication:

Review:

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s)_____

Date

Parental agreement for setting to administer medicine

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Medicine

Name/type of medicine
(as described on the container)

Expiry date

Dosage and method

Timing (how often & what time)

Special precautions/other instructions

Are there any side effects that the
school/setting needs to know about?

Procedures to take in an emergency

NB: Medicines must be in the original container as dispensed by the pharmacy

I understand that I must deliver the
medicine personally to

Office staff / Welfare Officer

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____

Date _____

Appendix 2



Administering of prescribed

Long – term medication

I give permission for the welfare department to give my child

Name:

Class:

The medicine is

Dose

Parent/Carer

Date

[illegible]

Appendix 3



Administering of prescribed

Short – term medication

I give permission for the welfare department to give my child

Name:

Class:.....

The medicine is

Dose.....

Medication at (time)

How long will this medication be needed:.....

Parent/Carer

Date

[illegible]