

St Barnabas' CE Primary School & Nursery



“Serve with hope and encouragement to learn and love.”

Supporting pupils at school with medical conditions Policy

Date approved by the Governing Body: July 2025
To be reviewed by July 2026 (unless there are any changes to the statutory requirements prior to this date)

INTRODUCTION

From time to time a child who is well enough to attend school and take part in normal activities may have medical needs. A clear policy on the safe administration and management of prescribed medicines will help children enjoy, achieve, and make a positive contribution to their school life.

A child's medical needs can be:

- **Short-term** - requiring a course of prescribed medicine, such as antibiotics.

- **Long-term** - requiring prescribed medicines or treatment to keep them well, such as epilepsy or diabetes.
- **Circumstantial** - requiring urgent medical treatment, such as an adrenaline injection for severe allergies, or an inhaler for an asthma attack.

AIMS

The aims of this policy are to:

- Provide clear definitions of roles and responsibilities of staff, pupils and parents/carers.
- Provide clear procedures for the management and administration of prescription medicines.
- Help staff identify the necessary safety measures to support children with medical needs and ensure they, and others, are not put at risk.
- Ensure health and safety, and safeguarding measures are in place, to protect pupils and staff on and off school premises.
- Provide clear procedures for record keeping and sharing of information.

This policy has been developed in line with the requirements of:

Children and Families Act 2014 (section 100)

This part of the Act outlines the duty of the governing body to support pupils with medical conditions and make arrangements for this.

Supporting Pupils at School with Medical Conditions DfE 2014

Statutory guidance for governing bodies of maintained schools

0-25 SEND Code of Practice DfE 2014

Guidance on the special educational needs and disability (SEND) system for children and young people aged 0 to 25

Equalities Act 2010

The Equality Act 2010 legally protects people from discrimination. It replaces previous anti-discrimination laws with a single Act and lists protected characteristics of age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation.

Medicines Act 1968

The Act specifies the way medicines are prescribed, supplied and administered. A medicine may only be administered to the person for whom it has been prescribed, labelled and supplied; and that no-one other than the prescriber may vary the dose and directions for administration. Anyone may administer a prescribed medicine, with consent, to a third party, so long as it is in accordance with the prescriber's instructions.

Misuse of Drugs Act 1971

The act controls the supply, possession and administration of some medicines. Controlled drugs such as Ritalin for children diagnosed with Attention Deficit Hyperactivity Disorder can be administered in schools.

Health and Safety at Work etc Act 1974

This Act places responsibility with the Governing Body of St Barnabas' School for the health and safety of pupils in their care.

Duty of Care

While there is no legal obligation or contractual agreement for staff to administer medicine or treatment to children with medical needs, school staff and anyone in charge of children have a common law 'duty of care' to act like any reasonable and responsible parent. The duty of care also extends to administering medicine, treatment and/or taking action in an emergency.

This policy should be read in conjunction with the following school policies:

- SEND Policy and school offer
- Safeguarding and Child Protection Policy
- Educational Visits Policy

The statutory duty of the governing body

The governing body of St Barnabas' School remains legally responsible and accountable for fulfilling their statutory duty to support pupils with medical conditions in school. The governing body fulfil this duty by:

- Ensuring that arrangements are in place to support pupils with medical conditions. This ensures that such pupils can access and enjoy the same opportunities at school as any other pupil.
- Taking into account that many medical conditions that require support at school will affect quality of life and may be life-threatening. Some will be more obvious than others and, therefore, the focus is on the needs of each individual child and how their medical condition may impact on their school life;
- Ensuring that the arrangements give parents and pupils confidence in the school's ability to provide effective support for medical conditions. The school should show an understanding of how medical conditions impact on a child's ability to learn, as well as working to increase their confidence and promote self-care. We will ensure that staff are properly trained to provide the support that pupils need;
- Ensuring that no child with a medical condition is denied admission, or prevented from taking up a place in school because arrangements for their medical condition have not been made. However, in line with safeguarding duties, we will ensure that pupils' health is not put at unnecessary risk from, for example, infectious diseases, and reserve the right to refuse admittance to a child at times where it would be detrimental to the health of that child, or others, to do so;
- Ensuring that the arrangements put in place are sufficient to meet our statutory duties and ensure that policies, plans, procedures and systems are properly and effectively implemented;
- Ensuring that the school policy clearly identifies the roles and responsibilities of all those involved in arrangements for supporting pupils at school with medical conditions and how they will be supported, how their training needs will be assessed and how, and by whom, training will be commissioned and provided (see section below on staff training and support);
- Ensuring that the school policy covers arrangements for children who are competent to manage their own health needs and medicines (see section below on the child's role in managing their own medical needs);
- Ensuring that the policy is clear about the procedures to be followed for managing medicines including the completion of written records (see section below on managing medicines on school premises);

- Ensuring that the policy sets out what should happen in an emergency situation (see section below on emergency procedures);
- Ensuring that the arrangements are clear and unambiguous about the need to support actively pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so (see section on day trips, residential trips and sporting activities);
- Ensuring that the policy is explicit about what practice is not acceptable (see section on unacceptable practice);
- Ensuring that the appropriate level of insurance is in place and appropriate to the level of risk (see section on Liability and Indemnity);
- Ensuring that the policy sets out how complaints may be made and will be handled concerning the support to pupils with medical conditions (see section on complaints).

Policy implementation

The statutory duty for making arrangements for supporting pupils at school with medical conditions rests with the governing body. The governing body has conferred the following functions of the implementation of this policy to the staff below. However, the governing body remains legally responsible and accountable for fulfilling our statutory duty.

The overall responsibility for the implementation of this policy is given to the Headteacher. She will also be responsible for ensuring that sufficient staff are suitably trained and will ensure cover arrangements in cases of staff absences or staff turnover to ensure that someone is always available and on-site with an appropriate level of training and for briefing supply teachers.

Jane Colburn, Office Administrator, will be responsible, in conjunction with our SENDCo and parents/carers, for drawing up, implementing and keeping under review the individual healthcare plan for each pupil and making sure relevant staff are aware of these plans.

Class Teachers, in conjunction with the Headteacher, are responsible for preparing risk assessments for individual pupils for school visits and other school activities outside the normal timetable and for the monitoring of individual healthcare plans.

All members of staff are expected to show a commitment and awareness of children's medical conditions and the expectations of this policy. All new members of staff will be inducted into the arrangements and guidelines in this policy upon taking up their post.

Procedure to be followed when notification is received that a pupil has a medical condition:

This covers notification prior to admission, procedures to cover transitional arrangements between schools or alternative providers, and the process to be followed upon reintegration after a period of absence or when pupils' needs change. For children being admitted to St Barnabas' Primary School for the first time, with good notification given, the arrangements will be in place for the start of the relevant school term.

In other cases, such as a new diagnosis or a child moving to St Barnabas' School mid-term, we will make every effort to ensure that arrangements are put in place within two weeks.

In making the arrangements, we will take into account that many of the medical conditions that require support at school will affect quality of life and may be life-threatening. We also acknowledge that some may be more obvious than others. We will, therefore, ensure that the focus is on the needs of each individual child and how their medical condition impacts on their school life.

We aim to ensure that parents/carers and pupils can have confidence in our ability to provide effective support for medical conditions in school, so the arrangements will show an understanding of how medical conditions impact on the child's ability to learn, as well as increase their confidence and promote self-care.

We will ensure that staff are properly trained and supervised to support pupils' medical conditions and will be clear and unambiguous about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so. We will make arrangements for the inclusion of pupils in such activities with any adjustments as required unless evidence or advice from a clinician, such as a GP, states that this is not possible.

We will make sure that no child with a medical condition is denied admission or prevented from attending the school because arrangements for supporting their medical condition have not been made. However, in line with our safeguarding duties, we will ensure that all pupils' health is not put at unnecessary risk from, for example, infectious disease. We will therefore not accept a child in school at times where it would be detrimental to the health of that child, or others.

St Barnabas' Primary School does not have to wait for a formal diagnosis before providing support to pupils. In cases where a pupil's medical condition is unclear, or where there is a difference of opinion, judgements will be needed about what support to provide based on available evidence. This would normally involve some form of medical evidence and consultation with parents/carers.

Where evidence conflicts, some degree of challenge may be necessary to ensure that the right support can be put in place. These discussions will be led by the Headteacher and following these discussions, an individual healthcare plan will be written in conjunction with the parent/carers, the School Nurse and the SENDCo

Individual healthcare plans

Individual healthcare plans will help to ensure that St Barnabas' Primary School effectively supports pupils with medical conditions. They will provide clarity about what needs to be done, when and by whom. They will often be essential, such as in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed. They are likely to be helpful in the majority of other cases too, especially where medical conditions are long-term and complex. However, not all children will require one. The school, healthcare professional and parent/carer should agree, based on evidence, when a healthcare plan would be inappropriate or disproportionate. If consensus cannot be reached the Headteacher is best placed to take a final view.

A chart for identifying and agreeing the support a child needs and developing an individual healthcare plan is provided in Appendix A.

Individual healthcare plans will be easily accessible to all who need to refer to them, while preserving confidentiality. Plans will capture the key information and actions that are required to support the child effectively. The level of detail within the plan will depend on the complexity of the child's condition and the degree of support needed. This is important because different children with the same health condition may require very different support. Where a child has SEN, but does not have a statement or EHCP, their special educational needs should be mentioned in their individual healthcare plan.

Individual healthcare plans (and their review) should be drawn up in partnership between the school, parents/carers and a relevant healthcare professional e.g. school, specialist, children's community nurse or the School Nurse who can best advise on the particular needs of the child. Pupils should also be involved whenever appropriate. The aim should be to capture the steps which St Barnabas' Primary School should take to help manage the child's condition and overcome any potential barriers to getting the most from their education. Partners should

agree who will take the lead in writing the plan, but responsibility for ensuring it is finalised and implemented rests with the school.

St Barnabas' School will ensure that individual healthcare plans are reviewed at least annually, or earlier if evidence is presented that the child's needs have changed.

They will be developed and reviewed with the child's best interests in mind and to ensure that the school assesses and manages risks to the child's educational, health and social wellbeing, and minimises disruption. Where a child is returning to school following a period of hospital education or alternative provision, we will work with the local authority and education provider to ensure that the individual healthcare plan identifies the support the child will need to reintegrate effectively.

Each individual healthcare plan should include all the following information:

- The medical condition, its triggers, signs, symptoms and treatments;
- The pupil's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink (where this is used to manage their condition,) dietary requirements and environmental issues, e.g. crowded corridors, movement between lessons;
- Specific support for each pupil's educational, social and emotional needs - for example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions;
- The level of support needed, (some children will be able to take responsibility for their own health needs) including in emergencies. If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring;
- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional; and cover arrangements for when they are unavailable;
- Who in the school needs to be aware of the child's condition and the support required;
- Arrangements for written permission from parents/carer and the Headteacher for medication to be administered by a member of staff, or self-administered by the pupil during school hours;

- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate e.g. risk assessment;
- Where confidentiality issues are raised by the parent/child, the designated individual to be entrusted with information about the child's condition; and
- What to do in an emergency, including whom to contact, and contingency arrangements. Some children may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan

Roles and responsibilities

Please refer to the section on policy implementation for the functions that have been delegated to different, named members of staff at St Barnabas' Primary School.

In addition we can refer to the School Nurse for support with drawing up individual healthcare plans, provide or commission specialist medical training, liaison with lead clinicians and advice or support in relation to pupils with medical conditions.

Other healthcare professionals, including GPs and paediatricians should notify the nurse when a child has been identified as having a medical condition that will require support at school.

Specialist local health teams may be able to provide support, and training to staff, for children with particular conditions (e.g. asthma, diabetes, epilepsy)

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. They should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan. Other pupils will often be sensitive to the needs of those with medical conditions, and can, for example, alert staff to the deteriorating condition or emergency need of pupils with medical conditions.

Parents/carers should provide the school with sufficient and up-to-date information about their child's medical needs. They may, in some cases, be the first to notify the school that their child has a medical condition. Parents are key partners and should be involved in the development and review of their child's individual healthcare plan, and may be involved in its drafting. They should carry out any action they have agreed to as part of its implementation, e.g. provide

medicines and equipment and ensure that they, or another nominated adult, are contactable at all times.

Local authorities are commissioners of school nurses for maintained schools. Under Section 10 of the Children Act 2004, they have a duty to promote cooperation between relevant partners such as governing bodies of maintained schools, proprietors of academies, clinical commissioning groups and NHS England, with a view to improving the well-being of children with regard to their physical and mental health, and their education, training and recreation.

The school nurse for St Barnabas' is currently **Shevaughn Seedall**

Providers of health services should co-operate with schools that are supporting children with medical conditions. They can provide valuable support, information, advice and guidance to schools, and their staff, to support children with medical conditions at school.

Clinical commissioning groups (CCGs) commission other healthcare professionals such as specialist nurses. They have a reciprocal duty to co-operate under Section 10 of the Children Act 2004 (as described above for local authorities). The local Health and Wellbeing Board provides a forum for the local authority and CCGs to consider with other partners, including locally elected representatives, how to strengthen links between education, health and care settings.

The Ofsted inspection framework places a clear emphasis on meeting the needs of disabled children and pupils with SEND, and considering the quality of teaching and the progress made by these pupils. Inspectors are already briefed to consider the needs of pupils with chronic or long-term medical conditions alongside these groups and to report on how well their needs are being met. Schools are expected to have a policy dealing with medical needs and to be able to demonstrate that it is being implemented effectively.

Staff training and support

- Our school's First Aiders are named and displayed around the school.

Named people for administrating medicines:

- Jane Colburn
- Lauren Castle
- Lindsey Creegan

Any medicine administered to pupils at school must be recorded and witnessed by another member of staff.

All staff who are required to provide support to pupils for medical conditions will be trained by healthcare professional qualified to do so. The training need will be identified by the healthcare professional during the development or review of the individual healthcare plan.

Training should be sufficient to ensure that staff are competent and have confidence in their ability to support pupils with medical conditions, and to fulfil the requirements set out in the individual healthcare plans. They will need an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures.

Staff must not give prescription medicines or undertake healthcare procedures without appropriate training (updated to reflect any individual healthcare plans). A first aid certificate does not constitute appropriate training in supporting children with medical conditions.

Healthcare professionals, including the school nurse, can provide confirmation of proficiency of staff in a medical procedure, or in providing medication (see template).

All staff will receive induction training and regular whole school awareness training so that all staff are aware of the school's policy for supporting pupils with medical conditions and their role in implementing the policy. The Headteacher will seek advice from relevant healthcare professions about training needs, including preventative and emergency measures so that staff can recognise and act quickly when a problem occurs.

The family of a child will often be key in providing relevant information to school staff about how their child's needs can be met, and parents will be asked for their views. They should provide specific advice, but should not be the sole trainer.

The child's role in managing their own medical needs

If, after discussion with the parent/carer, it is agreed that the child is competent to manage his/her own medication and procedures, s/he will be encouraged to do so. This will be reflected in the individual healthcare plan.

Wherever possible children will be allowed to carry their own medicines and relevant devices or should be able to access their medication for self-medication quickly and easily; these will be stored in the child's classroom safely to ensure that the safeguarding of other children is not compromised.

St Barnabas' Primary School recognises that children who take their medicines themselves and/or manage procedures may require an appropriate level of supervision. If it is not appropriate for a child to self-manage, then relevant staff will help to administer medicines and manage procedures for them.

If a child refuses to take medicine or carry out a necessary procedure, staff should not force them to do so, but follow the procedure agreed in the individual healthcare plan. Parents will be informed so that alternative options can be considered.

Managing medicines on school premises and record keeping

At St Barnabas' Primary School, the following procedures are to be followed:

- Medicines should only be administered at school with permission of the Headteacher (or Jane Colburn in their absence)
- Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so;
- No child under 16 should be given prescription or non-prescription medicines without their parent's written consent ;
- The school will supervise or administer hay fever products or eye drops as long as the parent signs the school's consent form.
- St Barnabas' Primary School will not administer non-prescription medicines except where this is specified in a child's individual care plan. In such cases, medication, e.g. for pain relief, will never be administered without first checking maximum dosage and when the previous dose was taken, and parents will be informed.
- The school does not administer the following non-prescribed medicine:

pain and temperature relief syrup or tablets except as detailed in a child's individual health care plan), cough syrup, lozenges or sweets, muscle rubs or sprays, cold and flu remedies, mouth and teething gels, lip balms, vitamins, homeopathic medicine.

- Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours;
- St Barnabas' School will only accept prescribed medicines, with written permission from parent/carer, that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must be in-date, but which will generally be available to schools inside an insulin pen or a pump, rather than its original container;
- Asthma inhalers and epi-pens (or equivalent) will be held in a labelled plastic box which will be stored safely in the child's class in the green medical box. All other medicines will be stored safely in the school office. Equipment/medicine relating to diabetes will be kept with the individual child users. All medicines and related medical equipment must be clearly labelled with the child's name;
- During school trips, either the child, or the first aid trained member of staff, will carry all medical devices and medicines required depending on the age and individual needs of the child requiring medication;
- In the case of a child who has been prescribed a controlled drug, we will keep these securely stored in a locked, non-portable container and only staff named on the health care plan will have access. Controlled drugs should be easily accessible in an emergency. A record should be kept of any doses used and the amount of the controlled drug held in the school;
- Staff administering medicines should do so in accordance with the prescriber's instructions. St Barnabas' School will keep a record of all medicines administered to individual children, stating what, how, and how much, was administered, when and by whom. Any side effects of the medication administered at school should be noted.
- Written records are kept of all medicines administered to children with the exception of asthma inhalers for occasional use. Where an asthma inhaler has been prescribed to a child for routine use, written records will be kept. These records offer protection to staff and children and provide evidence that agreed procedures have been followed;

- When no longer required, medicines should be returned to the parent/carer to arrange safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps;
- It is the responsibility of the parent/carer to ensure that medicines supplied to the school are in date, and to provide replacement medicines as required.

Illness at home

- Parents are advised that children who are unwell should not be sent to school. Children need to be well enough to take part in all activities throughout the school day, including PE and swimming.

Injured children

- Should a child have an accident at school a first aider will assess the situation. Appropriate first aid will be administered. Should the injury be deemed severe the child may be taken to hospital or an ambulance called. Parents will be informed of the actions taken by the school as soon as possible.
- A child with a minor injury are cared for by staff and an accident form is always completed and kept in school.
- If a child has an injury to their head, it is school policy that parents are informed, even if the child is well enough to stay in school.

Emergency procedures

- The Headteacher will ensure that arrangements are in place for dealing with emergencies for all school activities, wherever they take place; including school trips within and outside the UK, as part of the general risk management process.
- Where a child has an individual healthcare plan, this should clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other pupils in the school should know what to do in general terms, such as informing a teacher immediately if they think help is needed.

- If a child needs to be taken to hospital, a school member of staff should stay with the child until the parent arrives, or accompany a child taken to hospital by ambulance. Staff need to ensure they understand the local emergency services cover arrangements and that the correct information is provided for navigation systems.

Day trips, residential visits, and sporting activities

- We will actively support pupils with medical condition to participate in day trips, residential visits and sporting activities by being flexible and making reasonable adjustments unless there is evidence from a clinician such as a GP that this is not possible.
- We will always conduct a risk assessment so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions can be included safely. This will involve consultation with parents\carers and relevant healthcare professions and will be informed by Health and Safety Executive (HSE) guidance on school trips.

Other issues for consideration

Where a pupil uses home-to-school transport arranged by the LA and they also have a medical condition which is life-threatening, we will share the pupil's individual healthcare plan with the local authority.

Unacceptable practice

Although staff at St Barnabas' Primary School should use their discretion and judge each case on its merit with reference to the child's individual healthcare plan, it is not generally acceptable practice to:

- Prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- Assume that every child with the same condition requires the same treatment;
- Ignore the views of the child or their parents\carers; or ignore medical evidence or opinion (although this may be challenged);

- Send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
- If the child becomes ill, send them to the school office unaccompanied or without someone suitable, or leave them alone;
- Penalise children for their attendance record if their absences are related to their medical condition, e.g. hospital appointments;
- Prevent pupils from drinking, eating or taking toilet breaks whenever they need to in order to manage their medical condition effectively;
- Require parents\carers, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues.
- Prevent children from participating, or creating unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany the child, due to a medical condition

Liability and indemnity

School insurance details are available by request from the school office.

Complaints

Should parents/carers be unhappy with any aspect of their child's care at St Barnabas' Primary School, they must discuss their concerns with the school. This will be with the child's class teacher in the first instance, with whom any issues should be addressed. If this does not resolve the problem or allay the concern, the problem should be brought to a member of leadership team, who will, where necessary, bring concerns to the attention of the Headteacher. In the

unlikely event of this not resolving the issue, the parent/carer may make a formal complaint using the St Barnabas' Primary School Complaints Procedure.

Concluding statement

The staff of St Barnabas' CE Primary School will remain vigilant regarding pupils becoming unwell at school. Should a child become unwell at school, a member of SLT is always contacted before parents are called. All activities will be risk assessed to minimise the chance of any accidents resulting in injury. All pupils requiring medical attention will be treated fairly in accordance with our equal opportunities policy.

All staff will treat any severe allergic reaction competently and we endeavour to minimise the risk of allergic reactions for all children.

Appendix A: Model process for developing individual healthcare plans

1	Parent or healthcare professional informs the school that child has been newly diagnosed, or is due to attend the school, or is due to return to school after a long absence, or that the child's needs have changed
2	Headteacher or senior member of staff to whom this has been delegated, coordinates meeting to discuss child's medical support needs and identifies staff member to provide support to the child
3	Meeting to discuss and agree on need for IHCP to include key school staff, parent, relevant healthcare professional and other medical professionals as appropriate (or to consider written evidence provided by them)
4	Develop IHCP in partnership. Input from healthcare professional must be provided
5	School staff training needs identified
6	Healthcare professional commissions/delivers training and staff signed-off as competent. Review date agreed
7	IHCP implemented and circulated to relevant school staff
8	IHCP reviewed annually or when medical needs change. Parent or healthcare professional to initiate (return to step 3)

Appendix B:

St Barnabas' Church of England Primary School	
PARENTAL CONSENT FOR SCHOOL TO ADMINISTER MEDICINES	
In line with the school's policy on administering medicine, the school will not give your child medicine unless you complete and sign this form.	
Name of child	
Date of birth	
Year group/class	
Medical condition or illness	
Medicine	
Name/type of medicine <i>(as described on the container*)</i> *NB: Medicines must be in the original container as dispensed by the pharmacy	
Expiry date	
Dosage and method	
Timing and dates	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration (yes / no)	
Procedures to take in an emergency	
Contact Details:	

