

Combe St Nicholas C of E VA Primary School

"That they may have life, life in all its fullness" John 10:10

Children with Medical Conditions (including administration of medicines) Policy

Reviewed and agreed by the Policy Review Committee: 2 February 2026

Approved by the Full Governing Body: 23 March, 2026

Review date: March 2027

1. Introduction

The school aims to ensure that all pupils, including those with medical conditions, are able to enjoy learning, friendships and play, and can participate fully in school life.

2. Responsibilities

2.1 All Staff

All staff will:

- Support pupils with medical needs so they can access the curriculum and school activities.
- Follow agreed procedures for administering medication.
- Complete appropriate records when medication is administered.
- Follow individual healthcare plans where these are in place.

2.2 Parents/Carers

Parents/carers have the primary responsibility for their child's health. They must:

- Provide the Headteacher with full information about their child's medical condition before admission or as soon as a condition develops.
- Inform the school, using the appropriate forms, of any medication required during the school day.
- Provide medication in the original labelled container.
- Notify the school immediately of any changes to medication or medical needs.

2.3 Headteacher

The Headteacher will:

- Ensure appropriate staff are available and trained to administer medicines.
- Liaise with healthcare professionals where required.
- Ensure appropriate insurance arrangements are in place.

2.4 Named Staff

Named staff will:

- Administer medication in accordance with training and school procedures.
- Maintain accurate records of all medication administered.

2.5 SENCO

The SENCO will:

- Coordinate healthcare plans for pupils with medical needs.
- Liaise with parents, staff and healthcare professionals.
- Ensure training is arranged where required.
- Maintain appropriate medical records.

3. Pupils with Short-Term Medical Needs

1. Pupils who are unwell or have an infectious or contagious condition should not attend school.
2. If a pupil becomes unwell during the school day, parents/carers will be contacted to collect them.
3. Where possible, medication should be administered outside school hours.
4. Medication may be brought into school where it would be detrimental to the child not to do so.
5. All medicines must:
 - Be in the original container
 - Have a clearly attached label
6. Parents must complete the required consent form before medication can be administered.

4. Administering Prescribed Medication

1. The school will ensure sufficient support staff are:
 - Appropriately trained
 - Willing to administer medicines
2. If staff are unsure about any procedure, they will:
 - Not administer the medicine
 - Seek advice from parents or a healthcare professional

5. Record Keeping

1. A written record will be completed and signed each time medication is administered.
2. Records will be filed in the pupil's individual medical record once the course of medication is completed.

6. Refusal to Take Medication

1. If a pupil refuses medication:
 - Staff will not force them to take it.
 - The refusal will be recorded.

- Parents/carers will be informed immediately.
- 2. If refusal results in an emergency, normal emergency procedures will be followed.

7. Storage of Medication

1. Emergency medicines (e.g. inhalers, adrenaline pens) will:
 - Be stored safely
 - Be readily accessible
 - Not be locked away
2. Pupils capable of managing their own medication will be supported to do so.
3. Medicines requiring refrigeration will:
 - Be stored in a designated refrigerator
 - Have restricted access

8. Absence from School for More Than 15 Days

1. Where pupils attend hospital regularly or are admitted for extended periods, advice may be sought from the appropriate medical or local authority panel.
2. The school will:
 - Arrange suitable learning opportunities
 - Support continued contact with peers where possible

9. Pupils with Long-Term or Complex Medical Needs

1. Special arrangements will be made where medical needs affect access to the curriculum.
2. External support services may be contacted where appropriate.
3. Adjustments may include:
 - Dedicated adult support
 - Modifications to the environment
 - Specialist equipment

10. Individual Healthcare Plans

10.1 Purpose

Individual healthcare plans will be created where needed to clarify support arrangements.

10.2 Plans will include:

- Details of the medical condition.
- Medication required.

- Daily care requirements.
- Emergency procedures.
- Parent/carer contact details.

10.3 Contributors to Healthcare Plans

- School nurse or specialist healthcare professionals
- Parents/carers and the pupil (where appropriate)
- Headteacher and SENCO
- Class teacher or support staff
- Trained staff members
- External medical or advisory teams

10.4 Review of Plans

- Plans will be reviewed at least annually
- Some plans may require more frequent review
- Plans and training are specific to the individual pupil and are not transferable

11. Training

1. Where staff require training, the school will arrange this through appropriate healthcare professionals.
2. Parents may support and advise but will not lead formal training.
3. Training specific to an individual pupil cannot be cascaded to other staff.
4. Staff must:
 - Follow the healthcare plan
 - Report any changes in the pupil's condition
5. The school will:
 - Arrange refresher training as required
 - Seek professional updates at least annually

12. Communicating Medical Needs

1. A confidential medical information file will be available to staff in the school office.
2. Individual healthcare plans will:
 - Be accessible in the classroom
 - Be stored in the pupil's personal file

13. Educational Visits

1. School visits and residential trips will be planned so that pupils with medical needs can participate wherever possible
2. Reasonable adjustments will be made where necessary
3. Staff will ensure they are aware of medical needs and emergency procedures
4. Parents must complete required medical consent forms
5. Healthcare plans will be taken on visits
6. Additional support may be arranged where necessary
7. If safety concerns arise:
 - Parents will be consulted
 - Medical advice will be sought

14. Sporting Activities

1. Pupils with medical conditions will be encouraged to participate in physical activities.
2. Staff will:
 - Make appropriate adjustments
 - Plan lessons to include all pupils
3. Any restrictions will be recorded in the healthcare plan.
4. Pupils will have access to required medication, such as inhalers.

15. Insurance

The governing body will ensure that appropriate insurance arrangements are in place. As a maintained school, the school is covered by the local authority's insurance arrangements for schools and employees.

16. Appendices

- **Appendix A:** Individual Healthcare Plan
- **Appendix B:** Parental Consent for Administering Medication

Appendix A – Healthcare Plan for Pupils with Medical Condition

Pupil Name:	
Date of Birth:	
Male/Female:	
School:	Combe St Nicholas C of E VA Primary School
Class:	
Key Adults Contact information	
Contact 1 – Name	
Phone (home)	
Phone (mobile)	
Phone (work)	
Relationship:	
Contact 2 – Name	
Phone (home):	
Phone (mobile):	
Phone (work):	
Relationship:	
GP Name	
Surgery:	
Phone:	
Specialist Name	
Hospital:	
Phone:	
Condition:	
Signs & Symptoms:	

Triggers:	
Routine Healthcare Requirements – At Home:	
Routine Healthcare Requirements – At School:	
Regular Medication (Home) – Name:	
Dose & Method:	
Frequency:	
When:	
Side Effects:	
Self-Administration:	
Other Instructions:	
Regular Medication (School) – Name:	
Dose & Method:	
Frequency:	
When:	
Side Effects:	
Self-Administration:	
Other Instructions:	
Emergency Medication – Name:	
When to administer:	
Dose & Method:	
Side effects:	

Self-Administration:	
Follow Up Instructions:	
Other instructions:	
What To Do In An Emergency:	
Members of Staff Trained to Administer Medication:	
Specialist Education Arrangements Required:	
Specialist Education Arrangements for Off-Site Activities:	
Any Other Information:	
Parent Agreement – Signed:	
Print Name:	
Date:	
Healthcare Professional Agreement – Signed:	
Print Name:	
Date:	
School Agreement – Signed:	
Print Name:	
Date:	
Review Date:	

Appendix B – Parental Agreement to Administer Medicine

Name of school:	Combe St Nicholas C of E VA Primary School
Name of child:	
Date of birth:	
Class:	
Medical condition or illness:	
Name/type of medicine:	
Expiry date:	
Dosage and method:	
Timing:	
Special precautions/other instructions:	
Side effects to note:	
Self-administration (yes/no):	
Emergency procedures:	
Parent/Carer Signature:	
Date:	