



Supporting Pupils with Medical Conditions

Adopted by (body): CELT Trustees
Review date: July 2025

PROTECTION PARTNERSHIP
 ACCOUNTABILITY
 CARE SAFEGUARDING EMPOWER
 STRENGTHEN IMPROVE
 ENABLE EVERYONE VULNERABLE
 RESPONSIBILITY

- Collaborate** Ability to work effectively as a team
- Empower** Ability to take initiative and problem solve in order to improve performance
- Lead** To lead by example and achieve shared goals
- Transformation** Ability to recognise a need for change and adapt accordingly



CELT Vision

Our vision is for our trust to be a learning organisation in the truest sense.

At the heart of our vision for education is a self-improving school-led system which has the best evidence-led practice and in which every child fulfils their potential. This is a learning community in which:

- Our leaders are driven by moral purpose. They are outwards focused and not afraid to take risks to achieve system transformation. The focus of policy is on continually improving the quality of teaching.
- Our teachers strive to be outstanding. They work across organisational boundaries to promote a collective sharing of knowledge, skills, expertise and experience in order to deepen pupil learning.
- The individual talents and strengths of our pupils are recognised and nurtured. A passion and curiosity for learning is sustained in every child from the moment they join us. A CELT pupil leaves our family of academies with a purpose, and the confidence to fulfil that purpose.
- Our parents are engaged in our learning community and actively work in partnership with us to raise the level of attainment and aspiration of every child.

CELT Mission

“Learning together to help every child achieve more.”

We believe there is no limit to what every child can achieve, and that every child deserves the chance to fulfil their potential.

As a learning community we are on an ambitious journey. We want to deliver a model for education in the 21st century which instils curiosity and a love for learning in every child so that they develop into young adults who contribute to humanity, follow their passions, and think for themselves.

By learning and improving together – as part of a global learning community – we create much richer and more sustainable opportunities for rigorous transformation than can be provided by any one of our academies alone.

**COLLABORATE
EMPOWER
LEAD
TRANSFORM**

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“Safeguarding is everyone’s responsibility”

At Cornwall Education Learning Trust (CELT) we are committed to safeguarding and promoting the welfare of children and we expect all Trustees, Governors, staff and volunteers to share this commitment. This policy is to ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

This policy is part of the following suite of annually updated safeguarding policies:

1. Child Protection and Safeguarding
2. **Supporting Children and School with Medical needs/ Managing Medicines**
3. Mental Health and Wellbeing
4. Online Safety
5. Child-on-Child Abuse including Anti-Bullying
6. Attendance
7. Code of Conduct
8. Whistleblowing

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Aims

This policy is to ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

We want all pupils/students, as far as possible, to access and enjoy the same opportunities at school as any other pupil/student. This will include actively supporting pupils/students with medical conditions to participate in school trips/visits and/or in sporting activities.

Definition of “medical condition”

For the purposes of this policy, a medical condition is any illness or disability which a pupil/student has. It can be:

- physical or mental
- a single episode or recurrent
- short-term or long-term
- relatively straightforward (e.g. the pupil can manage the condition themselves without support or monitoring) or complex (requiring on-going support, medicines or care whilst at school to help the pupil manage their condition and keep them well)
- involving medication or medical equipment
- affecting participation in school activities or limiting access to education

Children with long-term and complex medical conditions may require on-going support, medicines or care while at school to help them manage their condition and enable them to access their learning. They may require monitoring and interventions in emergency circumstances. It is important to recognise that children’s health needs may change over time, in ways that cannot always be predicted, sometimes resulting in extended absences. Some children with medical conditions may be

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Legislation and statutory responsibilities

This policy is based on the [Children and Families Act 2014](#), Children and Families Act 2014, the Education Act 2002, Children Act 1989, Children Act 2004, Equality Act 2010, the Code of Practice 2014 and [supporting pupils with medical conditions at school](#).

This policy should be read in conjunction with ‘Supporting pupils at school with medical conditions’, ‘Keeping Children Safe in Education’ (2024), ‘Working Together to Safeguard Children’ (2023) our safeguarding suite of policies and intimate care policy.

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Roles and responsibilities

Supporting a pupil/student with a medical condition during school hours is not the sole responsibility of one person. The school will aim to work cooperatively with other agencies such as healthcare professionals, social care professionals (where appropriate) and the local authority in addition to the pupil/student and their family. Different groups within school have different responsibilities:

3.1 The Trustees

As a proprietor CELT has a legal duty to make arrangements for supporting pupils at the school with medical conditions. The board of Trustees has delegated this responsibility to the school.

3.2 The Headteacher

The headteacher will ensure:

- all staff are aware of the policy and understand their role in its implementation.
- individual healthcare plans are prepared where appropriate and monitored
- that sufficient staff are suitably trained to meet the known medical conditions of pupils at the academy
- all relevant staff are made aware of the pupil's medical condition and supply teachers are properly briefed
- cover arrangements are in place to cover staff absences/turnover to ensure that someone is always available and on site
- risk assessments for school visits and other school activities outside of the normal timetable are completed
- allocate the responsibility for supporting children with medical needs to a member of the SLT

3.3 Member of SLT responsible for supporting children with medical needs will:

- oversee the development of individual healthcare plans and review these on an annual basis.
- ensure that any action agreed by the school in the healthcare plan is carried out and ensure that information regarding medical needs is up to date and shared with members of the school community.
- ensure the local procedures regarding managing medicines is robust and information is communicated with all pupil/student facing staff effectively.

3.4 Appointed Person

The appointed person responsible for children with a medical condition will:

- oversee the development of individual healthcare plans and review these on an annual basis with parents/carers, teaching staff and the member of SLT responsible for supporting children with medical needs
- ensure that any action agreed by the school in the healthcare plan is carried out.

- oversee the training needs for staff members who need specific support.
- Ensure SIMS is updated with medical needs to enable a whole school overview to be produced and class/tutor context pages
- ensure that medical needs lists are kept up to date and that all medicine stored on site is in date.
- they should ensure local procedures are robust and systems effective.

3.5 School Staff

- All staff should: be aware of the medical needs of pupils/students they teach.
- be aware of pupils/students across the school who have a 'high-risk' medical need (who is diagnosed as having a condition that may require an emergency response).
- contribute to the individual healthcare plans where appropriate and may be asked to provide support to pupils/students with medical conditions, including the administering of medicines, although they cannot be required to do so.
- receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support pupils/students with medical conditions.
- know what to do and respond accordingly when they become aware that a pupil/student with a medical condition needs help.

3.6 Parents/Carers

Parents/Carers will:

- provide the school with sufficient and up-to-date information about their child's medical needs
- be involved in the development and review of their child's IHP and may be involved in its drafting
- carry out any action they have agreed to as part of the implementation of the IHP, e.g. provide medicines and equipment, and ensure they or another nominated adult are contactable at all times

3.7 Pupils/Students

Pupils/Students with medical conditions will often be best placed to provide information about how their condition affects them. Pupils/Students should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHPs as is age-appropriate.

3.8 Other healthcare professionals, including GPs and pediatricians

They may provide advice on developing IHPs. Specialist local health teams may be able to provide support in schools for children with particular conditions e.g. Healthcare plans ensure that we are able to effectively support children with medical conditions. They provide clarity about what needs to be done, when and by whom. They will be helpful when conditions fluctuate, where there is a high risk that emergency intervention is needed or where medical conditions are long-term and complex. Not all children with medical conditions will need an individual healthcare plan.

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Equal Opportunities

CELT is clear 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.

CELT will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted.

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Medical information from parents/carers

All parents/carers are asked to complete a medical record giving full details of medical conditions, regular and emergency medication, emergency contact numbers, name of family doctor, details of hospital consultants, allergies, special dietary requirements and any other health information that may affect their child's care. These are updated every 12 months via the collection forms.

5.1 Being notified that a pupil/student has a medical condition

When a CELT school is notified that a pupil/student has a medical condition, the process outlined below will be followed to decide whether the pupil/student requires a healthcare plan.

The school will make every effort to ensure that arrangements are put into place within a week, or by the beginning of the relevant term for pupils who are new to our school.

1. Parent/carer or healthcare professional tells the school that the child:
 - a. Has a new diagnosis
 - b. Is due to attend a new school
 - c. Is due to return to school after a long-term absence
 - d. Has needs which have changed
2. The Headteacher or nominated member of SLT/appointed person has a meeting to discuss pupil's/student's needs and identifies a member of staff to support the pupil/student.

3. Hold a meeting with the following people to discuss the need for the healthcare plan
 - a. Key school staff
 - b. Pupil/student
 - c. Parent/Carer
 - d. Any relevant healthcare professionals
4. Develop healthcare plan
5. School identifies training needs
6. Healthcare professionals commission or deliver training and advise appropriate next steps with an agreed review date.
7. Implement healthcare plan and circulate to relevant staff.
8. Review the health care plan annually or when the pupil's/student's condition changes. Parents or healthcare professionals will initiate this.

5.2 General consent

CELT schools may take general consent, in written form at the beginning of each academic year to administer paracetamol (Calpol in primary). Schools can administer non-prescribed medicines such as Calpol but parents/carers must be contacted on each occurrence despite written consent held on file. If the written consent states no consent, verbal consent must not be sought.

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Individual healthcare plans

Healthcare plans ensure that we are able to effectively support children with medical conditions. They provide clarity about what needs to be done, when and by whom. They will be helpful when conditions fluctuate, where there is a high risk that emergency intervention is needed or where medical conditions are long-term and complex. Not all children with medical conditions will need an individual healthcare plan.

Individual healthcare plans (IHP) will vary depending on the pupil's/student's needs and the level of detail will depend on the complexity of the pupil's/student's condition and degree of support needed. Where a pupil/student has SEN but does not have an EHCP, their special educational needs should be mentioned in the individual healthcare plan. Where they have an EHCP, the individual healthcare plan should be linked to or become part of this plan. It may be useful to ask for a medical letter regarding their diagnosis.

Examples of where pupils/students may need an Individual Healthcare Plan include:

- Children/young people with Epilepsy
- Children/young people with severe allergies (who carry an EpiPen or need antihistamines in the event of an allergic reaction)
- Children/young people with Type 1 Diabetes
- Children/young people with severe asthma (who need to use an inhaler on a regular basis or has been hospitalised in the past)
- Children/young people with mild asthma (who have been prescribed an inhaler - primary)
- Any child/young person who is diagnosed as having a condition that may require an emergency response
- Any child/young person who requires the administration of healthcare procedures during the school day

Plans will be drawn up using CELT proforma (appendix 1) in partnership with the school, parents, pupil/student and relevant healthcare professionals. They will be reviewed annually or earlier if evidence is presented that the child's needs have changed.

Healthcare plans are likely to include:

- The medical condition, its triggers, signs, symptoms and treatments
- The child's resulting needs
- Specific support for the child's educational, social and emotional needs
- The level of support needed
- 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
- Who in school needs to be aware of the child's condition and the support required

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- Arrangements for written permission from parents and the Head of School for medication to be administered by a member of staff or self-administered by the child
- Separate arrangements or procedures required for educational visits
- What to do in an emergency, including who to contact and contingency arrangements.

Where a pupil/student is returning to school following a period of hospital education or alternative provision (including home tuition), the school will work with the local authority and education provider to ensure that the IHP identifies the support the pupil/student will need to reintegrate effectively.

Where the pupil/student has a special educational need identified in an Education Health and Care Plan (EHCP), the IHP will be linked to or become part of that EHCP.

6.1 Reviewing Individual Healthcare Plans (IHP)

Every IHP shall be reviewed at least annually. The designated member of SLT, as soon as practicable, contact the pupil's parents/carers and the relevant healthcare provider to ascertain whether the current IHP is still needed or needs to be changed. If the school receives notification that the pupil's needs have changed, a review of the IHP will be undertaken as soon as practicable.

Where practicable, staff who provide support to the pupil/student with the medical condition shall be included in any meetings where the pupil's condition is discussed.

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Staff Training and Support

School Staff should be aware of the medical needs of pupils/students they teach. All school staff should be aware of pupils/students across the school who have a 'high-risk' medical need (who is diagnosed as having a condition that may require an emergency response).

Any member of staff providing support to a pupil/student with medical needs should have received suitable training. These training needs will be identified with the support of relevant healthcare professionals and the training will be sufficient to ensure that staff are competent and have confidence in their ability to support children with medical conditions and to fulfil the requirements set out in individual healthcare plans.

The school will arrange whole school awareness training so that all staff are aware of the school's policy for supporting children with medical conditions and their role in implementing the policy.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the headteacher. Training will be kept up to date.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils
- Fulfil the requirements in the individual healthcare plans
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures

Staff will not undertake complex healthcare procedures without appropriate training. Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure.

All staff will be made aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs.

Any staff who will be administering medication will have completed the relevant training course in advance of administering medication. A range of training is available to all staff and will be arranged on a needs basis.

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The child's role in managing their own medical needs – Secondary phase only

Pupils/students who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents/carers and it will be reflected in their Healthcare plan.

Pupils/students will be allowed to carry their own medicines and relevant devices wherever possible.

Where possible, children should be able to carry their own medicines and relevant devices or should be able to access their medicines for self-medication quickly and easily.

In cases where secondary age students carry their own medication, e.g. Epipens, the school must hold spare medication in an easily accessible place within the school. Schools will consider the speed of access to spare medication in the event of the student not carrying their own prescription medication.

Managing medicines on school premises

9.1 Administering medicines

Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so. The school will require parental written consent for a child under the age of 16 to be given prescription or non-prescription medicines. (See appendix 3). When pain relief medication is given, it must not contain aspirin unless prescribed by a doctor. Maximum dosages and when the previous dose was taken will be checked and parents/carers will be informed.

Prescribed medicines will only be accepted when 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 will be generally available inside an insulin pen or pump.

The medication must be accompanied by a complete written instruction form signed by the pupil's/student's parent/carer. The school will not make changes to dosages labelled on the medicine or device on parental instructions.

If a pupil/student refuses to take their medication, staff will not force them to do so, and will inform the parent/carer of the refusal as a matter of urgency. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.

9.2 Storage of medication

If a pupil/student requires medicines or medical devices, such as asthma inhalers, blood glucose testing meters or adrenaline pens, in school it is vital that the parent/carer advises the school accordingly, so that the process for storing and administering medication can be properly discussed.

All medicines will be stored safely. The children will know where their medicines are at all times and be able to access them immediately: medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens must always be readily available. Medication will be reviewed termly to ensure it is in date.

At the end of the school year or when no longer required, the medicines will be returned to the parent/carer. Sharps boxes will be used for the disposal of needles and other sharps.

Staff should check that the medicine has been administered without adverse effect in the past and that parents have certified this is the case – a note to this effect should be recorded in the written parenteral agreement for the school to administer medicine.

It is the parent/carers' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.

It is the responsibility of parents/carers to notify the school in writing if the pupil's/student's need for medication has ceased. When no longer required, medicines will be returned to the parent/carer to arrange for safe disposal. Sharps boxes should always be used for the disposal of needles.

The only exception to this is where the medicine has been prescribed to the pupil/student without the knowledge of the parents.

9.3 Controlled drugs

Controlled drugs are prescription medicines that are controlled under the Misuse of Drugs Regulations 2001 and subsequent amendments, such as morphine or methadone.

In secondary schools, a child who has been prescribed a controlled drug may legally have it in their possession but it is an offence to pass it onto another child for use.

Controlled drugs should be securely stored in a non-portable container and only named staff should have access. These drugs should be easily accessible in an emergency.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

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Unacceptable practice

CELT staff will use their discretion and judge each case individually with reference to the pupil's IHP, but it is not acceptable to:

- Prevent pupils/students from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assume that every pupil/student with the same condition requires the same treatment
- Ignore the views of the pupil/student or their parents
- Ignore medical evidence or opinion (although this may be challenged)
- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their IHPs
- If the pupil/student becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable
- Penalise pupils/students 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 or other breaks whenever they need to in order to manage their medical condition effectively.
- Require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their pupil, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs.
- Prevent pupils from participating or create unnecessary barriers to pupils participating in any aspect of school life, including school trips.
- Administer, or ask pupils to administer, medicine in a school toilet cubical.

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Record keeping

- See managing medicines guidance appendix 4
- Written records will be kept of all medicines administered to pupils/students for as long as these pupils are at the school.
- Parents/carers will be informed if their child has been unwell at school.
- Healthcare Plans are kept in a readily accessible place which all staff are aware of.
- When administering controlled drugs these will be counter signed.

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Emergency procedures

Where a child has an individual healthcare plan, this will clearly define what constitutes an emergency and explain what to do. If a child needs to be taken to hospital, staff will stay with them until the parent arrives, or accompany a child taken to hospital by ambulance.

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Offsite activities, Educational Visits and Sporting Activities

Children with medical conditions will be actively supported to participate in educational visits and sporting activities. All children will be able to participate in these activities according to their own abilities and with any reasonable adjustments unless evidence from a clinician, such as a GP, states that this is not possible. The school will carry out a risk assessment so that planning arrangements take into account any steps needed to ensure that children with medical conditions are included.

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Supporting children with health needs who cannot attend school

CELT aims to support the Local Authority (LA) and ensure that all children who are unable to attend school due to medical needs, and who would not receive suitable education without such provision, continue to have access to as much education as their medical condition allows, to enable them to reach their full potential.

Cornwall Council is responsible for arranging full-time education for children of statutory school age (5 to 16 years) who, because of illness, where it is clear that the pupil/student will be away from school for 15 days or more, would not receive suitable education without such provision. This duty applies to all pupils who live in Cornwall, regardless of the type or location of the school they would normally attend. These duties are set out in Section 19 of the Education Act 1996.

Due to the nature of health needs, some children may be admitted to hospital or placed in alternative forms of education provision. We recognise that, whenever possible, pupils should receive their education within their school and the aim of the provision will be to reintegrate pupils back into school as soon as they are well enough.

We understand that we have a continuing role in a pupil's education whilst they are not attending the school and will work with the LA, healthcare partners and families to ensure that all children with medical needs receive the right level of support to enable them to maintain links with their education. We will ensure; that pupils are contacted on a regular basis to ensure safeguarding procedures are followed; Appropriate risk assessments are completed and reviewed to support pupils/young people and their families and where appropriate, regular multi-professional team meetings are held on a regular basis to ensure the families and pupils/young people are supported during a challenging time;

There will be a clear transition plan to ensure the correct reintegration takes place outlining any support for the pupil, staff training needs, information sharing and arrangements for education and any examinations.

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Liability and indemnity

The Trust's insurance policy will provide liability cover relating to the administration of medication. Individual cover may need to be arranged by the school for individual circumstances.

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Complaints


Should parents/carers or children be dissatisfied with the support provided, they should discuss their concerns directly with the school. If, for whatever reason, this does not resolve the issue, they should follow the school's complaints procedure.

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Monitoring arrangements

This policy will be reviewed and approved by the Board of Trustees every year.

Appendix 1: Individual Healthcare Plan

School Logo	Individual Healthcare Plan	 CORNWALL EDUCATION LEARNING TRUST
Date:		
Completed By:		
Review Date:	12 months or sooner if needed (specify date)	
Pupil Information		
Child's Name:		
Date Of Birth:		
Class/Tutor Group:		
Allergies:		
Parent/Carer Information – Contact 1		
Name:		
Relationship:		
Home Phone:		
Work Phone:		
Mobile Phone:		
Email:		
Parent/Carer Information – Contact 2		
Name:		
Relationship:		
Home Phone:		
Work Phone:		
Mobile Phone:		
Email:		
Medical Condition and need:		

APPENDIX ONE

Health Needs:		
	Name:	Contact Details
Clinic/Hospital Contact		
GP		
School Nurse		
Specialist Nurse		
SENDCo		
Link person in Education		
Other Relevant Staff		

The pupil/pupil/student requires the following medication.

Medication will be stored in:

Condition	Drug	Dose	When	How

Does the treatment of the medical condition affect behaviour or concentration?
Are there any side effects of the medication?
Is there any ongoing treatment that is not being administered in school?
If yes, what are the side effects of these?

Are there any specific arrangements?			
Condition	Signs/Symptoms	Triggers	Treatment

APPENDIX ONE

Provisions and Storage
Disposal
Collection of clinical waste contracted to: -
Additional considerations for this condition?
PE, Games, Sports
Meal Times (Before school, break, lunch, after school?)
Off Site Activities
Support for Social & Emotional Needs
School Environment

Emergencies				
Situation	Symptoms	Triggers	Action	Follow Up

Is training required	Yes/No
If yes, what are the details?	

Signed (Parent/Carer) Dated

Signed (First Aider) Dated

Appendix 2: Managing Medicines Guidance

Important procedures:

1. Prior to admission
2. Emergency medication
3. Administration of prescription medication
4. Application of cream and lotions
5. Record keeping
6. Alternative medication
7. Simple Analgesics (Pain Relief)
8. Storage and disposal
9. Refusal of medication
10. Offsite Activities and Educational Visits

As an inclusive Trust, we recognise that there may be times when medication needs to be administered to ensure a child's participation in our schools. We will therefore administer medication and supervise children taking their own medication according to the procedures in this guidance.

We do support parents/carers when a child needs to take medication during the school day in strict accordance with the procedures in this policy and following the guidance in the DfES document 'Supporting Pupils at school with medical conditions' (2014)

Children with Special Medical Needs

Should we be asked to admit a child to the school with special medical needs we will, in partnership with the parents/carers, discuss their individual needs and write a Healthcare Plan. We will also involve other outside agencies as appropriate to the needs of the child and family.

Essential information will be on display in classrooms, staffrooms and kitchens. Any resulting training needs will be identified and arranged from the appropriate support agencies and the family as required

Procedures

1 Prior to admission

All parents and carers are asked to complete a family record giving full details of medical conditions, regular and emergency medication, emergency contact numbers, name of family doctor, details of hospital consultants, allergies, special dietary requirements and any other health information that may affect their child's care. These details are updated every 12 months via the collection forms.

2 Emergency medication

Specific specialised training is required for those staff prepared to act in emergency situations. Staff who agree to administer the emergency medication must have training from an appropriate health care professional which should be updated annually. Emergency medication could include asthma reliever inhalers, emergency treatment for allergies e.g. Epipens, defibrillators, emergency treatment for epilepsy, emergency treatment for diabetes.

3 Administration of Prescribed Medication

3.1 Should a child need to receive medication during the school day, parents or carers will be asked to come into school and personally hand over the medication to Reception Office.

3.2 On receipt of medication, a 'Medicine Record Sheet' should be completed and signed by the Parent/Carer - (a separate form should be completed for each medication). Completed forms will be kept with medications in the Office. No medicine should be administered if the situation is not compatible with the instructions on the medicine. If in doubt about any procedure, staff should not administer the medicines but check with the parent or a healthcare professional before taking further action.

3.3 The medication should be in the original container as dispensed clearly labelled with the instructions for administration including:

- the child's name
- name of medication
- strength of medication
- how much to be given
- when to be given
- date dispensed and/or expiry date. (if no date given, the medication should be replaced 6 months after date dispensed)
- length of treatment
- any other instructions

NB: A label stating 'to be taken as directed' does not provide sufficient information.

3.4 Liquid medication should be measured accurately using a medicine spoon or syringe. Medication should not be added to food or drinks unless there is a specific reason.

3.5 A record of the administration of each dose will be kept and signed by administering staff and should be witnessed, on the reverse of the Medicine Record Sheet. If administering controlled drugs, this must be countersigned.

3.6 Should the medicine need to be changed or discontinued before the completion of the course or if the dosage changes, the school should be notified in writing by the parent/carers. A new supply of medication – correctly labelled with the new dose – should be obtained and a new consent form completed.

3.7 Should the supply need to be replenished this should be done in person by the parent or carers.

3.8 All controlled medication will be stored in a locked non-transportable cupboard.

4 Application of Creams and Lotions

4.1 Non-prescribed creams and lotions may be applied at the discretion of the Head in line with this policy but only with written consent from parents and carers.

4.2 Parents and carers are responsible for sending in the cream, labelled for the individual child, if they wish cream to be applied.

4.3 Steroid creams are usually applied twice daily only – we would usually expect these to be applied at home.

4.4 Sun cream needs to be supplied by parents and carers. We ask parents and carers to apply sun block in the morning before coming to school. Children may bring in their own creams and self-administer during the day. It should be labelled clearly and is the child's responsibility. Sun creams will not be shared and used by other children.

5 Record Keeping

Schools should ensure that written records are kept of all medicines administered to children, and inform the child's parent and/or carers on the same day, or as soon as reasonably practicable. Records offer protection to staff and children and provide evidence that agreed procedures have been followed. Parents should be informed if their child has been unwell. Records should be kept securely and held in line with data protection guidelines.

6. Alternative Medication

Alternative medication, including homeopathic medication and herbal remedies, will not be administered unless prescribed or agreed by a GP/consultant.

Schools will not administer non-prescription cough sweets to pupils.

7 Simple Analgesics (Pain Relief)

With permission of parent and carers, pain relief medication can be given for example when a child has a headache. If pain relief medication is given, it must not contain aspirin or ibuprofen unless prescribed by a doctor. Maximum dosages and when the previous dose was taken will be checked and parents will be informed.

No aspirin or ibuprofen-based drugs will be given in school unless specifically directed by GP/hospital.

8 Refusing Medication

8.1 If a child refuses medication staff will not force them to take it.

8.2 The refusal will be noted and parents contacted by telephone.

8.3 In the event of a child refusing emergency medication, parents and carers will, of course, be contacted immediately by telephone. The emergency services will be contacted immediately, and a member of school staff will accompany the child to hospital to allow parents time to arrive.

9 Storage and Disposal of Medication

9.1 All medication (with the exception of any requiring refrigeration) will be kept in a secure location. Children prescribed with an Epi-pen will need one pen in school. Epi-pens should be kept in a clearly labelled box in the office; this must travel with the children during off-site visits. Parents are responsible for ensuring that Epi-pens they supply to school are 'in date'. N.B. from 1st October 2017 schools can now purchase additional Epi-pens and inhalers for emergency use (see separate protocol). Children should know where their medicines are at all times and their access requirements. They should know who holds the key to the storage area. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens – should always be readily available to children and not locked away.

9.2 Medication requiring refrigeration will be stored in the lockable fridge. It will not be accessible to children.

9.3 Emergency medication will be stored out of the reach of children, in the same room as the child wherever possible and easily accessible to staff. All members of staff working in the school will need to be made aware of the location of the emergency medication.

9.4 A regular check of all medicines in school by office staff will be made every term. Parents and carers will be asked to collect any medication which is no longer needed, is out of date or not clearly labelled.

9.5 Any medication which is not collected by parents and carers and is no longer required will be disposed of safely at a community pharmacy. No medication should be disposed of into the sewage system or refuse.

Sharps boxes should always be used for the disposal of needles and other sharps.

All storage facilities should be in an area which cannot be accessed by children without supervision. All emergency medication e.g. inhalers, adrenaline pens, dextrose tablets, must be readily accessible but stored in a safe location known to the applicable child and relevant staff.

Medication should always be kept in the original containers. Staff should never transfer medicines from original containers. Local pharmacists and school nurses can give advice about storing medicines.

10. Offsite Activities and Educational Visits

10.1 The named leader of the activity must ensure that all children have their medication, including all emergency medication necessary. The medication will be carried by a named member of staff.

This also includes asthma inhalers and other relief medication. Record forms are also taken to ensure normal administration procedures are followed.

10.2 For residential visits parents/carers are required to complete a consent form for all forms of medication. This includes over the counter medication such as travel sickness.

9.3 All parents/carers are asked to sign a consent form to give permission for a small dosage (stated on the consent form) of paracetamol to be administered should their child require this during the trip. Any such administration of paracetamol is recorded, and parents/carers are informed and asked to countersign on the child's return.

Appendix 3: Receiving Medicine Record

Receiving Medicine Record

Pupil Name:		Date of Birth	
Class:			

Name of Medication:	
Dosage required:	
Time dose required:	
Frequency of dose:	
Any previous adverse reactions:	

Quantity received:	
Check	<input type="checkbox"/> In original packaging <input type="checkbox"/> Prescribed to the child <input type="checkbox"/> Side effects leaflet
Age appropriate	

Signature:		Relationship to Pupil
Date:		
Staff Signature:		Role:
Date:		

Appendix 4: Administering Medicine Record

Administering Medicine Record

Pupil Name:		Date of Birth	
Class:			

Name of Medication:		Dose and frequency	
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Date	Time Given	Dose Given	Administer Signature	Administer name	Witness signature	Witness name

History of Changes

Version	Date	Page	Change	Origin of Change
1.0	30.11.2022		Original Draft	
1.1	11.05.2023	14	Supporting children with health needs who cannot attend school - Updated	Trustees
1.2	23.08.2024		Updated medication procedure	