



Medical Policy

POLICY

School Name

St. Andrew's Southgate

Updated

September 2025

Date to be reviewed

September 2026

ST ANDREW'S SOUTHGATE POLICY

SUPPORTING PUPILS WITH MEDICAL CONDITIONS & THE ADMINISTRATION OF MEDICINES

1. Introduction

The aim of this policy is to ensure that all children with medical conditions either short term or long term 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.

St Andrew's Southgate has identified persons responsible for supporting pupils with medical conditions and for the administration of medicines.

Most children with medical needs are able to attend school regularly and can take part in normal activities, sometimes with some support. However, staff may need to take extra care in supervising some activities to make sure that these children and others are not put at risk.

Most children will at some time have short-term medical needs, perhaps finishing a course of medicine such as antibiotics. Some children may require medicines on a long-term basis, e.g. children with well-controlled epilepsy. Others may require medicines in particular circumstances, e.g. children with severe allergies who may need antihistamines and / or an adrenaline injection.

In writing the policy, St Andrew's Southgate will ensure the following:

- children can easily access their inhalers, and medication when and where necessary with supervision from an adult when required;
- it will not be assumed that every child with the same condition requires the same treatment;
- children with medical conditions will not be sent home unnecessarily or prevented from accessing normal school activities, including lunch, unless this is specified in their individual healthcare plans;
- no unnecessary barriers will be created for children to stop them participating in any aspect of school life, including school trips, e.g. it may be decided by the school that it is appropriate for a parent to attend, **if mutually agreed with the school**, to support the medical need
- all children who become ill will be sent to the Welfare Room
- no pupil will be prevented from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively.

2. Access to Education and Associated Services.

The Equality Act 2010 defines a person as having a disability if they have 'a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on their abilities to carry out normal day to day activities.'

St Andrew's Southgate is an inclusive school and welcomes children with disabilities. We are committed to working with outside agencies in order to allow access to education and associated services. We make reasonable adjustments for disabled children, including those with medical needs.

3. Support for Children with Medical Needs

Parents have the prime responsibility for their child's health and should provide the school with information about their child's medical condition. Some children with medical needs have complex health needs that require more support than regular medicine. The school will seek medical advice about each child's individual needs.

3.1 Parent/Carers' Responsibility

- Please note that parents/carers should keep their children at home if unwell or infectious. If a child has been suffering from diarrhoea or vomiting, the parent/carer must keep the child at home for 48hrs from the last time they vomited or had diarrhoea. This is inline with the attendance policy.
- Parents are responsible for providing the Welfare Officer with comprehensive information regarding their child's condition and / or medication requirements.

- Prescribed medication will not be accepted in school without complete written and signed instructions from the parent. The form is obtained via the Medical room or school office.
- Where the pupil travels on school transport with passenger assistants, parents should ensure they have written instructions relating to any medication sent with the pupil, including medication for administration / self-administration during respite care.
- It is the parents' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.
- For staff administration – each item of medication must be delivered to the Welfare Officer or Authorised Person in their absence, by the parent or adult with parental responsibility, **in a secure and labelled container as originally dispensed**. Each item of medication must be accompanied by the completed medical form.

4. Responsibility of the School

- Staff will not give a non-prescribed medicine to a pupil unless there is specific prior written permission from the parents.
- The school will not accept items of medication in unlabelled containers.
- Medication will be kept in a secure place, out of the reach of pupils. Unless otherwise indicated all medication to be administered in school will be kept in a locked medicine cabinet / or fridge.
- The school will keep records, which they will have available for parents.
- If the pupil refuses to take their medication, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day. In this situation the medication record should note the refusal and the parental contact made.
- It is the responsibility of parents to notify the school if the pupil's need for medication has ceased.
- The school will not make changes to dosages on verbal parental instructions, this must be in writing.

- Staff will not dispose of medicines. Medicines, which are in use and in date, should be collected by the parent at the end of each term. Date expired medicines or those no longer required for treatment will be returned immediately to the parent.
- For each pupil with a long-term or complex medical condition, the Welfare Officer, and SLT if appropriate, will ensure that an Individual Health Care Plan (IHCP) is drawn up, in conjunction with the pupil's parents and a health professional if appropriate.
- The school will remain in contact with pupils who are absent from school with long term medical conditions. A meeting will be held between the Welfare Officer, the family, and SLT if appropriate, to discuss how the school can support the pupil. If appropriate, work will be sent home. A return to school meeting will also be held before the pupil returns to school to see what strategies the school will need to put in place to provide the best care.

Any supply staff or regular teachers who cover classes in school are informed of an existing Individual Health Care Plan and are directed to where the relevant documentation can be found.

5. Roles and responsibilities

Supporting a child with a medical condition during school hours is not the sole responsibility of one person. In order to provide effective support, St Andrew's Southgate places emphasis on working cooperatively with other agencies. Partnership working between school staff, healthcare professionals (and where appropriate, social care professionals), local authorities, and parents and pupils is of the utmost importance. The details below identify the collaborative working arrangements between all those involved, showing how they will work in partnership to ensure that the needs of pupils with medical conditions are met effectively:

■ The Headteacher

The Headteacher is responsible for the overall implementation of this policy. The Headteacher will ensure that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation. The Headteacher must ensure that all staff who need to know are aware of a child's condition alongside the Welfare Officer. The Head teacher will also ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations. This may involve recruiting a member of staff for this purpose. The Head teacher has the overall responsibility for them. They will also make sure that school staff are appropriately insured and are aware that they are insured to support pupils in this way.

■ School Staff

School staff will receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions. Any member of school staff must know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

■ School Welfare Officer

The Welfare Officer will be responsible in conjunction with parent/carers for drawing up and reviewing each individual care plan. They are also be responsible for notifying the relevant staff when a child has been identified as having a medical condition which will require support in school. Wherever possible, they should do this before the child starts at the school. They will support staff on implementing a child's individual healthcare plan and provide advice and liaison, for example on training. They will contact the school nursing service in the case of any child who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse.

■ Parents/Carers

They 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. They should carry out any action they have agreed to as part of its implementation, e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times. Parents need to keep medication and equipment updated and refilled as

required.

■ Governors

The Governing Body must ensure that arrangements are in place to support pupils with medical conditions. In doing so they must ensure that such children can access and enjoy the same opportunities at school as any other child.

The Governing Body must ensure that their arrangements give parents and pupils confidence in the school's ability to provide effective support for medical conditions in school. The arrangements must show an understanding of how medical conditions impact on a child's ability to learn, as well as increase their confidence and promote self-care. They must ensure that staff are properly trained to provide the support that pupils need. Governors will ensure that the above are adhered to by including an annual item on the agenda of the Resources Committee.

6. Training

Any member of school staff providing support to a pupil with medical needs must have received suitable training. Staff members are trained in the use of Epi pens. Staff will not give prescription medicines or undertake health care procedures without appropriate training (updated to reflect any individual healthcare plans). All teaching assistants and support staff are first aid trained and take the appropriate refresher courses.

7. Record Keeping

The following records are kept by the school:

- Education Health and Care Plans (EHCP)
- Individual Health Care Plans (IHCP) for children with medical needs
- Copy of Care Plans and medication consent forms electronically.
- Individual records of administered medication for children with on-going and chronic conditions. Information to include -date, time, medication name, dose and site of medication to be given. This is all logged electronically under the child's name.
- Record of all visits to the welfare room. Information to include -date, time, Name, class, reason/treatment recorded on Arbor.
- Staff record of all visits to welfare room.
- First aid bags for trips – should there be a need for first aid this is recorded in the welfare record book sent on the trip in each bag.
- Class list giving any medical information on children given to the relevant Class teacher.

8. Defibrillators

St Andrew's Southgate has a defibrillator on site (Welfare Room and school office). This is not a statutory requirement.

■ Record keeping

At the beginning of each school year or when a child joins the school, parents and carers are asked if their child has any medical conditions including asthma so that this information can be logged by the schools. Parents and carers are asked to inform the schools of any changes as necessary. In some cases this information will be included in an individual medical care plan.

9. Monitoring and Evaluation

There is no legal duty that requires staff to administer medicines.

Staff managing the administration of medicines and those who administer medicines will receive appropriate training and support from health professionals. There will be an assessment of the risks to the health and safety of staff and others and measures put in place to manage any identified risks.

If the Headteacher agrees to allow a child to receive antibiotics or other forms of medicine in school this must not be the first dose to be administered.

■ Emergency Situations

In the event of a child/adult becoming seriously unwell or has an accident on school premises that the welfare team deems a medical emergency e.g difficulties breathing, unconscious, severe injury/fracture or losing blood than an ambulance must be called via 999. If a child is suffering from continuous stomach ache, feeling pain, complaining of headache or dizziness then medical advice should be sought from NHS services by calling 111.

■ Liability and indemnity

The schools' insurance arrangements cover staff providing support to pupils with medical conditions. The insurance policy at St Andrew's Southgate provides liability cover relating to the administration of medication.

National Contacts:

<p>Allergy UK Allergy Help Line: (01322) 619898 Website: www.allergyuk.org</p>	<p>The Anaphylaxis Campaign Helpline: (01252) 542029 Websites: www.anaphylaxis.org.uk</p>
<p>Asthma UK Helpline: 0300 222 5800 Website: www.asthma.org.uk</p>	<p>SHINE Tel: Tel: 01733 555988 Website: http://www.shinecharity.org.uk/</p>
<p>Council for Disabled Children Helpline: 0808 808 3555 Website: http://www.councilfordisabledchildren.org.uk/</p>	<p>Contact a Family Helpline: 0808 808 3555 Website: www.cafamily.org.uk</p>
<p>Cystic Fibrosis Trust Tel: 0300 373 1000 or 0208 379 2184 Website: www.cftrust.org.uk</p>	<p>Diabetes UK Careline: 0345 123 2399 Website: www.diabetes.org.uk</p>
<p>Public Health England https://www.gov.uk/government/organisations/public-health-england</p>	<p>Department for Education Website: https://www.gov.uk/government/organisations/department-for-education</p>

<p>Epilepsy Action Freephone Helpline: 0808 800 5050 Website: www.epilepsy.org.uk</p>	<p>Equalities and Human Rights Commission EHRC helpline: 0808 800 0082 Textphone: 0808 800 0084 Website: www.drc-gb.org</p>
<p>Health and Safety Executive (HSE) Website: www.hse.gov.uk</p>	<p>Health Education Trust Tel: (01789) 773915 Website: www.healtheducationtrust.org.uk</p>
<p>Hyperactive Children's Support Group Tel: (01243) 539966 Website: www.hacsg.org.uk</p>	<p>Mencap Telephone: 0808 808 1111 Website: www.mencap.org.uk</p>
<p>National Eczema Society Helpline: 0800 089 1122 Website: www.eczema.org</p>	<p>Psoriasis Association Tel: 01604 251 620 Website: www.psoriasis-association.org.uk/</p>
<p>British Thyroid Foundation www.btf-thyroid.org</p>	<p>Sickle Cell Society http://sicklecellsociety.org/</p>
<p>NHS Choices http://www.nhs.uk/Pages/HomePage.aspx</p>	