Supporting Children with Medical Conditions - School Procedures

Statement of intent:
At Burley Oaks Primary School, we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Burley Oaks Primary School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

The main priority is to prevent an emergency from occurring in the setting; however, this is sometimes, unfortunately, out of the hands of the school. In an emergency, staff members at Burley Oaks Primary School will endeavour to take all reasonable actions in order to ensure the safety of pupils.
The procedures outlined in this policy aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils, staff members and visitors.

This policy was agreed in March 2026 and will be reviewed in Oct 2026 (*To fall in line with the Trust Policy).

Chair of Governors **Date: 20th March 2026**

Headteacher **Date: 20th March 2026**

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Context

This was previously known as the Managing Medicines Policy, however is now a supplementary document to detail the school operational procedures behind the Trust 'Supporting Children with Medical Conditions' Policy.

This policy has been formulated to ensure safe and clear administration of medicines in school. Staff are expected to do what is reasonable and practical to support the inclusion of all pupils.

This policy has due regard to legislation including, but not limited to, the following:

- The Children and Families Act 2014
- The Education Act 2002
- The Education Act 1996 (as amended)
- The Children Act 1989
- The National Health Service Act 2006 (as amended)
- The Equality Act 2010
- The Health and Safety at Work etc. Act 1974
- The Misuse of Drugs Act 1971
- The Medicines Act 1968
- The School Premises (England) Regulations 2012 (as amended)
- The Special Educational Needs and Disability Regulations 2014 (as amended)
- The Human Medicines (Amendment) Regulations 2017

This policy has due regard to the following guidance:

- DfE (2015) 'Special educational needs and disability code of practice: 0-25 years'
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2000) 'Guidance on first aid for schools'
- Ofsted (2019) 'Education inspection framework'
- Department of Health (2017) 'Guidance on the use of adrenaline auto-injectors in schools'

Aims of the policy

At Burley Oaks we will ensure that:

- pupils with medical conditions receive appropriate care and support at school, in order for them to have full access to education and remain healthy. This includes the safe storage and administration of pupils' medication.
- the safe administration of medicines to children where necessary and to help to support attendance.
- the roles and responsibilities of school staff in relation to medicines are explained
- we clarify the roles and responsibilities of parents in relation to children's attendance during and following illness.
- we outline to parents and school staff the safe procedure for bringing medicines into school when necessary and their storage.
- we outline the safe procedure for managing medicines on school trips.

The school is committed to ensuring that parents feel confident that we will provide effective support for their child's medical condition, and make the pupil feel safe whilst at school.

For the purposes of this policy, **"medication"** is defined as any prescribed or over the counter medicine, including devices such as asthma inhalers and adrenaline auto-injectors (AAIs). **"Prescription medication"** is defined as any drug or device prescribed by a doctor. **"Controlled drug"** is defined as a drug around which there are strict legal controls due to the risk of dependence or addiction, e.g. morphine.

Medical Tracker

Burley Oaks uses a web based system called Medical Tracker to record medical conditions, medicines administered and first aid incidents. Pupil information from Arbor automatically transfers to Medical Tracker. Further information such as care plans will be uploaded. Medicines are logged and reminders are generated when expiry dates are due. Staff can notify parents directly via text/email communication about first aid incidents and when emergency medicines are administered.

Roles and Responsibilities

Governors

- The implementation of this policy and procedures.
- Ensuring that this policy, as written, does not discriminate on any grounds, including the protected characteristics as defined by the Equality Act 2010.
- Ensuring the correct level of insurance is in place for the administration of medication.
- Ensuring that members of staff who administer medication to pupils, or help pupils self-administer, are suitably trained and have access to information needed.
- Ensuring that relevant health and social care professionals are consulted in order to guarantee that pupils taking medication are properly supported.

- Managing any complaints or concerns regarding this policy, the support provided to pupils, or the administration of medication in line with the school's Complaints Procedures Policy.

Headteacher

- To bring this policy to the attention of school staff and to ensure that the procedures outlined are put into practice.
- To ensure that there are sufficient First Aiders and appointed persons for the school to be able to adhere to this policy.
- To ensure that staff receive appropriate support and training.
- To ensure that parents are aware of the school's Medicines Policy.

Office team

- To update Arbor with information gathered from parents and upload care plans to Medical Tracker.
- To collect medicines from parents and ensure the correct consent forms are completed.
- To contact parents when expiry dates on medication are due, Medical Tracker sends an alert to notify Libby Harris, Office Administrator, who requests parents to send in new medication.

Staff

- To follow the procedures outlined in this policy.
- To share medical information as necessary to ensure the safety of a child.
- To retain confidentiality where possible.
- To keep records when administering medicines and send emergency email notifications.
- To take all reasonable precautions to ensure the safe administration of medicines.
- To contact parents with any concerns without delay.
- To contact emergency services, if necessary, without delay.
- To ensure medical needs are carefully planned for both at school and on school trips.
- To ensure personal medication is stored away safely from children.

Parents/ Carers

- To give the school adequate information about their children's medical needs prior to a child starting school.
- To notify the school of changes in a child's medical needs, e.g. when medicine is no longer required or when a child develops a new need, e.g. asthma.
- To follow the school's procedure for bringing medicines into school.
- To only request medicines to be administered in school when essential.
- To ensure that all medicines including EPI PENS are in date and that asthma inhalers are not empty.

Our approach to best practice

- Medicines will only be administered at school when it would be detrimental to a pupil's health or school attendance not to do so.
- Pupils under 16 years old will not be given prescription or non-prescription medicines without their parents' written consent, except where the medicine has been prescribed to the pupil without the parents' knowledge. In such cases, the school will encourage the pupil to involve their parents, while respecting their right to confidentially.
- Non-prescription medicines may be administered in the following situations:

- When it would be detrimental to the pupil's health not to do so
- When instructed by a medical professional
- No pupil under the age of 16 will be given medicine containing aspirin unless prescribed by a doctor.
- Parents may come to the school office to administer medicines if necessary at the discretion of the headteacher.
- Some children may self-administer medication, e.g. insulin, if this has been directed by the parents when filling in the medicine form.
- If a child refuses to take medicine, staff must not force them to do so. The refusal should be recorded and parents informed.
- Variation in dosage cannot be made on parental instruction alone. Staff will follow instructions from the pharmacist.
- All medicines must be brought to the school office by an adult. Medicines must NEVER be brought to school in a child's possession. This includes cough tablets.
- The adult is required to complete a parental agreement form (see appendix) at the school office to give consent for the medicine to be administered by school staff.
- School will only accept medicines that are in-date, have a clear prescription label, have not been altered or tampered with and contain instructions for administration, dosage and storage. The only exception to this is insulin, which must still be in-date, but is available in an insulin pen or pump, rather than its original container.
- Staff may administer a controlled drug to a pupil for whom it has been prescribed, in accordance with the prescriber's instructions.
- Consent forms will be completed for all medicines administered to individual pupils stating what, how and how much medicine was administered, when, and by whom. Consent forms are kept with the medication. ***(See appendix for the form).***
- Parents will be informed straight away should emergency medication be administered, via the online notification tool on Medical Tracker. For all other medication, the parent will receive a copy of the completed consent form once the course of treatment is complete and a copy will be uploaded to Medical Tracker for future reference.
- All staff have access to the 'Medical Conditions' document which lists all the medical needs of the children in their class/across school. A full copy can be found in the Main Office and EBNO office. A class specific copy can be found in the orange medical box in the classroom.
- The details contained within this policy apply to our wraparound care provision (EBNO)

Storage

- All medicines including those belonging to staff will be stored safely. Medicines must be stored in the designated and labelled cupboard in each classroom; this should be out of reach of children.
- The Headteacher and SENDCO must be informed of any controlled drugs required by children. Controlled substances such as Ritalin will be locked in a non-portable container in the main office and only named staff members will have access. Tablets should be counted and recorded when brought to the office and when collected again. Two staff must be present for the administration of controlled substances. A record will be kept of any control substances administered and signed jointly.
- For medicines such as antibiotics, which are temperature sensitive, these are stored in the fridge where required. Emergency insulin is stored in the fridge and is clearly labelled.

- Emergency medicines such as Epi-pens will be readily available to staff in the classroom and are not locked away. These are clearly labelled and have the child's photograph for identification. A spare Epi-pen will be stored in the clear box underneath the wall cabinet in the school office. See Severe allergic reaction policy for further detail.
- Asthma inhalers should be stored in the child's classroom within the child's reach and labelled with their name and should be taken with the child during physical activities.
- At lunch and break times inhalers and Epi-pens remain in classrooms but lunch staff are aware of the location of these.
- When medicines are no longer required, they will be returned to parents or taken to the pharmacy for safe disposal.
- Medical Tracker automatically alerts the school office when medication is nearing the expiry dates. To support parents, the office ring home to remind them of this. Parents are ultimately responsible for monitoring the expiry of any long-term medicines and the safe return of such to a pharmacy.
- Staff are responsible for ensuring the safe storage of any medication they may require.
- Sharps boxes will be used for the disposal of needles and other sharps.

Administering medicine

- Medication will only be administered at school if it would be detrimental to the pupil not to do so. Only suitably qualified members of staff will administer controlled drugs. Staff will check the expiry date and maximum dosage of the medication being administered to the pupil each time it is administered, as well as when the previous dose was taken.
- Medication will be administered in a private, comfortable environment. A witness must be present during administration
- Staff members will wash their hands before and after administering medication, and to clean any equipment before and after use if necessary
- Available PPE for use where necessary

Before administering medication, the responsible member of staff should check:

- The pupil's identity.
- That the school possesses written consent from a parent.
- That the medication name, dosage and instructions for use match the details on the consent form.
- That the name on the medication label is the name of the pupil being given the medication.
- That the medication to be given is within its expiry date.
- That the pupil has not already been given the medication within the accepted frequency of dosage.
- If there are any concerns surrounding giving medication to a pupil, the medication will not be administered and the school will consult with the pupil's parent or a healthcare professional, documenting any action taken.
- If a pupil cannot receive medication in the method supplied, e.g. a capsule cannot be swallowed, written instructions on how to administer the medication must be provided by the pupil's parent, following advice from a healthcare professional.
- Where appropriate, pupils will be encouraged to self-administer under the supervision of a staff member, provided that parental consent for this has been obtained.

- The school will not be held responsible for any side effects that occur when medication is taken correctly.
- Written records will be kept of all medication administered to pupils, including the date and time that medication was administered and the name of the staff member responsible.

Staff to be aware of the following:

- Never administer medication to more than one pupil at a time
- Never give out medication in advance
- Never leave medication unattended
- Never give medication to an unqualified/undesignated person to deliver
- Any medication related 'near misses' must be logged on CPOMS

Medicines on school trips

Children with medical needs are given the same opportunities as others. Staff may need to consider what is necessary for all children to participate fully and safely on school trips and residential trips. Staff should discuss any concerns about a child's safety with parents.

- The trip leader is responsible for designating a school First Aider for the trip
- The trip leader is responsible for ensuring that arrangements are in place for any child with medical needs prior to a trip taking place, including ensuring that asthma inhalers, insulin and EPI PENS are carried as required.
- A copy of any relevant health care plan should be taken on the trip.
- The designated school First Aider on the trip will be responsible for carrying emergency medication and administering any medicines required. They will record the details on the School Trips Medical Form.
- The First Aider will return the form and upload this information to Medical Tracker upon returning to school.
- When children are spending time away from home non-prescribed medicines will be administered with prior agreement between parents and school. Any such requirement would be detailed on the residential trip health form. This may include travel sickness and allergy tablets.

Staff training

All office staff, SBM and Head Teacher have undertaken the SSS training module in Administering Medication in an Educational Settings. Emma Learmonth (and in her absence, Anna Greenwood) is the point of contact for staff with queries around medical needs and medicines, supported by Jenni Warbrick, SBM, who is the First Aid lead.

All staff receive this policy and are trained as part of their induction in managing and administering medicines in our school.

Individual Health Care Plans (IHCPs)

For pupils with chronic or long-term conditions and disabilities, an IHCP will be developed in liaison with the pupil, their parent, the headteacher, the SENCO and any relevant medical professionals. When deciding what information should be recorded on an IHCP, the following will be considered:

- The medical condition and its triggers, signs, symptoms and treatments
- The pupil's resulting needs, such as medication, including the correct dosage and possible side effects, medical equipment, and dietary requirements
- The specific support needed for the pupil's educational, social and emotional needs
- The level of support needed and whether the pupil will be able to take responsibility for their own health needs
- The type of provision and training that is required, including whether staff can be expected to fulfil the support necessary as part of their role
- Which staff members need to be aware of the pupil's condition
- Arrangements for receiving parental consent to administer medication
- Separate arrangements which may be required for out-of-school trips and external activities
- Which staff member can fulfil the role of being a designated, entrusted individual to whom confidentiality issues are raised
- What to do in an emergency, including whom to contact and contingency arrangements
- What is defined as an emergency, including the signs and symptoms that staff members should look out for

The governing board will ensure that IHCPs are reviewed at least annually. IHCPs will be routinely monitored throughout the year by the SENDCO or DHT.

This Policy should be read alongside other related policies including:

- SEN Policy
- Supporting Medical Conditions
- Intimate Care Policy
- Severe Allergic Reactions Policy

Medical Emergencies

- Medical emergencies will be handled in line with the First Aid Policy.
- For all emergency medication stored by the school, the school will ensure it is readily accessible to staff and the pupil who requires it, and is not locked away. Medicines will be stored in the orange medical boxes, available in the Child's classroom and/or General Office
- For all emergency medication kept in readiness for a pupil, e.g. AAIs, the school will ensure a copy of their care plan will be kept with the AAI in both the classroom and office and the device will have both a name and a photo of the child on for easy identification in an emergency.

Monitoring and Review

- Records of medication administered on the school premises, or on school trips and visits, will be monitored, and the information recorded will be used to improve school procedures.
- Staff members trained in administering medication will routinely recommend any improvements to the procedure. The school will also seek advice from any relevant healthcare professionals as deemed necessary. Any changes made to this policy will be communicated to the relevant stakeholders, including pupils whose medication is stored at school and their parents.
- The policy will be reviewed annually in line with the MLT Policy.

Consent for Medication Form

I hereby authorise the Headteacher or a person authorised by her to administer the prescribed medication as detailed below. I authorise for staff to be made aware of my child's medical condition. Parents are reminded that the Headteacher and school staff are acting in loco parentis and will take such care as a reasonably prudent parent would do. We strongly recommend that parents administer the first dose of any newly prescribed medicine in case of side effects/allergic reactions.

Name of Child			**Class**		
Name and type of Medication (liquid, tablet, inhaler)			**Amount of Medication provided to school:**		
Dosage regime and frequency			**Purpose of Medication:**		
			Expiry		
Period of Authorisation					
Date from		**Date to**		**Time**	
Possible side effects and action to be taken:					
Signed			**Date**		

Medication Log

Staff must ensure that the information is logged below before administering medication.

Date	Time	Dosage given	Administered by (Sign and Print)	Countersigned by (Sign and Print)	Any comments or side effect

SAFE ADMINISTRATION OF MEDICINES AT SCHOOL

- Only prescribed medicines in the original container labelled with the child's name and dosage will be accepted in school. No over the counter or general sale items are allowed.
- School will only accept medicines that are in-date, have a clear prescription label, have not been altered or tampered with and contain instructions for administration, dosage and storage .
- Medicines should only be brought to school when essential, i.e. where it would be detrimental to the child's health if the medicine were not administered during the school day. In the case of antibiotics, only those prescribed four times a day may be administered at school.
- Medicines will not be accepted in school that require medical expertise or intimate contact.
- All medicines must be brought to the school office by an adult. Medicines must **NEVER** be brought to school in a child's possession. This includes cough tablets.
- The adult is required to complete a parental agreement form (see appendix) at the school office for the medicine to be administered by school staff.
- The Headteacher must be informed of any controlled drugs required by children, e.g. equasym.
- Tablets should be counted and recorded when brought to the office and when collected again.
- Aspirin will **NEVER** be administered to children.
- Parents may come to the school office to administer medicines if necessary at the discretion of the headteacher.
- Some children may self-administer medication, e.g. insulin, if this has been directed by the parents when filling in the medicine form, as part of their Individual Healthcare Plan (IHP).
- If a child refuses to take medicine, staff will not force them to do so. The refusal will be recorded and parents informed.
- Variation in dosage cannot be made on parental instruction alone. Staff will follow instructions from the pharmacist and will query any discrepancies.

SCHOOL ATTENDANCE DURING/AFTER ILLNESS

- Children should not be at school when unwell, other than with a mild cough/cold
- Symptoms of vomiting or diarrhoea require a child to be absent from school and not to return until clear of symptoms for **48 hours**
- Children should not be sent to school with earache, toothache or other significant discomfort
- Children should not be sent to school with an undiagnosed rash or a rash caused by any contagious illness
- Any other symptoms of illness which might be contagious to others or will cause the child to feel unwell and unable to fully participate in the school day require the child to be absent from school