



ROBERT MELLORS  
PRIMARY ACADEMY



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# Supporting pupils with medical conditions policy

<b>Approved by:</b>	Governing Body	<b>Date:</b> November 2023
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<b>Last reviewed on:</b>	November 2023
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<b>Next review due by:</b>	November 2024
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## Section 1. Aims

At Robert Mellors Primary Academy we recognise that we have a pastoral duty to ensure the wellbeing of our children in collaboration with parents and carers. We understand at times, children may need ongoing support and specific care or medication for a long-term, complex or life-limiting condition or may occasionally require medication which is prescribed to manage a short-term illness or condition.

We will support children with medical conditions so that they have full access to education, including school trips and physical education. Schools have no legal duty to administer medicines or supervise children while they take medicine, however, we consider that medication does sometimes need to be taken or administered during school hours and we will allow this with the required permissions and sharing of information.

This policy aims to ensure that:

- Pupils, staff and parents understand how our school will support pupils with medical conditions
- Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including school trips and sporting activities

The governing board will implement this policy by:

- Making sure sufficient staff are suitably trained
- Making staff aware of pupil's condition, where appropriate
- Making sure there are cover arrangements to ensure someone is always available to support pupils with medical conditions
- Providing supply teachers with appropriate information about the policy and relevant pupils
- Developing and monitoring individual healthcare plans (IHPs)

**The named person with responsibility for implementing this policy is Mrs Emma Essex.**

## Section 2. Legislation and statutory responsibilities

This policy meets the requirements under [Section 100 of the Children and Families Act 2014](#), which places a duty on governing boards to make arrangements for supporting pupils at their school with medical conditions.

It is also based on the Department for Education's statutory guidance: [Supporting pupils at school with medical conditions](#) – also on the school website.



## **Section 3. Roles and responsibilities**

### **3.1 The governing board**

The governing board has ultimate responsibility to plan support for pupils with medical conditions. The governing board will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

### **3.2 The headteacher**

The headteacher will:

- Make sure all staff are aware of this policy and understand their role in its implementation
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHPs), including in contingency and emergency situations
- Take overall responsibility for the development of IHPs
- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way
- Contact the school nursing service through the Healthy Families Team in the case of any pupil 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
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date

### **3.3 Staff**

Supporting pupils with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to pupils with medical conditions, although they will not be required to do so. This includes the administration of medicines.

Those staff who take on the responsibility to support pupils with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so.

Teachers will consider the needs of pupils with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

### **3.4 Parents**

Parents 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 See Appendix 8 for a parental invite letter for discussing child's IHP.
- Carry out any action they have agreed to as part of the implementation of the IHP e.g. provide medicines and equipment



### **3.5 Pupils**

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. Pupils should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHPs. They are also expected to comply with their IHPs.

## **Section 4. Equal opportunities**

Robert Mellors Primary Academy 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.

Robert Mellors Primary Academy 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.

### **The Administration of Medication during Educational Visits**

Arrangements will be made to support pupils with medical conditions participating in educational visits. Staff will allow flexibility in their visit itinerary to allow pupils with medical conditions to participate according to their own capabilities. All staff supervising visits should be aware of any child or staff medical needs and relevant emergency procedures. Where necessary, individual risk assessments should be conducted.

Where a child requires a member of staff to administer medication, staff must check that all necessary forms have been completed and that the medication is stored safely during the visit. A member of staff who is trained to administer any specific medication (e.g EpiPens® or Insulin) must accompany the child to administer the medication. Staff should complete the appropriate record during the administration of the medication and return to school to file it in the Pupil Medication file. See Appendix 2 -Agreement to Administer Medicine and Appendix 3 Record of Medicine Administered to an Individual Child.

## **Section 5. Being notified that a child has a medical condition**

When the school is notified that a pupil has a medical condition, the process outlined in Appendix 1 will be followed to decide whether the pupil requires an IHP.

The school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for pupils who are new to our school. See Appendix 5 for an Individual Healthcare Plan Template.

## **Section 6. Individual healthcare plans**

The headteacher has overall responsibility for the development of IHPs for pupils with medical conditions. This has been delegated to the SENCo's role.



Plans will be reviewed at least annually, or earlier if there is evidence that the pupil's needs have changed.

Plans will be developed with the pupil's best interests in mind and will set out:

- What needs to be done
- When
- By whom

Not all pupils with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is not a consensus, the headteacher will make the final decision.

Plans will be drawn up in partnership with the school, parents and a relevant healthcare professional, such as the school nurse, specialist or paediatrician, who can best advise on the pupil's specific needs. The pupil will be involved wherever appropriate.

IHPs will be linked to, or become part of an education, health and care (EHC) plan. If a pupil has SEN but does not have an EHC plan, the SEN will be mentioned in the IHP.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The governing board and Mrs Emma Essex and the SENCo with responsibility for developing IHPs, will consider the following when deciding what information to record on IHPs:

- 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, travel time between lessons
- Specific support for the 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, including in emergencies. If a pupil is self-managing their medication, this will 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 pupil'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 pupil's condition and the support required
- Arrangements for written permission from parents 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 pupil can participate, e.g. risk assessments
- Where confidentiality issues are raised by the parent/pupil, the designated individuals to be entrusted with information about the pupil's condition
- What to do in an emergency, including who to contact, and contingency arrangements



## Section 7. Managing medicines

Prescription and non-prescription medicines will only be administered at school:

- When it would be detrimental to the pupil's health or school attendance not to do so  
and
- Where we have parents'/carers/ written consent

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

### Prescribed Medicines

#### Controlled Drugs

If Robert Mellors Primary Academy is required to store controlled drugs (primarily 'Concerta', 'Medikinet XL' or 'Ritalin' sometimes prescribed for Attention Deficit Hyperactivity Condition) a written record is required in order to comply with the Misuse of Drugs legislation. This will include the stock quantity, the name of the GP who has prescribed the drug, the name of the drug and the dosage, as well as the named staff members who have access to the drug (see Appendix 9 Controlled drugs stock record). In addition, school will conduct a half termly controlled drug check to track the records and quantities of controlled drugs in school. Controlled drugs will be administered as outlined on Appendices 3 and 4, completed by the parent/carer and the administration logged (see Appendix 9 Controlled Drugs Stock Record).

#### Antibiotics

The parent/carer is encouraged to ask the GP to prescribe an antibiotic which can be given outside of school hours wherever possible. Twice daily doses should be given in the morning before school and in the evening at home. Three times a day doses can normally be given in the morning before school, straight after school and at bedtime.

It should only be necessary to give antibiotics in school if the dose needs to be given four times a day, in which case a dose is required at lunchtime. As medicines are only accepted in their original containers as outlined, antibiotics will need to be brought to school in the morning and taken home again at the end of the day by the parent/carer. Where parents/carers deem their child to be old enough and responsible enough, they may bring in and take home their antibiotics each day. As outlined, antibiotics will be stored and administered in line with this policy.



### **Analgesics (painkillers)**

Children who regularly need analgesia (e.g. for migraine) and individual supply of analgesic can be kept in school in accordance with the storage and administration procedures. It is not recommended that schools keep stock supplies of analgesics for potential administration to any child.

### **Adrenaline – usually in the form of an EpiPen® Auto-Injectors**

An EpiPen® is a pre-loaded pen device which contains a single measured dose of adrenaline (also known as epinephrine) for administration in cases of severe allergic reaction (anaphylaxis). An EpiPen® is safe, even if given inadvertently it will not do any harm. If a child in school has an Individual Health Care Plan (IHCP) where an Epi-Pen® has been prescribed by a GP for anaphylaxis, this will be stored and administered in line with this policy, only being administered by trained members of staff as outlined on the IHCP.

### **Insulin – injections or pump**

Insulin injections or insulin administered by pump is sometimes used to manage and control Diabetes. Where children require insulin for Diabetes during the school day, this will be outlined on an Individual Health Care Plan, following this policy and under the supervision of trained members of staff.

### **Salbutamol sulphate (Ventolin inhaler)**

Where children have been prescribed an inhaler for the management of Asthma or other condition, this will be stored and administered in line with this policy.

### **Non-prescribed medicines**

Other than an inhaler for asthma or a prescribed cream for eczema under the supervision of a member of staff, we would encourage parents/carers to ensure that their child is not in possession of medicines at any time. This would include:

- Cough/throat sweets
- Over the counter hay fever remedies
- Over the counter pain relief (e.g.: Calpol)

If parents/carers wish for their child to have access to these medicines in school because it would be detrimental to their child's health if the medicine was not taken during school hours, they will need to supply the non-prescribed medicine in the original packaging with clear labelling by the parent/carer with the child's name and complete Appendices 3 and 4: Medicine will then be stored in the School Office Pupil Medication box / Foundation Pupil Medication box.

### **Pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor.**

Anyone giving a pupil any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents/carers will always be informed.

The school will only accept prescribed medicines that are:

- In-date





- Labelled
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage

Robert Mellors Primary Academy will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

All medicines will be stored safely. Pupils will be informed about 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 will always be readily available to pupils and not locked away.

Medicines will be returned to parents to arrange for safe disposal when no longer required.

### **7.1 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.

A pupil who has been prescribed a controlled drug may have it in their possession if they are competent to do so, but they must not pass it to another pupil to use. All other controlled drugs are kept in a secure cupboard in the school office and only named staff have access.

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

### **7.2 Pupils managing their own needs**

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

Pupils will be allowed to carry their own medicines and relevant devices wherever possible. Staff will not force a pupil to take a medicine or carry out a necessary procedure if they refuse, but will follow the procedure agreed in the IHP and inform parents so that an alternative option can be considered, if necessary.

### **7.3 Unacceptable practice**

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

- Prevent pupils from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assume that every pupil with the same condition requires the same treatment
- Ignore the views of the pupil 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 becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable



- Penalise pupils 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, e.g. by requiring parents to accompany their child
- Administer, or ask pupils to administer, medicine in school toilets

### **Section 8. Emergency procedures**

In a medical emergency, appropriate first aid is given, an ambulance is called and parents/carers are notified. Should an emergency situation occur with a pupil who has an IHCP, the emergency procedures detailed on the plan are followed, and a copy of the IHCP is given to the ambulance crew. Instructions for calling an ambulance are displayed prominently by the telephones in the Senior Leadership Office, School Office, the Staffroom, the Foundation Unit and the School Office. In the event of a child being taken to hospital by an ambulance, wherever possible a member of the Senior Leadership Team or other designated member of staff, should accompany a child in the ambulance and remain with the child until the parent/carer arrives. Taking children to the doctors/hospital in staff cars is not advisable but in the case of an emergency another adult will also accompany the child.

### **Section 9. Training**

Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so.

The training will be identified during the development or review of IHPs. Staff who provide support to pupils with medical conditions will be included in meetings where this is discussed.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with Mrs Emma Essex or the SENCo. 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 IHPs
- Help staff to understand the specific medical conditions they are being asked to deal with, their implications and preventative measures

There are key members of staff in school who are trained specifically in First Aid, Paediatric First Aid and further staff who have been specifically trained to use Epi-Pens® and administer insulin to identified children.

All staff will receive training so that they are 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. This will be provided for new staff during their induction. See Appendix 6 for Staff Training Record – Administration of Medicines.

## **Section 10. Record keeping**

The governing board will ensure that written records are kept of all medicine administered to pupils. Parents/carers will be informed if their child has been unwell at school.

Wherever possible a parent/carer, or where appropriate the child, will administer any necessary medication that is required during the school day and this is not formally recorded by Robert Mellors Primary Academy. If a child needs to take their inhaler or apply cream during the day, parents/Carers will be verbally informed when they collect their child at the end of the day. In the event of parents/carers requesting that school administer medication to their child and the necessary Appendices 3 and 4: Request for School to Administer Medication has been completed and signed, school will administer the medication.

When administering medicine, the staff member must complete an entry on the 'Administration of Short Term Medicines Record' (see Appendix 4). This is kept in the Pupil Medications file located in the School Office alongside the Pupil Medication box. For F1 and F2 pupils who are in a separate building to main school, the Foundation Pupil Medications file is located in the Foundation kitchen and the Little Herons kitchen, alongside the Foundation Pupil Medication box. The record in both files will show the name of the child, the date and time, the medication given and details/dosage of the medication. Each entry will be signed by the member of staff who has administered the medication and counter-signed by a second staff witness where applicable.

If a child refuses to take their medication, parents/carers will be informed immediately. Staff cannot force a child to take their medication.

## **Implications of Medical Conditions**

We recognise that children with long-term, complex or life-limiting medical conditions may require ongoing support, medicines or care while at school to help them manage their condition and keep them well. This can cause the child and/or family to have concerns about the child's academic, social and emotional wellbeing that can be associated with medical conditions. In particular, this could result in children feeling self-conscious about their condition, or implications of children's long term absences due to health problems on their attainment and progress. We will work very closely with parents/carers and children to ensure that school are fully informed and have comprehensive procedures through this policy. Robert Mellors Primary Academy's well-being and nurture teacher is available to support parents/carers or children as required.

## **Staff, Students and Volunteers with Medical Needs**

Staff, students and volunteers with medical needs are expected to ensure the school is aware of their needs and the emergency procedures, ensuring that any necessary medication is kept in school as needed. Any medication that staff, students or volunteers need during the school day should be stored securely where children do not have access.



## **Safety Management**

Where a school or setting agrees to administer any medicines the employer must ensure the risks to the health of others are properly controlled. This duty is set out in the Control of Substances Hazards to Health Regulations 2002(COSHH).

The Senior Leadership Team (Head Teacher, Deputy Head Teacher and Assistant Head Teacher) are responsible for ensuring that this policy is known, understood and carried out accurately by all staff, providing appropriate support and training where required. SLT will also ensure that all staff members are informed of any child's medical condition and where an IHCP is required; all staff will have a copy and will know what to do and how to respond in the event of an emergency. See Appendix 7 Contacting Emergency Services.

## **Hygiene and Infection Control**

All staff should follow basic hygiene procedures before and after the administration of medication (e.g.: washing hands with soap or wearing disposable gloves). Any spillages of medication or of bodily fluids during administration must be cleaned up immediately and reported to the Site Manager.

## **Disposal of medicines**

Staff should not dispose of medicines. Parents/carers will be expected to collect any medication from school when the medication is no longer required, or at the end of the academic year and ensure that any date-expired medicines are safely disposed of. Parents/carers will be notified when medicines expire out of date and will be asked to collect them from school to dispose of safely. If parents do not collect medication which has date-expired, medicines will be taken to the local pharmacy for safe disposal.

Sharps boxes should always be used for the disposal of needles. Sharps boxes can be obtained by parents on prescription from the child's GP or Paediatrician. Collection and disposal of the boxes should be arranged with the Local Authority's environmental services.

## **Section 11. Liability and indemnity**

The governing board will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

We will ensure that we are a member of the Department for Education's risk protection arrangement (RPA).

## **Section 12. Complaints**

Parents with a complaint about their child's medical condition should discuss these directly with the headteacher or SENCo in the first instance. If the headteacher or SENCo cannot resolve the matter, they will direct parents to the school's complaints procedure.



### **Section 13. Monitoring arrangements**

This policy will be reviewed and approved by the governing board every year.

### **Section 14. Links to other policies**

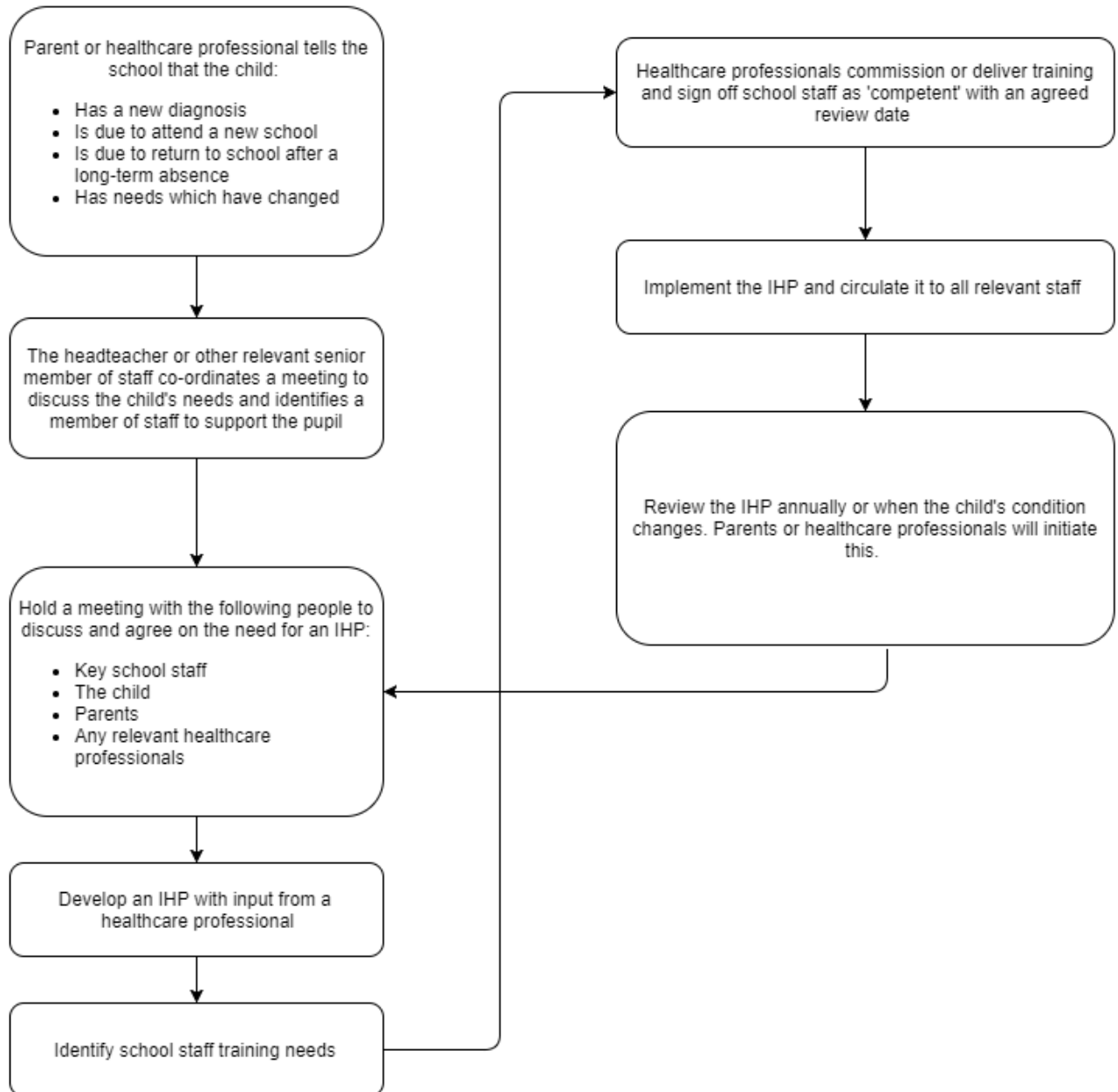
This policy links to the following policies:

- Accessibility plan
- Complaints
- Equality information and objectives
- Health and safety
- Safeguarding
- Special educational needs information report and policy



Appendix 1:

Being notified a child has a medical condition





**Parental/Carer Agreement for Robert Mellors  
Primary Academy to Administer Medicine**

Robert Mellors Primary Academy will not give your child medicine unless you complete and sign this form, and t

he school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by

--

Name of school/setting

Robert Mellors Primary Academy
--------------------------------

Name of child

--

Date of birth

--

Group/class/form

--

Medical condition or illness

--

**Medicine**

Name/type of medicine  
*(as described on the container)*

--

Expiry date

--

Dosage and method

--

Timing

--

Special precautions/other instructions

--

Are there any side effects that the school/setting needs to know about?

--

Self-administration – y/n

--

Procedures to take in an emergency

--

**NB: Medicines must be in the original container as dispensed by the pharmacy**

**Contact Details**



Name

Daytime telephone no.

Relationship to child

Address

I understand that I must deliver  
the medicine personally to


The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to Robert Mellors Primary Academy staff administering medicine in accordance with Robert Mellors Primary Academy's policy. I will inform Robert Mellors Primary Academy immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) \_\_\_\_\_

Date \_\_\_\_\_





Robert Mellors Primary Academy Record of Medicine Administered to an Individual Child

Name of school/setting	Robert Mellors Primary Academy
Name of child	
Date medicine provided by parent/carer	
Group/class/form	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature \_\_\_\_\_

Signature of parent/carer \_\_\_\_\_

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

**C: Record of medicine administered to an individual child (Continued)**

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			





## Staff Training Record – Administration of Medicines

Name of school/setting	Robert Mellors Primary Academy
Name	
Type of training received	
Date of training completed	
Training provided by	
Profession and title	

I confirm that \_\_\_\_\_ has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated.

Trainer's signature \_\_\_\_\_

Date \_\_\_\_\_

**I confirm that I have received the training detailed above.**

Staff signature \_\_\_\_\_

Date \_\_\_\_\_

Suggested review date \_\_\_\_\_



## Contacting Emergency Services

**Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.**

**Speak clearly and slowly and be ready to repeat information if asked.**

1. your telephone number :
2. Robert Mellors Primary Academy: 0115 840 8068
3. your name
4. your location as follows
5. Robert Mellors Primary Academy  
Bonington Dr  
Arnold  
Nottingham
6. state what the postcode is – NG5 7EX
7. provide the exact location of the patient within the school setting
8. provide the name of the child and a brief description of their symptoms
9. inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
10. put a completed copy of this form by the phone



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