

Archers Brook SEMH Residential School
Supporting Pupils with Medical Conditions Policy

Approved by:	Pupil Inclusion Sub Committee	**Date:**	October 2026
Last reviewed by:	Ian Dean	**Date:**	September 2026
New review due:	September 2027		

Policy Statement

This document was written in line with DFE Supporting pupils at school with medical conditions - Statutory guidance.

Those Archers Brook School employees who assist with any form of medical procedure are acting within the scope of their employment and are indemnified by Archers Brook School against any legal action and an allegation of negligence, provided they act responsibly and to the best of their ability.

It is essential that staff that care for pupils by administering medicines, either in an emergency or on a regular basis, have received appropriate training and re-training when necessary.

Medical information must, of course, be treated as confidential. Records should be kept securely and information only given to staff who need to know.

Wherever possible pupils should be enabled to administer their own medication.

Intimate or Invasive Treatment:

The School would not normally allow these to take place in school, but in exceptional circumstances the Head is authorized to agree to it. Two adults must be present when these take place, at least one of whom mist be of the same gender as the pupil.

Long -Term Medical Needs

The Governing Body and Headteacher will do all they reasonably can to assist pupils with long term medical needs. Each case will be determined after discussion with the parents/carers, and in most cases the family doctor. The Governing Body also reserves the right to discuss the matter with the LA's (School's) medical adviser.

Records

Each pupil requiring medication will have a completed request form signed by parents. Staff will then put in place a Health Care Plan, medication record card and a record of incoming and outgoing medication received (please see attached Appendix 1, 2, 3, 4) for details of information to be recorded. All these records will be kept secure in the School's Medical Room.

The School's Head of Care/School Nurse will ensure that the Medical Record Form is filled in and regularly checked.

Staff are to use ARBOR/CPOMS and inform Mr I Dean when medication or first aid has been administered.

Training and Instruction

The Governing Body is committed to providing appropriate training for staff that volunteer to participate in the administration of medicines.

Where possible the medicine, in the smallest amount should be brought into school by the parent, or their nominee and it should be delivered personally to Mr. Dean, Headteacher or a member of Staff. If a young person brings to school any medicine for which the school has not received written/online notification, the Staff at the School will not be responsible for that medicine.

Only one member of staff at any one time should administer medicines to a young person (to avoid the risk of double dosing). However, there is a need for an additional member of staff to check doses before they are administered. Arrangements should be made to relieve the member(s) of staff from other duties while preparing or administering doses (to avoid the risk of interruption before the procedure is completed). If more than one person administers medicines a system must be arranged to avoid the risk of double dosing.

Staff with a young person with medical needs in their class or group should be informed about the nature of the condition and when and where the young person may need extra attention.

Controlled Drugs (Controlled by the Misuse of Drugs Act)

Any nominated trained member of staff may administer a controlled drug to the young person for whom it has been prescribed (in accordance with the prescriber's instructions). A young person who has been prescribed a controlled drug may legally have it in their possession. It is permissible for schools to look after a controlled drug, where it is agreed that it will be administered to the young person for whom it is prescribed.

Schools must keep controlled drugs in a lockable non-portable container and only named staff have access to it. A record must be kept for audit purposes. See appendix.

Disposal of Medicines

All medicines, including controlled drugs, should be returned to the parent, when no longer required, for them to arrange for safe disposal. If parents do not collect all medicines they should be taken to a local pharmacy for safe disposal and a record made signed and dated.

Emergency Procedures

All schools should have arrangements in place for dealing with emergency situations. This may be part of the school's First Aid procedures. Individual Health Care Plans should include instructions as to how to manage a young person in the event of an emergency and identify who is the responsible member of staff, for example if there is an incident in the playground a lunchtime assistant needs to be very clear of their role.

Emergency treatment medication including Epipens and inhalers must follow the child at all times. Emergency treatment medication must follow the child to the sports field/swimming pool etc. Where it is agreed by the parents and teacher's inhalers will be carried by the child. All other medicines (except inhalers) should be kept securely.

Where it is not possible for a pupil to carry their own emergency treatment medication, then the medication should be kept by the teacher in charge in a box on the touchline or at the side of the pool.

The school will hold emergency spare inhalers, or other treatment in the event that the child's medication is lost if provided by the parent/carer.

If there is any difficulty about the use of medicines, including injections or inhalers, the school nurse should be contacted for advice.

Educational Visits/ Overnight stays

During and Educational Visit involving a residential or overnight stay (when a parent is unlikely to be available to administer pain /flu relief to their child) an appropriate pain/flu relief may be administered so long as the parent has given consent and specified the medicine on the 'Parent/Guardian Consent for an Educational Visit' form which is available in Appendix 6 of the Educational Visits and Overnight Stays' guidance note. A young person under 16 should never be given aspirin or medications containing ibuprofen unless prescribed by a doctor

Monitoring and Review

Mr Dean Strategic team manager will be responsible for monitoring the implementation of the policy, and reporting annually to a prescribed committee of the Governing Body.

General

The Governing Body recognizes that many pupils will at time need to take medication at school. While parents retain responsibility for their child's medication, the School has a duty of care to the pupils while at school, and the governing body wishes to do all that is reasonably practicable to safeguard and promote children's welfare.

Responsibilities

The Governing Body takes responsibility for the administration of medicines during school time in accordance with the government's and LA's policies and guidelines.

The Headteacher will implement this policy and report as required to the Governing Body.

Medication will normally be administered by Staff/SLT members who will have received specialized training from the school nurse.

All staff are expected to maintain professional standards of care, but have no contractual or legal duty to administer medication. The Governing Body does not require staff to administer medication. (Circular 14/96 Supporting Pupils with Medical Needs).

However, some specified staff (e.g. Care staff, PE and staff taking educational visits) that volunteer their services, will be given training to administer first aid and/ or medication to pupils.

Staff Indemnity

The LA (governing body) fully indemnifies all staff against claims for any alleged negligence, providing they are acting within their conditions of service and following governing body guidelines.

The indemnity covers situations where an incorrect dose is administered or where any other mistake in the procedure is made. The LA/Governing Body will meet any claims in these circumstances.

Guidelines

Records:

On admission of the pupil to the school, all parents will be required to provide information giving full details of:

- Medical conditions;
- Allergies;
- Regular medication;
- Emergency contact numbers;
- Name of family Doctor/consultants;
- Any special requirements (e.g. dietary).

At the beginning of each academic year all parents will be required to up-date the Medical Form.

Unacceptable practice

School staff should use their discretion and judge each case individually with reference to the pupil's HP, 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 HCPs
- 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

Administration of the Medication

The School expects that normally parents will administer medication to their children.

Any requests for medicine to be administered must come from a parent in writing on the school's request to administer medication form and each request will be considered on an individual basis.

The form will include:

- Name of parent/Carer and contact number;
- Name of child and class;
- Name of medicine;
- Name of doctor who prescribed it, and contact details;
- How much to give;
- How it should be kept and stored;
- How it is to be administered;
- When to be given;
- Any other instructions.

A letter to Parent/Carers will include the following;

ID/ks

TO PARENT/CARERS

Administration of Medicines in School

Please complete the form enclosed. A separate form must be completed for each medicine to be administered.

Parents will be expected to notify any requests for the administration of medicines at the earliest opportunity.

Medication must be in a container as prescribed by the doctor and dispensed by a chemist with the Child's name and instructions printed clearly on the label.

Normally the administration of medication will be done in School immediately before or after school and/or break/lunchtime, unless the pupil is in residential care.
In line with safeguarding procedures the Headteacher/Mr. Dean reserve the right to decline to administer.

For further information about the administration of medicines in School please contact School for a copy of the Policy. If you have any further questions, please do not hesitate to get in touch.

Yours sincerely

Mr I Dean

Parents

Parents will be expected to notify any requests for the administration of medicines at the earliest opportunity and to discuss with Mr Dean what can be done in school, before the head makes a decision. (See the DCSF guidance managing medicines in school and early year's settings).

The Head (or person authorized by the head) will decide whether any medication will be administered in school, and by whom. In appropriate cases the head and parents in consultation with the Mr I Dean will draw a health care plan.

The medication must be in a container as prescribed by the doctor and dispensed by a chemist with the Childs name and instructions for administration printed clearly on the label.

The school will not deal with any requests to renew the supply of the medication. This is entirely a matter for the parents/carers.

If the pupil is required and able to administer his/her own medicine (e.g. inhaler for asthma)

Normally the administration of medication will be done in school at the following times;

- Immediately before the school
- Breaks and lunchtime

'Over the counter' - nonprescription medication can be administered in school with written parental consent from parents/carers. This includes medication for common childhood ailment ailments. (I.e. headache, toothache and menstrual pain). Parents/Carers no longer have to have Paracetamol and common over the counter medications prescribed by a doctor.

Examples of medicines that do not require a prescription and which parents can give permission to administer include:

- Paracetamol, ibuprofen or antihistamines - provided they are supplied in packaging with clear dosage instructions that are age appropriate for the child
- Moisturising / soothing preparations for minor skin conditions
- Sunscreen for routine protection while playing / learning outside

These examples are illustrative only and not a comprehensive list of medicines that can be administered. To help determine whether a child is well enough to attend school, parents are advised to review the NHS Choices website.

In line with safeguarding procedures the Headteacher/Mr I Dean reserve the right to decline to administer

Complaints

Parents with a complaint about their child's medical condition should discuss these directly with the Mr I Dean/Headteacher - Mrs Myers-Whittaker in the first instance. If this doesn't resolve the matter, they will direct parents to the School's Complaints Procedure.

Appendices

1. Health Care Plan
2. Request for the Administration of Medication from Parents
3. Guidance Note
4. Administration of Medication Record Sheet
5. Guide to recording medication
6. List of contacts

ADMINISTRATION OF MEDICINES FOR YOUNG PEOPLE
SCHOOL HEALTH CARE PLAN
Archers Brook School

Young person's name:
Date of birth:
Young person's address:

Medical diagnosis or conditions
1.
2.
3.

Family Contact Information	
Name:	Tel No :
Name:	Tel No:

Clinic/Hospital Contact
Name Consultant Pediatrician: Dr Howie Isaac Phone No.01244 362086

G.P
Name: Address:
Phone no:

Describe needs and give details of young person's symptoms.
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Name of medication, Dose, Method of administration, recorded side effects, Medicines to be kept -
To be taken orally No side effects recorded. Medication kept in locked medical cupboard in the medical room. Dose given to be recorded on the pupils medication sheet.
Specific support for the pupils educational, social and emotional needs.

Describe what constitutes an emergency for the child and the action to take if this occurs:
If it's believed a severe injury or illness is threatening the child's health or may cause permanent harm. And a trip to A + E is required. Contact parents and take to nearest Hospital.

Follow up care:		
If refuses to take prescribed medication – The risk to others within the school's community to be taken into account by SLT.		
Regular Appointments with Community pediatrician.		
On site	Senior Staff on Duty	Qualified First aider.
Off site	Lead member of Staff	Qualified First aider.
At home	Parents/Carer's.	

Form copied to:
Main file - Care File - Medical File

DATED:

Archers Brook SEMH Residential School

Pupil Medical Consent

Name of Pupil:		**Preferred Pronoun:**	
Date of Birth:		**Place of Birth:**	
National Health Service Number:			
Home Address:			

Person (s) with Parental Responsibility	
Name(s):	
Relationship to Pupil:	
Contact Number(s):	
Email Address:	

Emergency Contact Details	
Name(s):	
Relationship to Pupil:	
Contact Number(s):	
Email Address:	

GP's Details:	
Name:	
Address:	
Telephone number:	

Dentist Details:	
Name:	
Address:	
Telephone number:	

Current Medical Conditions
Current Medication
Please list any know allergies your child has

Do you wish Staff to administer non-prescription treatments to your child for headaches, toothaches etc (we will contact you for verbal permission before we give any out) such as: • **Paracetamol, ibuprofen or antihistamines** • **Moisturising/soothing preparations for minor skin conditions** • **Sunscreen for routine protection while playing/learning outside** • **Plasters, Ice Packs etc minor injuries** Yes/No

Do you give consent for staff to administer prescribed medication when necessary?	Yes/No
Does your child wear glasses?	Yes/No
Does your child suffer from bedwetting/soiling?	Yes/No
Is there any medical reason why your child should be excused from PE, swimming or Outdoor Pursuits? **If yes, please state reason**	Yes/No

Has your child ever suffered from?				
Chickenpox	Yes/No		**Measles**	Yes/No
German Measles	Yes/No		**Scarlet Fever**	Yes/No
Mumps	Yes/No		**Whooping Cough**	Yes/No
Epilepsy*	Yes/No		**Asthma***	Yes/No
Diphtheria	Yes/No		**Hearing Problems***	Yes/No
Heart Condition*	Yes/No			
If you answered yes to any of the above marked with an asterisk * please give details:				

Has your child been immunised against?				
MMR (Measles, Mumps, Rubella)	Yes/No		**BCG**	Yes/No
Smallpox	Yes/No		**Polio**	Yes/No
Triple Vaccine (Diphtheria, Whooping Cough, Tetanus)	Yes/No			

If you give permission for your child to receive Emergency Medical or Dental Treatment whilst in School, please read and sign below:
I …….. (Parent/Guardian) give my consent for staff at Archers Brook SEMH Residential School to obtain emergency medical or dental appointments and attend such appointments with my child in my absence, should the need arise. I understand that the School will inform me as soon as is practically possible when such appointments and treatment are arranged.
If no, please state below reason for refusal to give permission for emergency treatment whilst at School:

I declare that the details given above are correct at the time of completion. If there are any changes during the School year, I will inform School immediately.

Parent/Guardian Signature:

Date:

Archers Brook School Medication Records

Name:	**DOB:**	**Sensitivities:**
Medication:		
Dose:	**Route:**	

Date	Time am/pm	Dose	Meds In	Meds Out	Balance	Sign 1st	Sign 2nd

Code to be used when prescribed medicines are not administered:

A - Child absent from school
O - Medication Omitted
C - Concerns (unsure if medication swallowed)
R - Child refused medication
H - Medication taken at home
T - Given to Teacher on school trip
S-Spoiled (dropped, damaged)
V - Child Vomiting or unable to take medication

Guide to Medication Recording Sheets

1. The same medication sheet is to be used for each child for the duration of the term. At the beginning of a new term, old medication sheets are to be filed and stored and new sheets to be used.

2. All sections to be filled in and to include relevant health details such as medical conditions, recent injuries and health needs. Both medical and dietary/skin conditions are to be noted.

3. All pupils on medication are to have a Health Care Plan, this is to include brief details of any health issues, preventative measures and necessary actions to be taken in the event of an emergency and to record any Visits from doctors, immunisations or injuries etc.

4. Record dose of drugs in prescribed amounts i.e. 10mg. Route of administration i.e. oral, topical to be written in full and must be timed and dated. Administered meds must be checked out by two qualified people and signed for my both.

5. Each form is to be filled in daily for each child prescribed mediation, including children not in residence. Staff are to Use key symbols to determine nature of absences/administration.

6. **Use of key symbols**.

- R – Refused
- A – Child absent from school
- V - Vomited
- H – Taken at home
- T – Offsite - Given to teaching staff
- O – Medication omitted
- C – Concerns pupil has not taken medication.
- D – Disposed of Via pharmacy
- S- Spoiled (dropped or damaged).

7. We are now able to administer any 'over the counter' medication provided we have written parental/Carer's consent - See updates in Medication Policy June 2018. There is a specific medication sheet for this type of event and also a treatment sheet for any other First Aid given. "Bump on the head" advice/information letters must be sent home when relevant.

8. Amendments/Omissions/difficulties. All should be recorded on medication sheet using appropriate key symbols and then reported to senior member of staff and recorded in log.

Remember: Check and Double Check

Right child

Right medication

Right dose/right route

Right time

School Nurse:

Stanlaw Abbey Children's Centre | Alnwick Drive | Ellesmere Port
Cheshire | CH65 9HE
Duty Number: 0151 488 8036

Consultant Community Pediatrician:

Neurodisability and Named Doctor for Child Protection Countess of Chester Hospital Tel. 01244 362086/5
The Long House
Countess of Chester NHS Hospital
Liverpool Road
Chester CH2 1UL