



Over St. John's Primary School
'Let your light shine before others.' Matthew 5:16
Supporting Pupils with Medical Conditions Policy

Introduction

Ideally it is preferable that parents, or their nominee, administer medicines to their children, this can be affected by parents visiting the school. In everyday circumstances, medicines will not be administered to pupils by staff except where pupils have longer term medical needs and may require medicines on a long term basis. Others may require medicines in particular circumstances, such as those with severe allergies who may need an adrenalin injection. Pupils with severe asthma may have a need for inhalers or additional doses during an attack.

For pupils with long term medical needs, an Individual Health Care Plan will be drawn up to ensure these pupils and others are not put at risk and safety measures can be identified to support their medical needs.

No medicines will be administered unless a request form has been submitted ('Parental Consent to Administer an 'Over the Counter (OTC) Medicine' or 'Parental Consent to Administer a Prescribed Medicine'). Each request will be considered on its merits and will be reviewed termly. This request must include:

- Parents giving clear instructions regarding required dosage and specify the frequency.

Prescribed Medicines

The school will only accept prescribed medicines if these are in the original container as dispensed by the pharmacy, with the child's name, the name of the medicine, the dose, frequency of administration, the expiry date and the date of dispensing included on the pharmacy label. The exception to this is insulin, which must still be in date, but will generally be available to schools inside an insulin pen or pump, rather than its original container. Under no circumstances will the school accept medicines that have been taken out of the container as originally dispensed, nor will the school make changes to dosage on parent's instructions. Where clinically possible, if medicines are prescribed in dose frequencies which enable it to be taken outside school hours, parents will be encouraged to ask their prescriber about this.

Parents must complete a Parental Consent to Administer a Prescribed Medicine form, available from the school office. Staff will only administer medicine in accordance with the parents written instructions, which should also be in accordance with the instructions on the label as prescribed. A separate form must be completed for each medicine to be administered.

Non – Prescribed/ Over the Counter (OTC) Medicines

The school will only accept OTC medicines if they are in the original container.

Parents must complete a Consent to Administer an 'Over-the-Counter' (OTC) Medicine form, available from the school office. Staff will only administer medicine in accordance with the parents

written instructions, which should also be in accordance with those instructions on the packaging. A separate form must be completed for each OTC medicine to be administered. Examples of medicines that do not require a prescription and which parents can give permission to administer include:

- paracetamol, 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.

During an Educational Visit involving a residential or overnight stay, 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. A young person, under 16, should never be given aspirin or medicine containing Ibuprofen unless prescribed by a doctor.

Training and Instruction

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 the nominated members of staff, Mrs A McFarland and Mrs K Rutherford, or the Head Teacher. If a pupil brings to school any medicines for which the Head Teacher has not received written notification, the staff at the school will not be responsible for that medicine.

Where possible, only one member of staff at any one time should administer medicine to a pupil. This person will be decided upon after receipt of the Parents Request form and following agreement to the request. However, there may be circumstances where an additional member of staff may check doses before administration.

Staff with a pupil with medical needs in their class will be informed about the nature of the condition and any relevant training to manage this condition, on a day to day basis, will be provided.

Storing Medicines

All medicines should be stored safely.

Only small amounts of medicines will be stored strictly in accordance with the products instructions and in the original container in which it was dispensed. Staff should ensure that the supplied container is clearly labeled with the child's name, dosage of medicine and frequency of administration.

Medicines that need to be refrigerated must be stored in the refrigerator in the staff kitchen as it is a refrigerator with restricted access.

Pupils should know where their medicines are at all times and be able to access them immediately. Where relevant, they should know who holds the key to the storage facility. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenalin pens should be readily available to the pupil and should not be locked away. They will always be taken on school trips that the child is attending.

Prescribed and OTC medicines must be handed over to an adult from an adult and it is the parent's responsibility to collect the medicine as required from the school office. Medicines will not be returned via children.

Record Keeping

The school will keep written records each time medicines are given, which will be signed by the member of staff (Appendix 2). If a pupil refuses to take medicines, staff will not force them to do so, but this will be noted in the record and parents will be informed on the same day.

Medical Conditions

The Head Teacher is responsible for ensuring that staff are suitably trained and all relevant staff will be made aware of the child's condition and supply staff briefed as necessary. Risk assessments will be carried out for school visits, holidays and other activities outside of the normal timetable specific to the child.

Notification of a Medical Condition

When children start at Over St. John's at the start of a new term with a known medical condition, arrangements will be put in place in time for the start of the relevant school term.

When school is notified that a pupil has a medical condition, such as a new diagnosis or child moving to school mid-term, every effort will be made to ensure that arrangements are put in place within two weeks. School does not have to wait for a formal diagnosis before providing support. Where a pupil's medical condition is unclear, or where there is a difference in opinion, judgements will be made about what support to provide based on the available evidence which will involve medical evidence and consultation with parents. Where evidence conflicts, some degree of challenge may be necessary to ensure that the right support is put in place.

Individual Health Care Plans

The school will ensure that they have sufficient information about the medical condition of any pupil with long-term medical needs. An Individual Health Care Plan involving parents, health professionals and pupils (where appropriate) will be drawn up and monitored annually (or sooner where needs change) by the SENCo, Mrs Bettley. Such a plan will include the following:

- details of the pupil's condition;
- special requirements i.e. dietary need pre-activity precautions;
- any side affects of the medicines;
- what constitutes an emergency;
- what action to take in an emergency;
- who to contact in an emergency;
- the role staff can play – what needs to be done, when and by whom.

Self-Management of Medicines

It is good practice to support and encourage young people, who are able, to take responsibility to manage their own medicines and the school will encourage this, which will be reflected in their Individual Health Care Plan. Health professionals, with parents and the pupil, need to assess the appropriate time when this transition to self-management can be made. If the pupil is able to administer their own medicines, staff will need to supervise the procedure and note that it has been carried out. If a child refuses to take medicine or carry out the necessary procedure, staff should not force them to do so. Parents should be informed so that alternative options can be considered.

Controlled Drugs [Controlled by the Misuse of Drugs Act]

These drugs, which include ADHD medication, are governed by the Misuse of Drugs Act and are kept in a locked cupboard which conforms to the legislation. It is kept locked at all times except when being accessed for storage or administration of medicine.

The administration will take place as for any other prescribed medication, with the additional information recorded of the amount of medication left each time a dose is given.

Register entries are made in ink and in chronological order.

Disposal of Medicines

All medicines will be returned to parents, when they are no longer required, for them to arrange for safe disposal. Parents will be required to collect medicines held by the school at the end of each term. If parents do not collect all medicines they will be taken to a local pharmacy for safe disposal.

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

Emergency Procedures

Where a child has an Individual Health Care Plan, this should clearly define what constitutes an emergency and explain what to do, ensuring that all relevant staff are aware of emergency symptoms and procedures. Other pupils in school should know what to do in general terms, such as informing a teacher immediately, if they think that help is needed.

If a child needs to be taken to hospital, staff should stay with the child until the parent arrives, or accompany a child taken to hospital by ambulance.

In case of any emergency, dial 999 before making contact with the parents.

Educational Visits, including Residentials and Sporting Activities

The school will consider what reasonable adjustments it may need to make to enable pupils with medical needs to participate fully and safely on visits i.e. review existing policy and procedures and ensure risk assessments cover arrangements for pupils. Staff supervising excursions will be made aware of the medical needs and relevant emergency procedures. If deemed necessary, advice will be sought from parents, school health services, GP, specialist nurse or hospital consultant. A copy of the child's Individual Health Care Plan will be made available for the visit.

Circumstances Requiring Special Caution

Whilst the administration of all medicines requires caution, there are certain circumstances which require special attention before the school can accept responsibility for administering medicines when the parents are unable to come to school themselves. These are:

- when the timing and nature of the administration are of vital importance and where serious consequences could result if a dose is not taken;
- where some technical or medical knowledge or expertise is required;
- where intimate contact is necessary.

In such exceptional circumstances the Head Teacher will consider the best interests of the child as well as considering carefully what is being asked of the staff concerned. In such cases the Head Teacher will seek advice from the consultant community paediatrician, GP or school doctor. If the decision is made that the school is to administer medication then a specific policy will be drawn up and there will be clear instructions, which are agreed by parents, teachers and advisory medical staff. The Medical Professionals must also confirm that non-nursing staff can administer such

medicine and what training is necessary and by whom. In the case of invasive procedures, only staff who have been appropriately trained are to administer such treatment. This must be in accordance with instructions issued by the paediatrician or GP. Training in invasive procedures should be conducted by qualified medical personnel. For the protection of both staff and pupils a second member of staff must be present while more intimate procedures are followed.

Parental Consent for Medical Treatment

Parental consent for medical treatment will be sought by the school prior to any treatment being given. Normally the parent will make this decision and this should be regarded as the most desirable course of action. However, the problem could be urgent or the parent unavailable. Parents who have specific beliefs which have implications for medical treatment should make their views and wishes known to the school so that the consequences of their beliefs can be discussed and, if possible, accommodated. If a pupil is being taken on an excursion, including residential visits, where medical treatment may be needed and the parent is not prepared to give written instructions and an indemnity on the subject of medical treatment then the school may decide that the pupil should not go.

Liability and Indemnity

Staff who undertake responsibilities within this policy will be assured by the Head Teacher that they are covered by the LA/school's insurance.

Full written insurance policy documents are available to be viewed by members of staff who are providing support to pupils with medical conditions. Those who wish to see the documents should contact the Head.

Complaints

Should parents or pupils be dissatisfied with the support provided by school, they should address their concerns informally with the school in the first instance. If this does not resolve the issue, they may make a formal complaint via the schools Complaints Procedure (available on our website). Making a formal complaint to the Department for Education should only occur if it comes within scope of section 496/497 of the Education Act 1996 and after other attempts at resolution have been exhausted.

This policy has been formulated using the DfE guidance 'Supporting Pupils at School with Medical Conditions' December 2015 (Updated August 2017).

This policy will be reviewed annually.

Signed: *H Rogers*

Chair of Governors

Signed: *E Snowden*

Head Teacher

Date: January 2026

Review Date: January 2027



**Over St. John's CE Primary School
Individual Healthcare Plan**

Child's Name

Year Group and Class

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

Family Contact Information

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Clinic/Hospital Contact

Name

Phone no.

G.P.

Name

Phone no.

Who is responsible for providing
support in school

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Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to



Over St. John's CE Primary School Parental Consent to Administer a Prescribed Medicine

All prescribed medicines must be in the original container as dispensed by the pharmacy, with the child's name, the name of the medicine, the dose and the frequency of administration, the expiry date and the date of dispensing included on the pharmacy label.

A separate form is required for **each medicine**.

Child's name	
Child's date of birth	
Year Group and Class	
Name of medicine	
Strength of medicine	
How much (dose) to be given. For example: One tablet One 5ml spoonful	
At what time(s) the medication should be given	
Reason for medication	
Duration of medicine Please specify how long your child needs to take the medication for.	
Are there any possible side effects that the school needs to know about? If yes, please list them	

I give permission for my son/daughter to carry their own Adrenaline auto injector pen for anaphylaxis	Yes	
	No	
	Not applicable	
I give permission for my son/daughter to carry their own salbutamol asthma inhaler and use it themselves in	Yes	
	No	

accordance with the agreement of the school and medical staff.	Not applicable	
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I give permission for my son/daughter to carry and administer their own medication in accordance with the agreement of the school and medical staff.	Yes	
	No	
	Not applicable	

Mobile number of parent/carers	
Daytime landline for parent/carers	
Alternative emergency contact name	
Alternative emergency phone no.	
Name of child's GP practice	
Phone no. of child's GP practice	

I give my permission for the Head Teacher (or her nominee) to administer the prescribed medicine to my son/daughter during the time he/she is at school. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

I understand that it may be necessary for this medicine to be administered during educational visits and other out of school activities, as well as on the school premises.

I also agree that I am responsible for collecting any unused or out of date medicines and returning them to the pharmacy for disposal and supplying new stock to the school, if necessary.

The above information is, to the best of my knowledge, accurate at the time of writing.

Parent/carers name	
Parent/carers signature	
Date	



Over St. John's CE Primary School
Parental Consent to Administer an 'Over the Counter (OTC) Medicine

All over the counter (OTC) medicines must be in the original container.

A separate form is required for **each medicine**.

Child's name	
Child's date of birth	
Year Group and Class	
Name of medicine	
Strength of medicine	
How much (dose) to be given. For example: One tablet One 5ml spoonful	
At what time(s) the medication should be given	
Reason for medication	
Duration of medicine Please specify how long your child needs to take the medication for	
Are there any possible side effects that the school needs to know about? If yes, please list them	

I give permission for my son/daughter to carry and administer their	Yes	
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own medication in accordance with the agreement of the school and medical staff.	No	
	Not applicable	

Mobile number of parent/carers	
Daytime landline for parent/carers	
Alternative emergency contact name	
Alternative emergency phone no.	
Name of child's GP practice	
Phone no. of child's GP practice	

I give my permission for the Head Teacher (or her nominee) to administer the OTC medicine to my son/daughter during the time he/she is at school. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is no longer needed.

I understand that it may be necessary for this medicine to be administered during educational visits and other out of school activities, as well as on the school premises.

I confirm that the dose and frequency requested is in line with the manufacturers' instructions on the medicine.

I also agree that I am responsible for collecting any unused or out of date medicines and returning them to the pharmacy for disposal. If the medicine is still required, it is my responsibility to obtain new stock for the school.

The above information is, to the best of my knowledge, accurate at the time of writing.

Parent/carers name	
Parent/carers signature	
Date	



Over St. John's CE Primary School
Record of Medicine Administered to an Individual Child

Name of Child	
Date Medicine Provided by Parent	
Year Group and Class	
Name and Strength of Medicine	
Expiry Date	
Dose and Frequency of Medicine	

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			

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

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

Model letter inviting parents to contribute to Individual Healthcare Plan development

Dear Parent

DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting pupils at school with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support the each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership between the school, parents, pupils, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts on their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's individual health care plan has been scheduled for xx/xx/xx. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will involve [the following people]. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I [or another member of staff involved in plan development or pupil support] would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely