

Managing Medical Needs Policy

Document Summary

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FYI: Version control should be used for all formal documents and managed as:-

- 0.1 (1st draft version)
- 0.2 (2nd draft and so on..... 0.3. 0.4 etc)
- 1.0 (Once document has been approved)
- 1.2 (during review/approval of a lifecycle document i.e. policies)
- 2.0 (2nd approved document) and so on.

Amendment History

Version	Amendment Date	Author	Amendment Summary
1.1	24/11/22	PB	Added top sheet and reviewed as not been done since 2019
2.1	041125	PB and MF	Presented to Governors with amendments
2.2	101125	PB and MF	Approved with Governor comments addressed

ST MICHAEL'S PRIMARY SCHOOL

Let Your Light Shine

Managing Medical Needs

November 2025

Following statutory guidance from the Children and Families Act 2014 every school has a legal duty to make arrangements to support children at school with medical conditions.

Rationale

In line with its Church of England Foundation, St Michael's CEVC Primary School believes that all children are special and unique and is committed to ensuring that all children achieve their potential. The school staff and Governors recognise that some pupils will require medication at school or reasonable adjustments to the school environment / school timetable in order to enable them to access the curriculum and improve the quality of school and home life.

The school's policy sets out how we aim to manage children's medical needs in school to ensure that all children are able to fulfil their potential.

Definitions in use through this policy

Short Term Medication – This is prescription medication, which only needs to be taken for a few days to allow the pupil to return to school e.g. a course of antibiotics. The administration of this medication should be for a couple of weeks or less. A 'Request for School to Administer Medication' form 2, will need to be completed.

Emergency Short Term Medication – This is medication, which parents may request/must approve for administration as part of a school trip. Examples might be for medication for headaches, insect bites etc.

Long Term Medication – This is medication required to manage a long-term medical need, i.e. asthma, epilepsy, etc. where the medication will be required for extended periods. A Healthcare Plan should be completed.

Individual Health Care Plans (HCP): Individual Health Care Plans are drawn up between parents, healthcare professionals and the school. They outline the long term medical needs of a child and contain procedures and guidance for staff to follow. They are reviewed at least annually.

School Health Nurse (SHN): The school health nurse advises on Individual Health care plans.

School Procedure

Request to Administer Long Term Medication and General Care

Once the school has been informed that a child has a medical condition or need, an Individual Health Care plan (HCP) will be drawn up with the parents incorporating advice and recommendations from the school health nurse (SHN) or other health care professional. This may include dosage of medications or appropriate adjustments to the school day / procedures. E.g. use of a chair in assembly, regular drinking etc. The school will be responsible for ensuring that the HCP is in place, is followed and that it is reviewed annually or sooner if the school are alerted to changes needed by healthcare professionals or parents.

Teaching staff should be given a list detailing names, condition and medication of children with medical needs in each class. **This list should be discussed with classroom assistants, lunch break supervisors and students involved with the class. If the child is going to be in a lesson without a school adult present e.g Reserve RE then it is the teacher's responsibility to share conditions and medical treatments with the supervising adult.**

Additional guidelines for Long term medication:

- The school will only administer medication where a 'request to administer medication' form has been completed by the parent(s)/guardian(s) of a pupil. No medication will be given unless this form is completed. Medication must be prescribed by a health care professional and must have the medical instructions, including dosage, attached to the medication.
- Where possible, competent children are encouraged to take responsibility for their own medications and procedures. With younger children a member of staff is authorised to administer the stated dose.
- Children who have asthma are encouraged to keep their inhalers with them in their bags or classroom. Form 4 'Request for pupil to carry his/her own medication' will need to be completed. Some inhalers are stored in the classroom or office for the younger children or for those children who rarely need their inhalers. All children with Asthma should have a HCP.
- Children who have extreme allergic reactions to some food i.e. nuts, fish, or dairy products – ANAPHYLAXIS – have an inhaler or auto-injector in the office (as well as one with the child as appropriate). If an attack does take place then an ambulance should be called immediately and parents contacted, and a trained member of staff may administer as instructed by the child's medical plan. (see Emergency Treatment section)
- If pupils refuse to take medication, then the parents should be informed immediately and if necessary the emergency services called.
- Staff should always take normal precautions to avoid infection and must follow basic hygiene procedures. Protective gloves should be worn when dealing with spillages of blood or other body fluids. Gloves can be obtained from the office and each teacher should have some pairs in their classroom.
- For storage of medicines see paragraph titles 'Storage of medication'

Short term Medication:

- The school will only administer medication where a 'request to administer medication' form has been completed by the parent(s)/guardian(s) of a pupil. No medication will be given unless this form is completed. Medication must be prescribed by a healthcare professional, and must have the medical instructions, including dosage, attached to the medication.
- All medications will be stored in the office cupboard or fridge as appropriate. However parents should be encouraged to ask their health care professional, where possible to prescribe medication in dose frequencies which enable it to be taken outside school hours. (Guidelines: There is no problem when medication is prescribed for three times per day, as doses may be taken before school, after school and at bedtime. Four doses would include a midday requirement which would need the request form to be completed.)
- **If a child simply turns up with medication it will not be administered and the parent will be informed. In certain cases the child may need to be sent home.**
- When children are on short term medication but are well enough to attend the school day, parents are asked to administer the medication before and after school.

Storage of Medication:

- Children who have asthma are encouraged to keep their inhalers with them in their bags or classroom. Form 4 'Request for pupil to carry his/her own medication' will need to be completed. Some inhalers are stored in the classroom or office for the younger children or for those children who rarely need their inhalers.

- Children who have extreme allergic reactions to some food i.e. nuts, fish, or dairy products – ANAPHYLAXIS – have one in the office and all staff are made aware of any children who suffer allergies which could potentially cause anaphylaxis.
- All other medications (excluding above) will be stored in the office cupboard or fridge as appropriate.
- Staff should not dispose of medicines. Parents should collect medicines held at school at the end of each term and be responsible for ensuring that any medication in school is not out of date. They should also be responsible for changing empty medicine containers.
- **No pupils should have in their possession any form of medication, other than inhalers or such medicine as is described in their ‘request to administer medication’ form, and ‘healthcare plan’. This includes prescribed and non-prescribed medication, including calpol/nurofen, cough sweets, throat lozenges and cold remedies.**

Emergency Treatment

- In an emergency (breathing problems, anaphylaxis, reduced consciousness, rash that doesn't fade with pressure) an ambulance should be called.
- If it is not an emergency the parents should be contacted first and offered the option of calling an ambulance or of taking their child to hospital/other medical service themselves.
- If the parents are not available an ambulance will be called and a member of staff should accompany the child and should remain at the hospital until a parent arrives.
- Generally staff should not take pupils to hospital in their own car. However, in an emergency it may be the best course of action. In those circumstances the member of staff should be accompanied by another adult and have appropriate public liability vehicle insurance.

Request to Administer Emergency Short Term Medication.

The School will administer emergency short-term medication as part of a school trip providing the above procedures are followed. All trip consents are provided through Arbor and therefore it is the trip leader's responsibility to ensure appropriate medication is available.

Parents are to be reminded that the school is unable to administer medication to children at St Michael's without the parent's written permission and information on what medication the child should receive.

Assessment of Request

Following receipt of a 'request to administer medication' form the Headteacher or Deputy Head may discuss with the office staff the nature of the request and whether or not they are willing to administer the medication. The Headteacher will also identify whether staff are competent to administer the required medication. Our School Business Manager (who is paediatric first aid trained) reads and signs all the medication request forms.

(Staff are deemed competent to administer medication in tablet form orally or as medicine orally but must have received training in any medical techniques required, e.g. use of EPI-PEN for anaphylaxis.)

Health Care Plans and Forms

The school office can pass on any forms needed to parents. These may be:

Form for Request for Medicines to be Taken in School, Form 2 – Where a course of medication is needed to be administered for up to two weeks to enable a child to return to school. These forms should be kept for a period of time prior to disposal, subject to advice from the school nurse.

Long term medications must be listed in a Health Care Plan – Where a child needs medication for a long-term medical need – e.g. asthma. This plan will only be changed following parental/ healthcare professional instruction upon review. Parents should inform the school office if their child has a relevant medical problem/medication and then a health care plan may be drawn up. The SENCO or Family Link worker will make contact and organise a meeting to discuss.

Notification to Parents

Parents will be notified that the school have agreed to administer the medication requested and a copy of the health plan provided if this is the case. Parents will be advised that it is their responsibility to notify the school of any changes in the medication.

Record of Administration Form 3 and 3A

In cases where medication is administered a record should be kept of the dose and time when administered and signed by the person administering the medication.

Review/Revision of the Long Term Health Care Plan

This can occur quite often especially in the early stages when there is a degree of experimentation required with medication to find out what is most effective. Generally the expectation is that it will be for parents to confirm changes in writing to the school and it will be for the school to alter the plan to reflect this information. Discussion with parents in Autumn Term parents evening to check the information on the Health Care Plans. Individual health care plans will be reviewed at least annually.

Staff Liability

There is no legal requirement on staff in schools to administer medication to pupils but there are a number of legislative requirements whose effect, in practice, has resulted in school staff administering medication.

Primarily there is a legal requirement to educate children. Consequently schools need to make arrangements to allow children with medical needs to attend school where practicable. Once in school pupils are owed a 'duty of care' and staff also act in 'loco parentis'.

The prime responsibility for a child's health however lies with the parents.

For more information read South Gloucestershire Council Statement of Policy on the Administration of Medication.

Reviewed by School: November 2025

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Review date: live policy: as needed