



## Hackness Church of England Primary School

### Supporting Children with Medical Needs and Administering Medicines Policy

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1	Compliance Officer	07.02.18	Approved by Trustees	
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### Introduction:

Elevate Multi Academy Trust (Elevate) Board of Trustees has agreed this Policy and as such, it applies to all Academies within the Trust.

References to 'the Headteacher' includes the Executive Headteacher, Headteacher, acting Headteacher or Head of School as appropriate.

### Statutory Legislation and Government Guidance:

- Children and Families Act 2014
- Equalities Act 2010
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Supporting Pupils at School with Medical Conditions ([DfE Guidance](#))

### Linked to the Following Policies:

- Elevate Health & Safety Policy
- Elevate Allergens Policy
- Elevate First Aid policy
- SEND policy
- Elevate EVC and children off site

### Rationale:

Elevate and its Academies value the abilities and achievements of all its children and is committed to providing for children the best possible environment for learning. They actively seek to remove the barriers to learning and participation that can hinder or exclude individual children, or groups of children. This means that equality of opportunity must be reality for all children. Elevate and its Academies make this a reality through the attention they pay to the different groups of children within the Academies.

### Introduction:

The Children and Families Act 2014 ([link](#)) states that arrangements for supporting pupils at school with medical conditions must be in place and those pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.

Many children, at some point during their time at school, will have a medical condition which may affect their potential to learn and their participation in school activities. For most, this will be short term, perhaps finishing a course of medication or treatment, other children may have a medical condition that, if not properly managed, could limit their access to education.

This policy includes managing the administration of medicines, supporting children with complex health needs and first aid. Elevate and its Academy makes every effort to ensure the wellbeing of all children, staff and adults on site.

### Aims and Objectives - To:

- Ensure that children with medical conditions, in terms of both physical and mental health, are properly supported in the Academy so that they can play a full and active role in school life, remain healthy and achieve their academic potential.
- Establish a positive relationship with parents and carers, so that the needs of the child can be fully met. Parents/carers of children with medical conditions are often concerned that their child's health will deteriorate when they attend school. This is because children with long-term and complex

medical conditions may require on-going support, medicines and care while at school to help them manage their condition and keep them well.

- Other children may require interventions in particular emergency circumstances.
- It is also the case that children's health needs may change over time, in ways that cannot always be predicted, sometimes resulting in extended absences. It is therefore important that parents/carers feel confident that their child's medical condition will be supported effectively in school and that they will be safe.
- Work in close partnership with health care professionals, staff, parents/carers and children to meet the needs of each child – In making decisions about the support they provide, it is crucial that Academies consider advice from healthcare professionals and listen to and value the views of parents/carers and children.
- Ensure any social and emotional needs are met for children with medical conditions – children may be self-conscious about their condition, and some may be bullied or develop emotional disorders such as anxiety or depression around their medical condition.
- Minimise the impact of any medical condition on a child's educational achievement – In particular, long-term absences due to health problems affect children's educational attainment, impact on their ability to integrate with their peers and affect their general wellbeing and emotional health. Reintegration back into school should be properly supported so that children with medical conditions fully engage with learning and do not fall behind when they are unable to attend. Short term absences, including those for medical appointments, (which can often be lengthy), also need to be effectively managed.
- Ensure that an up-to-date Educational Health Care Plan is in place for each child with a medical condition and for some children who may be disabled or have special educational needs, that their Education and Health Care Plan is managed effectively.

### Responsibilities:

Supporting a child with a medical condition during school hours is not the sole responsibility of one person. Partnership working between Academy staff, healthcare professionals, parents/carers and children will be critical.

### Trustees

- Are ultimately responsible.
- To approve a Trust wide policy incorporating process and procedures for children with medical needs and is in line with local and national guidance.
- To delegate implementation and monitoring of the policy to the Local Governing Bodies

### Local Committee (LC)

- To implement and monitor this policy.
- To ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

### The Headteacher

- Will ensure the Academy is inclusive and welcoming.
- Will liaise with parents / carers, the child, Academy staff, pastoral support/welfare officers, teaching assistants, Health Services and NYC.
- Will ensure information held by the Academy is accurate and up to date and that there are good information sharing systems in place using Individual Health Care plans.
- Will ensure child confidentiality.

- Will take overall responsibility for the development & monitoring of IHCPs.
- Will contact the [Growing Healthy 0-19 Service](#) for advice, consultation and support for children and families with Emotional Health & Resilience needs.
- Will ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date.
- Will ensure absences due to medical needs are monitored and alternative arrangements for continuing education are in place.
- On a regular basis will check medication held in school for expiry dates and are disposed of accordingly by parents / carers.
- Will inform parents when supply of medicine needs replenishing / disposing.
- Will quality assure record keeping.
- Will work together to quality assure staff competency in specific procedures.
- Regularly remind staff of this policy and procedures.
- Where a child is open to the [MES \(Medical Educational Services\)](#) the Headteacher will:
  - Identify a named Academy contact to liaise directly with the MES.
  - Ensure the named contact arranges regular Pupil Reintegration Education Plan (PREP) meetings in a timely way.
  - Ensure the child's teachers liaise directly with the MES & share appropriate resources (laptop/schemes of work/lesson plans etc) prior to provision from the MES starting.
  - Arrange an appropriate space in school for the child to have provision from the MES.
  - Ensure the Academy is in regular contact with the child, parent / carer.
  - Maintain safeguarding responsibility & identify the Designated Safeguarding Lead (DSL).
  - Enter the child for exams & arrange access & invigilation arrangements.
  - Make arrangements for EHCARs and EHCP Reviews where appropriate.
  - Be active in the monitoring of progress and the reintegration into the Academy, using key staff to facilitate the reintegration into the Academy.
  - Support transitions.
- All staff are aware of the policy for supporting children with medical conditions and understand their role in its implementation.
- All staff and volunteers who need to know are aware of the child's condition.
- Sufficient trained staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations.
- The Academy is appropriately insured, and that staff are aware that they are insured to support children in this way.
- The [Healthy Child Team](#) is contacted in the case of any child who has a medical condition that may require support at the Academy.
- Staff have received suitable training and are competent before they take on responsibility to support children with medical conditions.

### Academy Staff:

- Understand that any member of Academy staff may volunteer or be asked to provide support to children with medical conditions, including the administering of medicines, although they cannot be required to do so.
- Understand the role they have in helping to meet the needs of a child with a medical condition.

- Work towards/complete targets and actions identified within the Health Care Plan or the SEND Education, Health and Care Plan.

### First Aiders:

- Will give immediate help to casualties with common injuries or illnesses and those arising from specific hazards within the Academy.
- When necessary, ensure that an ambulance or other professional medical help is called.
- Check the contents of first aid kits and replenish as necessary.

The Academy always has relevant trained first aiders on site throughout the school day who are aware of the most common serious medical conditions at this school. Training must be regularly refreshed.

### Healthcare Professionals:

- Notifying the Academy when a child has been identified as having a medical condition who will require support in the Academy.
- Take a lead role in ensuring that children with medical conditions are properly supported in the Academy, including supporting staff on implementing a child's plan.
- Work with Headteachers to determine the training needs of Academy staff and agree who would be best placed to provide the training.
- Confirm that Academy staff are proficient to undertake healthcare procedures and administer medicines.

### Children:

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

Children will:

- Treat other children with and without a medical condition equally.
- Tell their parents/carers, teacher or nearest staff member when they or another child is not feeling well. The Academy will remind all children of this on an annual basis in (assembly).
- Treat all medication with respect.
- Know how to gain access to their medication (includes emergency medication).
- Ensure a member of staff is called in an emergency.

### Parents and Carers:

Parents/carers are expected to support their child by:

- Telling the Academy if their child has / develops a medical condition.
- Immediately informing (the Academy office) in writing if there are any changes to their child's condition or medication.
- Ensuring that they/ their emergency representative is always contactable.
- Administering medication out of school hours wherever possible.
- Undertaking health care procedures out of school hours wherever possible.

- Ensuring they supply the Academy with correctly labelled in date medication.
- Completing the necessary paperwork e.g. request for administration of medication.
- Collecting any out of date or unused medicine from the Academy for disposal.
- Keeping their child at home if they are not well enough to attend school / infectious to other people.
- Ensuring their child catches up on any schoolwork they have missed.
- Ensuring their child has regular reviews about their condition with their doctor or specialist healthcare professional.
- Being involved in the development and review of their child's IHCP and may be involved in its drafting.
- Carrying out any action they have agreed to as part of the implementation of the IHCP, e.g. provide medicines and equipment, and ensure they or another nominated adult are always contactable.

Parents/carers who do not provide this support should be aware that the Academy may not be able to fully support their child's medical condition.

### Equal Opportunities:

The Academy is clear about the need to actively support children with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

The Academy will consider what reasonable adjustments need to be made to enable these children 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 children with medical conditions are included. In doing so, children, their parents, carers and any relevant healthcare professionals will be consulted.

### Assisting Children with Long Term or Complex Medical Needs:

A proactive approach is taken towards children with medical needs. Every child with a long term or complex medical need will be offered a home visit from an accompanied class teacher at the onset of condition or change in condition. This enables the Academy and parents/carers to identify potential issues or difficulties before a child returns to the Academy. Issues identified in the past have included access to classrooms, toilet facilities, additional adult support, lunchtime procedures and emergency procedures.

An Educational Health Care Plan (**Appendix 1**) will be produced for any child with long term/complex medical needs and will be reviewed on a regular basis.

To assist children with long term or complex medical needs, the Academy will also consider whether any/all of the following is necessary:

- Adapting equipment, furniture or classrooms to enable the child to access a particular aspect of the curriculum or area of the Academy.
- Involving the home and hospital support service.
- Working in partnership with medical agencies and receiving advice/support from other professionals including the School Nurse.



- Arranging for additional adult support throughout specific parts of the school day.
- Adapting lesson plans.
- Establishing a phased attendance programme.
- Ensuring that there are procedures in place for the administration of medicine.
- Training for Support Staff/Teachers on a specific medical condition.
- Providing a programme of work for children who are absent from the Academy for significant periods of time.
- Providing appropriate seating during assembly/carpet time.
- Ensuring there is adequate supervision during play times so that the health and safety of all children is not compromised.
- Ensuring that arrangements are made to include a child with medical needs on educational visits.

### Individual Health Care Plans (IHCP):

An Individual Health Care Plan is a document that sets out the medical needs of a child, what support is needed within the school day and details actions that need to be taken during an emergency.

They provide clarity about what needs to be done, when and by whom. The level of detail within the plans will depend on the complexity of the child's condition and the degree of support needed. This is important because different children with the same health condition may require very different support.

Individual Health Care Plans may be initiated by a member of Academy staff, or another healthcare professional involved in providing care to the child. Plans must be drawn up with input from such professionals e.g. a specialist nurse, who will be able to determine the level of detail needed in consultation with the Academy, the child and their parents/carers.

Plans should be reviewed at least annually or earlier if the child's needs change. They should be developed in the context of assessing and managing risks to the child's education, health and social well-being and to minimise disruption. Where the child has a special educational need, the individual healthcare plan should be linked to the child's Statement or EHC plan where they have one.

Parents/carers will receive a copy of the Health Care Plan with the originals kept by the Academy's SEND Lead. Medical notices, including pictures and information on symptoms and treatment are placed in a file in the staff room and kitchen and given to the child's class teacher for quick identification, together with details of what to do in an emergency. When not in use the file will be locked in a secure cupboard.

### Administering Medicines:

- **The Academy will only give medication when they have written parental permission to do so.**
- Medicines should only be administered at the Academy when it would be detrimental to a child's health or school attendance not to do so.
- No child under 16 should be given prescription or non-prescription medicines without their parent's written consent - except in exceptional circumstances where the medicine has been prescribed to the child without the knowledge of the parents/carers. In such cases, every effort should be made to encourage the child or young person to involve their parents/carers while respecting their right to confidentiality.
- A child under 16 should never be given medicine containing aspirin unless prescribed by a doctor.
- Medication, e.g. for pain relief, should never be administered without first checking maximum dosages and when the previous dose was taken.

- Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.
- The Academy should only accept prescribed medicines that are in-date, labelled with the child's name, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin, which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container.
- All medicines must be stored. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenalin pens should be always readily available to children and not locked away.
- The Academy should otherwise keep controlled drugs, labelled with the child's name, that have been prescribed for a child securely stored in a non-portable container and only named staff should have access.
- Controlled drugs should be easily accessible in an emergency by a member of staff who may administer a controlled drug to the child for whom it has been prescribed providing they have received specialist training/instruction.
- The Academy should keep a record of all medicines administered to individual children, stating what and how much was administered, when and by whom. Any side effects of the medication to be administered at school should be noted.
- When no longer required, medicines should ALWAYS be returned to the parent to arrange for safe disposal.
- Sharps boxes should always be used for the disposal of needles and other sharps.
- For medication where no specific training is necessary, any member of staff may administer prescribed and non-prescribed medication where necessary to children but only with a parent/carer's written consent.
- Some medicines require staff to receive specific training on how to administer it from a registered health professional.
- There is no legal duty which requires Academy staff to administer medication. However, staff across Elevate may administer medication to children ***provided that the parent and carer has completed an Administration of Medication Form (see Appendix 2).***

**Non-prescribed** medication will only be administered in the Academy where it is essential to the child's health and where it cannot be taken out of the Academy's hours.

- When non-prescribed medicine is administered it must have prior written parental consent form and a record of administration form must be kept.
- The Academy will check the name of the child is on the packaging and medication, expiry date, dosage, administration instructions, correct storage.
- The Academy will only administer non-prescription medicine if they have written parental consent, it has been confirmed by the parent and carer when the last dose was administered, and a record is kept of when the medicine has been administered. The Headteacher may at any time withdraw their consent to administer the non-prescription medicine without reason.
- Non – prescribed medication should be provided by the parents. The Academy/setting will not routinely hold their own stocks of medication.

### Complimentary Medicines including homeopathy:

These will be either prescribed or non-prescribed and so the Academy should treat them accordingly.



Medication should only be requested to be administered if it *needs* to be administered during school time. Where the dosage is 3 three times a day it is usually acceptable that these doses are given at home – before school, immediately after school and just before bedtime.

Medication and the request form should be handed to staff by parents and carers, never the child. For children in KS1 and KS2, the Academy encourages parents to provide correct dosages of medicine in an appropriate container for a member of staff to oversee the child whilst he/she takes it. All medication should be placed in a clear container (with a lid) and the name of the child, type of medication and dosage clearly displayed. Medicines should always be provided with the prescriber's instructions.

### Asthma:

Children with asthma are encouraged to carry their inhalers with them either on their person, or in a place easily accessible to them. However, an emergency inhaler may be kept in the Academy office or classroom, refer to [Emergency asthma inhalers for use in schools](#).

Children who have asthma will not have an Individual Healthcare Plan unless their condition is severe or complicated with further medical conditions.

### Diabetes:

Children with diabetes are encouraged to keep medication close to hand. They can take high energy snacks when needed and at any point in the day.

### Storing Medicines:

The Academy will only store, supervise and administer medicine that has been prescribed for an individual child. Where a child needs 2 or more prescribed medicines, each should be in a separate container. Staff should never transfer medicines from their original containers. Medicines are stored safely in the **classroom** and in the refrigerator if required. All *emergency medicines*, such as asthma inhalers and adrenaline pens are readily available to the child– not locked away.

Children should know where their own medicines are stored.

### Disposal of Medicines:

Staff should not dispose of medicines. Parents/carers are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal. They should also collect medicines held at the end of each term. This includes asthma medication. If parents do not collect all medicines, they should be taken to a local pharmacy for safe disposal. Removing any personal data first.

### Safety Management of Medicines:

The storage of medicines must ensure that the risks to the health of others are properly controlled as set out in the [Control of Substances Hazardous to Health Regulations 2002 \(COSHH\)](#).

### Emergency Procedures:

In emergency situations, where possible, the procedure identified on a child's Health Care Plan will be followed. When this is not available, a qualified First Aider will decide on the emergency course of action. If it is deemed a child needs hospital treatment as assessed by the First Aider the following procedures must take place:

- Stabilise the child
- Dial 999
- Contact parent/carer
- Notify Headteacher

The most appropriate member of staff accompanies child to hospital with all relevant health documentation (Inc. tetanus and allergy status) and clear explanation of the incident if witness does not attend. A senior member of staff should attend the hospital to speak to parents if deemed necessary.

### **Hygiene and Infection Control:**

All staff should be aware of normal precautions for avoiding infections and follow basic hygiene procedures e.g. basic hand washing. Staff must have full access to protective disposable gloves and care is taken with spillages of blood and body fluids.

### **Sporting Activities:**

Some children may need to take precautionary measures before or during exercise. Staff supervising such activities should be aware of relevant medical conditions and any preventative medicine that may need to be taken and emergency procedures.

### **Educational Visits:**

Elevate and its Academies actively support children with medical conditions to participate in educational visits, or in sporting activities but are mindful of how a child's medical condition will impact on their participation. Arrangements will always be made to ensure children with medical needs are included in such activities unless evidence from a clinician such as a GP or consultant states that this is not possible.

A risk assessment will be complete at the planning stage to take account of any steps needed to ensure that pupils with medical conditions are included. This will require consultation with parents/carers and children and advice from the school nurse or other healthcare professional that are responsible for ensuring that pupils can participate. A copy of the child's Health Care plan should be taken with the child on an Educational Visit.

The class teacher must also ensure that medication such as inhalers and autoinjectors are taken on all educational visits and given to the responsible adult that works alongside the child throughout the day. A First Aid kit must be taken on all educational visits. The Trip Leader must ensure that all adults have the telephone number of the Academy in case of an emergency.

A 3-day trained first aider should attend all educational visits especially when a child with a specific medical need is going. The first aider provisions at the destination of the trip should be included as part of the risk assessment. The visit leader must ensure that all necessary medicines are taken on the trip. This will mean checking the medical requirements of the class and ensuring that any child with a specific medical condition has access to prescribed medicine whilst on the trip. First Aid trained staff administering medication to children on educational visits should follow the guidelines above.

### **After School Clubs:**

It is the responsibility of school clubs (from outside providers) to liaise with parents or carers and to send home a medical form for completion. The Academy must ensure that all clubs know how to obtain medical assistance, location of the medication and how to dial for an outside line if they need to call an ambulance.

### **Breakfast Club and After School Club:**

Each club must have a trained First Aider, and a first aid kit close at hand. Each club must also have access to the Academy's First Aid Box. On the booking forms parents must state any medical needs and allergies and provide a contact number in case of emergency. Any child who requires medicine must have written confirmation from the parent / carer and the same procedures of administering medicines are followed.

### **Home to School Transport:**

Parents/carers are responsible for informing SEN transport or Integrated Passenger transport if their child has a medical need that they may require assistance with during the journey to and from school.

### **Complaints:**

Parents/carers with a complaint about their child's medical condition should discuss these directly with the Headteacher in the first instance. If the Headteacher cannot resolve the matter, they will direct parents to Elevate's Complaints Policy. (A copy is on the Academies website under Key information :> Complaints)

### **Staff Training:**

Any member of Academy staff providing support to a child with medical needs must have received suitable training by a competent person. It is the responsibility of the Headteacher to lead on identifying with other health specialists and agreeing with the Academy, the type and level of training required, and putting this in place. The suitably qualified healthcare professional should confirm that staff are proficient before providing support to a specific child.

Training must be sufficient to ensure that staff are competent and have confidence in their ability to support pupils with medical conditions, and to fulfil the requirements as set out in individual Health Care plans. They will need to understand the specific medical conditions they are being asked to deal with, their implications and preventative measures.

Staff should not give prescription medicines or undertake health care procedures without appropriate training (updated to always reflect individual Educational Health Care plans) from a healthcare professional. A first-aid certificate does not constitute appropriate training in supporting children with medical conditions. It is important that all staff are aware of this policy and their role in implementing it. The Academy should ensure that training on conditions which they know to be common within their Academy is provided (asthma, autoinjector, sickle cell, diabetes for example).

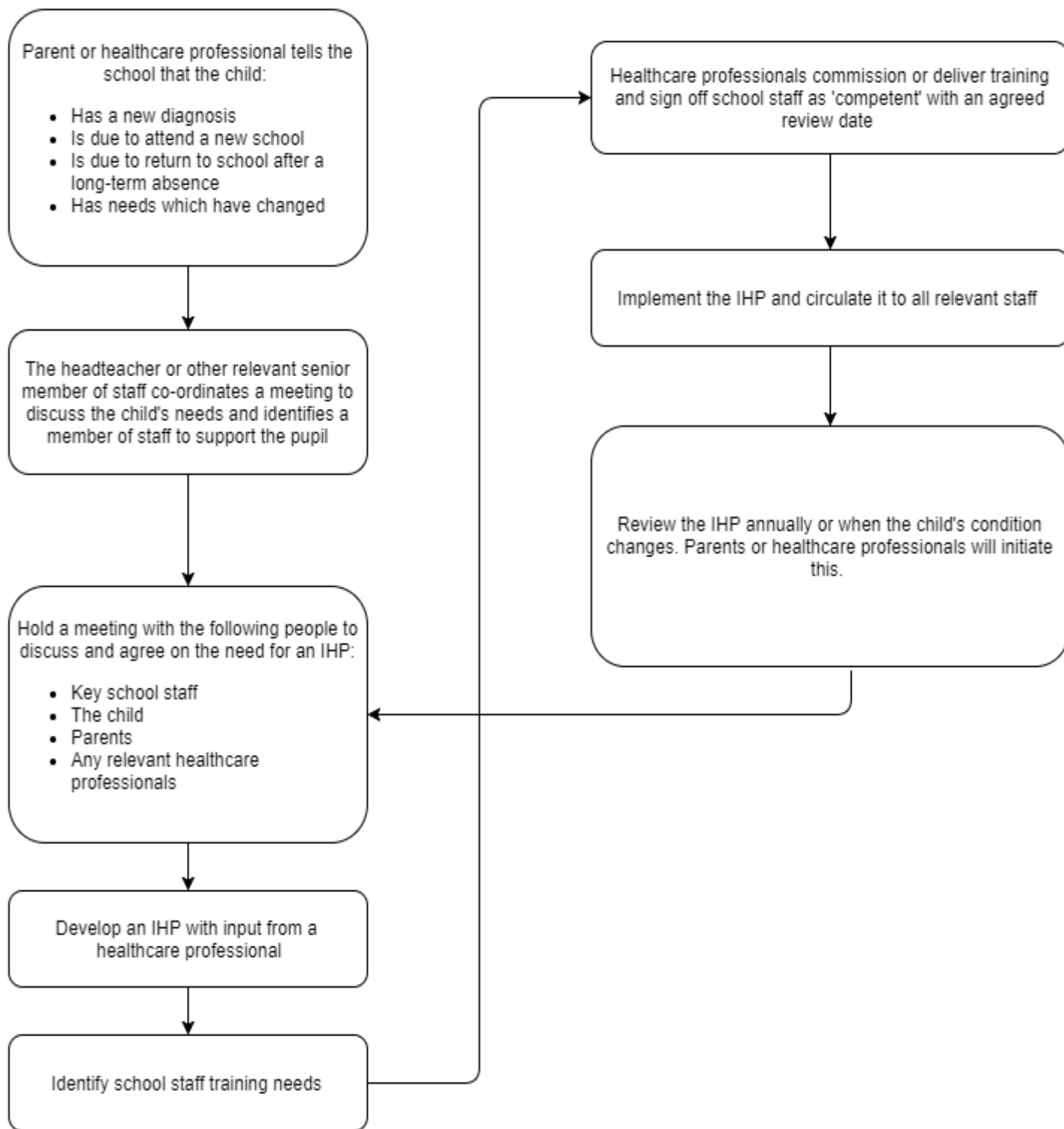
Parents/carers can be asked for their views and may be able to support Academy staff by explaining how their child's needs can be met but they should provide specific advice, nor be the sole trainer.

### **Data Protection:**

Elevate and its Academies will only share information about a child's medical condition with those staff who have a role to play in supporting that child's needs. In some cases, e.g. allergic reactions it may be appropriate for the whole Academy to be aware of the needs. In other cases, e.g. toileting issues, only certain staff involved need to be aware. The Academy will ensure we have written parental/carers permission to share any medical information.

Elevate and its Academies will comply with the [UK General Data Protection Regulation](#) (GDPR) and the Academy's privacy notice includes the basis upon which health information for children is shared as this

is special category information and additional safeguards apply. All staff who have access to the medical records will receive training regarding their duties under the Data Protection legislation, and particularly the UK GDPR duties regarding special category data.



## Appendix 1: EDUCATIONAL HEALTH CARE PLAN

**Name of Academy: Hackness Church of England Primary School**

Child's Name:	
Class:	
Date of Birth:	
Child's Address:	
Medical Diagnosis or Condition	

CONTACT INFORMATION		
1 <sup>st</sup> Contact	Name	
	Tel (work)	
	Tel (home)	
	Tel (mobile)	
2 <sup>nd</sup> Contact	Name	
	Tel (work)	
	Tel (home)	
	Tel (mobile)	
Professional	Clinic/Hospital name	
	GP name	
	Tel	



Describe medical needs and give details of child's symptoms		
Is an intimate care plan required?	YES / NO	
Daily care requirements (e.g. before sport / lunchtime)		
Staff involved in daily care requirements		
Describe what constitutes an emergency for the child, and the action to take if this occurs		
Date		
Review date		
Parent or carer's signature		Date:
Headteacher's signature		Date:

## Appendix 2: ADMINISTERING OF MEDICINE FORM

Academy administered medicines must be:

- In the original packaging
- State the dosage and method by which they are to be taken
- State the frequency to be taken
- Previously taken by the child with no ill effects
- Clearly labelled with the child's name and class. (Both package and contents)
- Within usage date

Parents or carers are required to:

- Bring the medicines to the Academy office in **advance**
- Give written authorisation for the medicine to be administered
- State the duration of the treatment or review date.

### Administering of Medicines Parental Request

**Name of Academy:**.....

**Name of child**.....**Class**.....**D.O.B**...../...../.....

**Medical condition**.....

**Name of Medicine**..... / **Expires**...../...../.....

**Dosage**..... **Approx time to be given**.....

**Name of Medicine**...../ **Expires**...../...../.....

**Dosage**..... **Approx time to be given**.....

Has medicine been taken previously with no ill effects? **YES NO** *(delete as appropriate)*

Can your child administer the medicine themselves in the presence of a first aider? **YES /NO**

If no, I give permission for academy staff to administer medication on my behalf.

The medicine is to be administered until: **End / review date**...../...../.....

I give consent for the above medicine, which has been prescribed for my child, to be administered in school. The medicine has been taken previously by my child with no ill effect.

**Signed Parent/Legal Guardian/Carer**.....**Date**...../...../.....

**(Print Name)** .....

**Signed Authorised member of staff**.....**Date**...../...../.....

## Administration of Medication Record Form

**Name of Academy: Hackness Church of England Primary School**

DATE	TIME	MEDICINE	DOSE	STAFF NAME & INITIALS	COMMENTS