



# **Foxbridge Primary School**

## **Supporting Children With Medical Conditions**

**Written: April 2025**

**Review: April 2026**

**Signed copy held centrally**

## **Introduction**

Foxbridge Primary School is an inclusive community that welcomes and supports children with medical conditions.

This document is revised in line with the current Department for Education [‘Supporting pupils at school with medication conditions’](#) (September 2015)

The Children and Families Act (Section 100) places a duty on proprietors of academies to make arrangements for supporting pupils with medical conditions.

This policy covers the general administration of prescribed and non-prescribed medication. Such medications could be on a temporary, short term or one off basis or for a longer term or continual period for pupils with ongoing support needs. Pupils who have longer term support needs should have an individual health care plan developed, recorded and reviewed at least annually.

Foxbridge Primary School is responsible for developing and regularly reviewing our own medication policy and procedures, copies of which are available to school staff and parents/ carers.

## **Rationale**

### Definition of Health Needs

For the purpose of this policy, pupils with health needs may be:

- pupils with chronic or short-term health conditions or a disability involving specific access requirements, treatments, support or forms of supervision during the course of the school day
- sick children, including those who are physically ill or injured or are recovering from medical interventions
- children with mental or emotional health problems.
- Some children with medical conditions may have a disability. A person has a disability if he or she has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities. Where this is the case, governing bodies must comply with their duties under the Equality Act 2010.

## **General Principles**

- The Board of Governors and staff of Foxbridge Primary School wish to ensure that pupils with medication needs receive appropriate care and support while at school so
- The head teacher accepts responsibility for members of the school staff giving or supervising pupils taking prescribed or non-prescribed medication during the school day.
- Where possible, pupils will be encouraged to self-administer their own medication, with adult supervision.

- When medication is administered by staff, it shall be by those members of staff that have volunteered and been trained to do so, unless medically qualified staff are employed on site. It will not automatically be assumed that a qualified first aider will fulfil this role.
- Parents/carers have the prime responsibility for their child's health and should provide schools and settings with detailed information about their child's medical condition. This responsibility will be communicated via school/setting parent/carer meetings and/or prospectus/school website information.
- On the child's admission to the school the parent/carer will be asked to complete an admission form giving full details of medical conditions, any regular/emergency medication required, name of GP, emergency contact numbers, details of hospital Consultants, allergies, special dietary requirements and any other relevant information. This information will be renewed annually.
- Staff will not give prescription or non-prescription medication unless there is specific written consent from a parent or guardian.
- Medication must be in its original packaging.
- Medication should not be brought into school with the knowledge of school staff.
- Non-prescription medicines such as hay fever treatment or cough/cold remedies will be treated in the same way as prescription medicines in that they should be in a clearly labelled original container with a signed consent form detailing the pupil's name, dose and frequency of administration.
- Prescribed medicines should be in original containers labelled with the pupil's name, dose, and frequency of administration, storage requirements and expiry date.
- Generally, it is not necessary for an over the counter medicine to be prescribed by a medical practitioner in order to be administered in the school setting. The exception is where the child may already be taking prescribed medication and there may be an interaction between prescribed and non-prescribed medicines. In this instance all medications should be prescribed.
- Aspirin should not be given to children under 16 years of age unless prescribed.
- Pupils that have ongoing, long term or potentially emergency medication requirements should have an individual care plan completed and reviewed regularly. Pupils who require temporary, short term medication only require a consent form to be completed.
- If staff have any concerns related to the administration of a medication, staff will not administer the medication but check with the parents/carers and/ or a healthcare professional.
- A child who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so but passing it to another child for use is an offence. Monitoring arrangements may be necessary.

- The school will otherwise keep controlled drugs (The term 'controlled drug' is defined by the Misuse of Drugs Act 1971 ("the Act") as 'any substance or product for the time being specified in Part I, II or III of Schedule 2 of the Misuse of Drugs Act 1971'. Controlled drugs are subject to strict legal controls and legislation determines how they are prescribed, supplied, stored and destroyed), that have been prescribed for a pupil securely stored in a double locked non-portable container and only named staff should have access. Two people must witness the administration of the Controlled Drug. The controlled drug should be easily accessible in an emergency. A record should be kept of any doses used and the amount of the controlled drug held (Misuse of Drugs Act 1971 and COSHH 2002)

## **Responsibilities**

- The school will ensure that members of staff who volunteer to administer medicines will be offered professional training and support as appropriate and required.
- The school recognises that close co-operation, and use of a standard process between schools, settings, parents/carers, health professionals and other agencies will provide a suitably supportive environment for children/young people with medical needs.
- The school will always take full account of authorised volunteers, temporary, supply and peripatetic staff when informing staff of arrangements in place for the administration of medicines and care.
- The school will always designate a minimum of two people it considers suitable and competent to be responsible for the administering of medicine to a child; this will ensure back up arrangements are in place if the principal member of staff with responsibility is absent or unavailable.
- If a child/young person refuses to take medicine, staff will not force them to do so. Other examples include spat out or mishandling of medication. Staff will record the incident on the administration sheet. If refusal results in an emergency, the school's normal emergency procedures will be followed. Government and parents informed.

## **Storage**

- Medication will be kept in a known, safe, secure location. This may need to be a fridge depending on the medication and manufacturer requirements.
- In certain instances, pupils may be in charge of storing their own medication e.g. Inhaler. This will depend on the nature of the medication, the age and maturity of the pupil and whether parental/guardian consent has been received.
- Prescribed emergency medication, such as epi-pens or asthma inhalers, should remain with the pupil, or close by at all times; including P.E and off-site educational visits.
- Parents/guardians are responsible for ensuring that the education setting has an adequate amount of medication for their child. As a general rule, no more than four weeks of medication should be stored at any one time.
- Staff will check that the supplied container is clearly labelled with the name of the child, the name and dose of the medicine, the method and frequency of

administration, the time of administration, and the expiry date. Staff in the school must not alter or add to the label.

- The child will be informed where their own medicines are stored and how to access them.

### **Disposal of medication**

- Procedures using sharp items should be disposed of safely using a sharps bin. These are available on prescription where needed.
- All staff should be familiar with normal precautions for avoiding infection and follow basic hygiene procedures. Staff should have access to protective disposable gloves and take care when dealing with spillages of blood or other body fluids and disposing of dressings or equipment. Ofsted guidance (<https://www.gov.uk/government/organisations/ofsted>) provides an extensive list of issues that early years providers should consider in making sure settings are hygienic.
- Parents/guardians are responsible for collecting remaining medication at the end of each day or term (as appropriate) and for re-stocking medication at the start of each term.
- Parents/guardians are responsible for ensuring that medication is within its expiry date and that any expired medication is returned to the pharmacy for safe disposal.

### **Record keeping**

Consent forms must be signed before any medication is given. The educational setting is responsible for storing copies of signed consent forms. Consent forms should include:

- The pupil's name, age and class
  - Contact details of the parent/guardian
  - Details of any allergies the pupil may have.
  - Clear instructions on the medication required, dose to be administered, frequency of dose and period of time medication will be needed for.
  - Acknowledgement that the pupil has previously taken the required medication with no adverse reactions.
  - A dated signature of the parent/guardian.
- Changes to prescriptions or medication requirements must be communicated to the educational setting by the pupil's parent/guardian and a new consent form signed.
  - Individual Healthcare Plans should be developed and reviewed for all pupils with needs that may require ongoing medication or support. Such care plans should be developed with parents/guardians, the educational setting and other professional input as appropriate.
  - A record of medication given or supervised being taken should be kept including the date, time and dose taken.

## Medical Emergencies

- In the event of a medical emergency, all relevant procedures should be activated and 999 dialled as appropriate.
- If a pupil needs to be taken to hospital, a member of staff should stay with the child until the parent/carer arrives, or accompany the child taken to hospital by ambulance. Schools need to ensure that they, understand the local emergency services cover arrangements.
- Emergency number to call (including additional number to reach an outside line-if applicable) 999 or 112 , Navigational instruction, if different from the school or postcode
- If a pupil does become ill at school, they must be accompanied to the school office or medical room by a member of staff. Wherever possible a qualified first aider should attend the location in which the pupil has become ill, this should be without delay.
- In the event of a pupil experiencing a potentially **life-threatening emergency**, for example an asthma attack or a suspected allergic reaction, information on spare generic emergency medication held in school will need to be communicated to the emergency services. Guidance to then be taken from the emergency services during the 999 call.
- A record of emergency medicines and their expiry dates should be kept and recorded each term for those educational settings which store such medications (for example epi-pens or asthma inhalers).
- Emergency medicines should only be given to pupils with a signed consent form and following clear, agreed procedures detailed in the consent form or individual care plan.

## Supporting children with health needs that cannot attend school

In the event of a child not being able to attend school due to health needs, Foxbridge Primary school will make arrangements to deliver a suitable education where possible. This will be on a case by case basis.

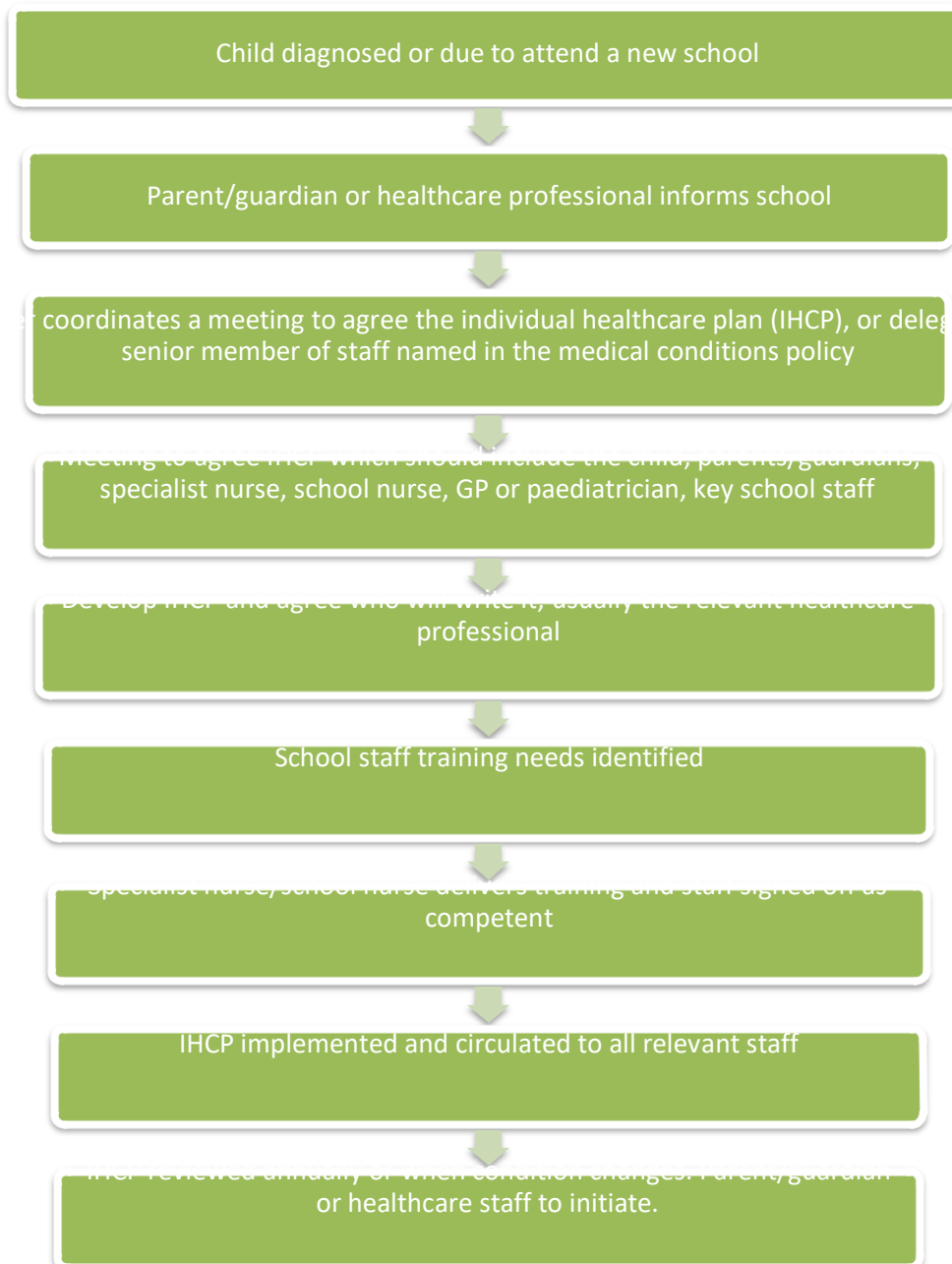
The school will liaise closely with the parents, the Local Authority and other external agencies as appropriate.

This policy will be reviewed annually by the Governing Body.

## Appendix A: Medicine Consent Form

| Foxbridge Primary School Medicine Consent Form  |  |
|---|--|
| Child's name and class  |  |
| Child's date of birth   |  |
| My child has been diagnosed as having<br>( <i>condition</i> )   |  |
| He/she is considered fit for school but requires the following medicine to be given during school hours   |  |
| Name of medicine  |  |
| Dose required   |  |
| Time/s of dose  |  |
| With effect from [start date]   |  |
| Until [end date]  |  |
| The medicine should be taken by ( <i>mouth, nose, in the ear, other: please provide details as appropriate</i> )  |  |
| I consent/do not consent for my child to take the medicine by him/herself and therefore kindly request/do not request that you arrange for the administration of the above medicine as indicated. ( <i>Please delete as appropriate</i> )                   |  |
| I consent/do not consent for my child to carry his/her own medicine and therefore kindly request/do not request the school to store it on his/her behalf. This medicine does/does not need to be kept in a fridge. ( <i>Please delete as appropriate</i> )  |  |
| <b>By signing this form I confirm the following statements:</b>   |  |
| <ul style="list-style-type: none"> <li>• That my child has taken this medicine or at least two doses of this medicine before and has not suffered any adverse reactions.</li> </ul>   |  |
| <ul style="list-style-type: none"> <li>• That I will update the school with any change in medication routine use or dosage</li> </ul>   |  |
| <ul style="list-style-type: none"> <li>• That I undertake to maintain an in date supply of the medication</li> </ul>  |  |
| <ul style="list-style-type: none"> <li>• That I understand the school cannot undertake to monitor the use of self-administered medication carried by my child and that the school is not responsible for any loss of/or damage to any medication</li> </ul> |  |
| <ul style="list-style-type: none"> <li>• That I understand the school will keep a record of medicine given and will keep me informed that this has happened.</li> </ul>   |  |
| <ul style="list-style-type: none"> <li>• That I understand staff will be acting in the best interests of my child whilst administering medication.</li> </ul>   |  |
| Signed  |  |
| Name (please print)   |  |
| Contact details   |  |
| Date  |  |
| Staff member signature  |  |
| Name (please print)   |  |
| Date  |  |

**Appendix B: Procedure for the development of an Individual Health Care Plan (IHCP)** An IHCP is a written, recorded plan on the specific information and requirements of an individual pupil and ensure that the pupil's needs will be met in the educational setting. Plans should be agreed by the head teacher and parents/guardians, be formally recorded and reviewed at regular intervals. A template/pro forma is available for download on the Schools website [www.leicestershiretradedservices.org.uk](http://www.leicestershiretradedservices.org.uk) system under 'A: Administration of medicines' and Medication and Management Procedures. The procedure for development of an IHCP is given below:



## Individual Health Care Plan

|   |  |
|---|--|
| Name  |  |
| Class   |  |
| Date of birth                                   |  |
| Address   |  |
| Medical diagnosis or condition                  |  |
| <b>Family Contact Information – Contact 1</b>   |  |
| Name  |  |
| Relationship to child                           |  |
| Home phone number                               |  |
| Mobile number                                   |  |
| Work number                                     |  |
| <b>Family Contact Information – Contact 2</b>   |  |
| Name  |  |
| Relationship to child                           |  |
| Home phone number                               |  |
| Mobile number                                   |  |
| Work number                                     |  |
| <b>Medical Contacts</b>                         |  |
| Pediatrician name                               |  |
| Name of clinic / hospital                       |  |
| Contact number                                  |  |
| Name of doctor                                  |  |
| Surgery name                                    |  |
| Contact number                                  |  |
| Details of other health professionals involved. |  |



## Appendix C: Advice on Medical Conditions

The Community Paediatrician or nurse, on request, will give advice to schools regarding medical conditions. Parents or guardians of children with medical conditions seeking general information should be advised to seek advice from their GP, school health professionals (providing name and contact details) or from specialist bodies, an selection of which are listed below.

|   |   |
|---|---|
| <b>Asthma</b>   |   |
| General information                                     | Asthma UK: <a href="http://www.asthma.org.uk">www.asthma.org.uk</a><br>Asthma helpline: 0300 222 5800   |
| For teachers  | Guidance on Emergency asthma inhalers for use in schools:<br><a href="http://www.gov.uk">www.gov.uk</a>   |
| <b>Epilepsy</b>   |   |
| General information                                     | Epilepsy action: <a href="http://www.epilepsy.org.uk">www.epilepsy.org.uk</a><br>Helpline: 0808 800 5050  |
| For teachers  | Guidance in Appendix 3: 'Epilepsy Health Forms for IHCPs'.  |
| <b>Infectious diseases</b>                              | Public Health England: <a href="http://www.gov.uk">www.gov.uk</a> ; Tel: 0344 225 4524 option 1   |
| <b>Haemophilia</b>                                      | The Haemophilia Society: <a href="http://www.haemophilia.org.uk">www.haemophilia.org.uk</a> ; Tel: 0207 939 0780  |
| <b>Anaphylaxis</b>                                      |   |
| General information                                     | Anaphylaxis Campaign: <a href="http://www.anaphylaxis.org.uk">www.anaphylaxis.org.uk</a> ; Tel: 01252 542 029   |
| For teachers  | See Appendix 4: 'Emergency Action Plan' forms for Epipen/Jext Pens. NB the need to report the administration of this medication to: Bridge Park Plaza, Fax: 0116 258 6694 and email to <a href="mailto:childrensallergy@uhl-tr.nhs.uk">childrensallergy@uhl-tr.nhs.uk</a>   |
| <b>Thalassaemia</b>                                     | UK Thalassaemia Society: <a href="http://www.ukts.org">www.ukts.org</a> ; Tel: 020 8882 0011  |
| <b>Sickle Cell Disease</b>                              | The Sickle Cell Society: <a href="http://www.sicklecellsociety.org">www.sicklecellsociety.org</a> ; Tel: 020 8961 7795  |
| <b>Cystic Fibrosis</b>                                  | Cystic Fibrosis Trust: <a href="http://www.cftrust.org.uk">www.cftrust.org.uk</a> ; Tel: 020 846 47211  |
| <b>Diabetes</b>   |   |
| General information                                     | Diabetes UK: <a href="http://www.diabetes.org.uk">www.diabetes.org.uk</a> ; Tel: 0345 123 2399  |
| For teachers  | See Appendix 5 on website. Note the opportunity to attend 'Diabetes in School' training days, regularly advertised on <a href="http://www.leicestershiretradedservices.org.uk">www.leicestershiretradedservices.org.uk</a> and funded by Diabetes UK<br>Diabetes Specialist Nurse: 0116 258 6796<br>Consultant Paediatrician: 0116 258 7737<br>Diabetes Care line services: 0345 123 2399 |
| <b>Other useful contact numbers</b>                     |   |
| Insurance Section LCC                                   | David Marshal-Rowan, Tel: 0116 305 7658 (for additional insurance)<br>James Colford, Tel: 0116 305 6516 (for insurance concerns)  |
| Corporate Health, Safety & Wellbeing, LCC, County Hall, | Tel: 0116 305 5515<br>Email: <a href="mailto:healthandsafety@leics.gov.uk">healthandsafety@leics.gov.uk</a>   |
| <b>County Community Nursing Teams</b>                   |   |
| <u>East Region</u><br>Market Harborough                 | Locality managers:<br>1. Maureen Curley (PA: Janet Foster, Tel: 01858 438109)   |

