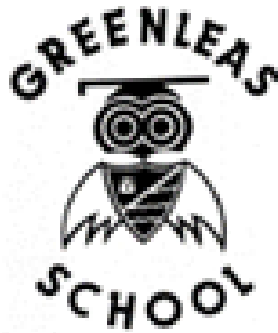


Managing Medication in School Policy

Greenleas Primary School



This policy was reviewed and adopted by the Governing Body on 12.09.23

This policy is due for review September 2025

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1. Aims

This policy aims to ensure that:

- Pupils, staff and parents understand how our school will support pupils with medical conditions
- Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including school trips and sporting activities

The governing board will implement this policy by:

- Making sure sufficient staff are suitably trained
- Making staff aware of pupil's condition, where appropriate
- Making sure there are cover arrangements to ensure someone is always available to support pupils with medical conditions
- Providing supply teachers with appropriate information about the policy and relevant pupils
- Developing and monitoring individual healthcare plans (IHPs)

The named person with responsibility for implementing this policy is Jen Higerson

2. Legislation and statutory responsibilities

This policy meets the requirements under [Section 100 of the Children and Families Act 2014](#), which places a duty on governing boards to make arrangements for supporting pupils at their school with medical conditions.

It is also based on the Department for Education's statutory guidance: [Supporting pupils at school with medical conditions](#).

3. Roles and responsibilities

3.1 The governing board

The governing board has ultimate responsibility to make arrangements to support pupils with medical conditions. The governing board will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

3.2 The headteacher

The headteacher will:

- Make sure all staff are aware of this policy and understand their role in its implementation
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHPs), including in contingency and emergency situations
- Take overall responsibility for the development of IHPs
- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way
- Contact the school nursing service in the case of any pupil who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date

3.3 Staff

Supporting pupils with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to pupils with medical conditions, although they will not be required to do so. This includes the administration of medicines.

Those staff who take on the responsibility to support pupils with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so.

Teachers will take into account the needs of pupils with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

3.4 Parents

Parents will:

- Provide the school with sufficient and up-to-date information about their child's medical needs
- Be involved in the development and review of their child's IHP and may be involved in its drafting
- Carry out any action they have agreed to as part of the implementation of the IHP e.g., provide medicines and equipment

3.5 Pupils

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

3.6 School nurses and other healthcare professionals

Our school nursing service will notify the school when a pupil has been identified as having a medical condition that will require support in school. This will be before the pupil starts school, wherever possible.

Healthcare professionals, such as GPs and pediatricians, will liaise with the school's nurses and notify them of any pupils identified as having a medical condition.

4. Equal opportunities

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

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

5. Being notified that a child has a medical condition

When the school is notified that a pupil has a medical condition, the process outlined below will be followed to decide whether the pupil requires an IHP.

The school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for pupils who are new to our school.

See Appendix 1.

6. Individual healthcare plans

The headteacher has overall responsibility for the development of IHPs for pupils with medical conditions. This has been delegated to Jen Higgerson.

Plans will be reviewed at least annually, or earlier if there is evidence that the pupil's needs have changed.

Plans will be developed with the pupil's best interests in mind and will set out:

- What needs to be done
- When
- By whom

Not all pupils with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is not a consensus, the headteacher will make the final decision.

Plans will be drawn up in partnership with the school, parents and a relevant healthcare professional, such as the school nurse, specialist or paediatrician, who can best advise on the pupil's specific needs. The pupil will be involved wherever appropriate.

IHPs will be linked to, or become part of, any statement of special educational needs (SEN) or education, health and care (EHC) plan. If a pupil has SEN but does not have a statement or EHC plan, the SEN will be mentioned in the IHP.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The governing board and the SENCo will consider the following when deciding what information to record on IHPs:

- The medical condition, its triggers, signs, symptoms and treatments
- The pupil's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g., crowded corridors, travel time between lessons
- Specific support for the pupil's educational, social and emotional needs. For example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions
- The level of support needed, including in emergencies. If a pupil is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring
- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the pupil's medical condition from a healthcare professional, and cover arrangements for when they are unavailable
- Who in the school needs to be aware of the pupil's condition and the support required
- Arrangements for written permission from parents and the headteacher for medication to be administered by a member of staff, or self-administered by the pupil during school hours
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the pupil can participate, e.g. risk assessments
- Where confidentiality issues are raised by the parent/pupil, the designated individuals to be entrusted with information about the pupil's condition
- What to do in an emergency, including who to contact, and contingency arrangements

7. Managing medicines

Prescription and non-prescription medicines will only be administered at school:

- When it would be detrimental to the pupil's health or school attendance not to do so **and**
- Where we have parents' written consent

The only exception to this is where the medicine has been prescribed to the pupil without the knowledge of the parents.

Pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

Anyone giving a pupil any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents will always be informed.

The school will only accept prescribed medicines that are:

- In-date
- Labelled
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage

The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

All medicines will be stored safely. Pupils will be informed about where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to pupils and not locked away.

Inhalers will be stored in children's classrooms. Parents who wish for their child to carry their own inhaler may request this in writing.

Medicines will be returned to parents to arrange for safe disposal when no longer required and at the end of each academic year.

7.2 Non-prescription medicines

Staff will never give a non-prescribed medicine to a young person without their parents written consent.

Staff should check that the medicine has been administered without adverse effect to the child in the past and that parents have certified this is the case – a note to this effect should be recorded in the written agreement for the school/setting to administer medicine.

Where a non-prescribed medicine is administered to a child it should be recorded on a form such as Template D: record of medicine administered to all children.

If a child suffers regularly from frequent or acute pain parents will be encouraged to refer the matter to the child's GP.

Pain relief drugs will only be given to children under the age of 16 when parents have given prior written permission. Medication will only be administered after checking the maximum dosage and when any previous medication was taken. Records of child's name, time, date, dose given and the reason. Parents should be informed of any doses given.

During an Educational Visit involving a residential or overnight stay (when a parent is unlikely to be available to administer pain /flu relief to their child) appropriate pain/flu relief may be administered so long as the parent has given consent as specified the medicine on the 'Parent/Guardian Consent for an Educational Visit' form which is available from Edsential.

7.3 Controlled drugs

[Controlled drugs](#) are prescription medicines that are controlled under the [Misuse of Drugs Regulations 2001](#) and subsequent amendments, such as morphine or methadone.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

They will be stored in a locked medicine cupboard in the school office.

7.4 Pupils managing their own needs

Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents and it will be reflected in their IHPs.

Staff will not force a pupil to take a medicine or carry out a necessary procedure if they refuse but will follow the procedure agreed in the IHP and inform parents so that an alternative option can be considered, if necessary.

7.5 Unacceptable practice

School staff should use their discretion and judge each case individually with reference to the pupil's IHP, 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 IHPs
- 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
- Administer, or ask pupils to administer, medicine in school toilets

8. Emergency procedures

Staff will follow the school's normal emergency procedures (for example, calling 999). All pupils' IHPs will clearly set out what constitutes an emergency and will explain what to do.

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

9. Training

Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so.

The training will be identified during the development or review of IHPs. Staff who provide support to pupils with medical conditions will be included in meetings where this is discussed.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the headteacher/SENCo. Training will be kept up to date.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils
- Fulfil the requirements in the IHPs
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

10. Record keeping

The governing board will ensure that written records are kept of all medicine administered to pupils. Parents will be informed if their pupil has been unwell at school.

IHPs are kept in a readily accessible place which all staff are aware of. The SENCo will keep a master copy of all IHPs. Each class teacher will have a copy of IHPs for children in their class. These will be shared with Teaching Assistants who have a responsibility for supporting the child.

11. Liability and indemnity

School has an Insurance Policy that provides liability cover relating to the administration of medication. This is through Wirral Borough Council

The Headteacher will have overall responsibility that this Policy is implemented and that risk assessments for school visits are undertaken.

The School Business Manager will ensure that sufficient staff are suitably trained, cover arrangements are in place, supply teachers are briefed and IHP's are monitored.

12. Complaints

Parents 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 the school's complaints procedure.

13. Monitoring arrangements

This policy will be reviewed and approved by the governing board every two years or sooner if there is a change in guidance.

14. Communication

Consider how this policy will be communicated to staff, parents, children and partners.

15. Links to other policies

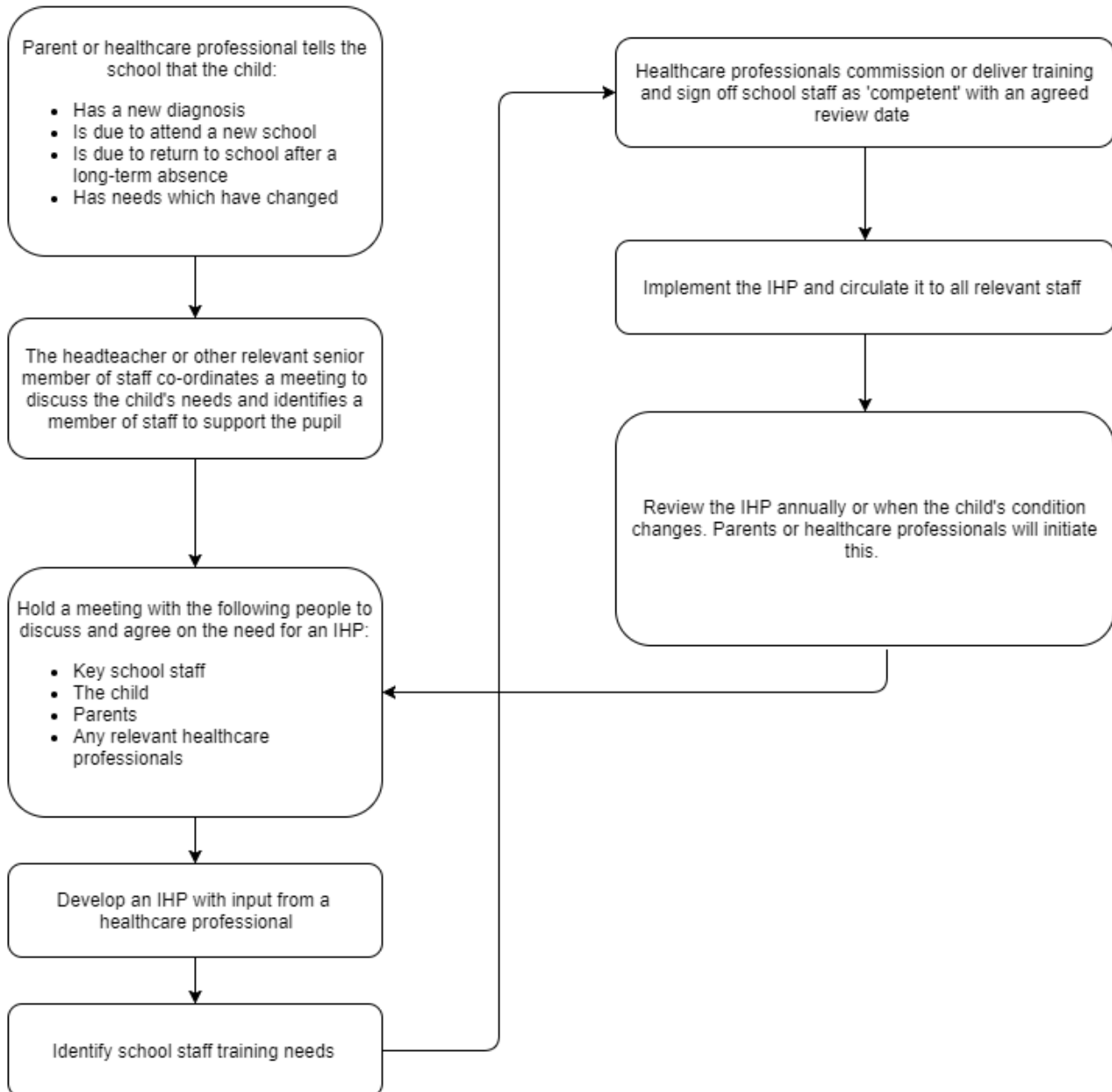
This policy links to the following policies:

- Accessibility plan
- Complaints
- Equality information and objectives
- First aid
- Health and safety
- Safeguarding
- Special educational needs information report and policy

16. Useful websites

- Additional inhalers. See www.asthma.org.uk (Introduced October 2014 – Guidance on the use of emergency salbutamol inhalers in schools March 2015)
- Additional Adrenaline Auto-injectors (Epipens). See www.anaphylaxis.org.uk and www.sparepensinschools.uk
- <https://www.anaphylaxis.org.uk/wp-content/uploads/2018/11/Managing-Allergens-in-the-Workplace-A-guide-for-Employers-and-Employees.pdf>
- www.bsaci.org (ref: the Human Medicines (Amendment) Regulations 2017 – from October 2017).
- See DfE Supporting pupils with medical conditions for updated guidance and templates. <https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

Appendix 1: Being notified a child has a medical condition



Appendix 2: Parental Medication request form.



GREENLEAS PRIMARY SCHOOL

Medication Request Form

Please note that medicines cannot be given in school unless this form is completed

We will do our best to ensure that medication is given on time but very occasionally there may be times when, due to unforeseen circumstances, a child may miss a dose of their medication. If you feel that this is unsatisfactory you are welcome to come in daily to administer the medication yourself at the appropriate times.

Inhalers for children with asthma are kept in the School Office area where children are able to access them when they are needed. We will supervise children who come to use their inhaler but we encourage the children to be as independent as possible in administering their inhalers.

Due to the large number of asthmatic children in school, we cannot continually remind children to use their inhalers at particular times.

If your child has a particularly bad bout of asthma attacks, please inform us in writing and we will of course be extra vigilant.

Details of Pupil

NAME _____ DATE OF BIRTH _____ CLASS _____

ADDRESS _____

CONDITION _____

Medication

Name of Medication (as described on the container) _____

Any potential side effects that school should be aware of _____

For how long will the medication need to be given _____

Date dispensed _____

Expiry Date: _____

Directions for use

Please give information about the dose and the time that the medication should be given _____

Is the child able to administer the medication independently YES/NO

Permission

I give permission for my child to be given the medication described above and understand that this is a service that the school is not obliged to undertake

NAME _____ Relationship to pupil e.g. Parent, Carer _____

I agree to administer the medication as detailed above

Signed (staff) _____ Date _____

Appendix 3: Administration of Medicines (Example) **Information logged on Arbor, school overview and Medical Tracker**

Name		Date of birth	
Address			
GP			
Allergies			

Date	Name of person who brought it in	Name of Medication	Form supplied	Expiry date	Dosage Regime	Quantity of tablets or medication received

Register of medication administered

Date	Medication	Amount given	Amount left	Administered by		Comments/Action/Side Effects

Appendix 3: Individual Health Care Plan – Wirral Education Authority proforma used.

INDIVIDUAL HEALTH CARE PLAN

**School must have regard to the following DFE Statutory Guidance Document:
'Supporting Pupils at School with Medical Conditions'.**

Name of Pupil:	School:
Medical/Physical Condition or Diagnosis:	Author of IHCP:
D.o.B:	Date of IHCP:
Year Group:	Date for IHCP Review:
A copy of the school policy for supporting pupils with medical needs can be obtained through: School Office School Website Other: Named person at school with overall responsibility for policy implementation:	

Contacts: Family and Professional		
Name	Contact Details: Telephone & E-mail	Attended IHCP Meeting
Jayne Catton	Specialist Teacher for Children with MPN Tel: 666 4577 Email: jaynecatton@wirral.gov.uk	

<u>Additional Support</u> provided through:	EHCP: Education, Health & Care Plan	PFA: Pupil Funding Agreement	School Provision Only
<u>Support Worker/s</u> Name: Designation: Hours:	<u>Back-up Support Worker</u> Name: Designation: Hours:		

<u>Important Information about the Pupil's Medical/Physical Condition or Diagnosis</u>
--

Pupil's View of their Health Needs and Support for those Needs (Likes and Dislikes)

If the pupil currently has a Person Centred Plan, please attach it to this IHCP

Medication Administered in School

Medication: Dose & Method: Timing: Side Effects: Expiry Date: Storage: Administered By: Other Instructions:	Medication: Dose & Method: Timing: Side Effects: Expiry Date: Storage: Administered By: Other Instructions:
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Parental Agreement for School to Administer Medication to the Child Named in this IHCP

The information contained in the above section 'Medication Administered in School' is, to the best of my knowledge, accurate at the time of writing. I give consent to school staff to administer the medication detailed above in accordance with school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medication is stopped.

I understand that I must deliver the medication personally to:

Parental Signature:

Print:

Date:

Governing bodies should ensure that written records are kept of all medicines administered to children.

Health Related Emergency Situations and Intervention

Fire – Personal Emergency Evacuation Plan (PEEP)

NO

YES

If 'YES' has been ticked, please attach PEEP to this IHCP.

Wirral's Personal Emergency Evacuation Plan format can be found on Wescom.

Daily Management Issues/Summary of Additional Support

Specific Moving/Handling Advice

*School should make reference to Wirral Local Authority's Health & Safety Policy & Guidance Document HS/ECS/014 - 'Safer Lifting & Handling Techniques'.
School should consider, in liaison with the pupil's occupational therapist and physiotherapist, the need to draw up a Manual Handling Plan to supplement this IHCP.*

Equipment Used in School

*New equipment may need to be set up by the occupational therapist who ordered it. School should liaise with the Occupational Therapy Department once the equipment has been delivered.
Wheelchairs – staff involved in moving children in wheelchairs should have access to the wheelchair's user manual to familiarise themselves with the wheelchair's operation. This will be available from parents.*

Educational Needs

	Yes	No
Is the pupil on the school's SEN Register?		
Has advice been sought from external agencies to support learning?		

If advice has been sought, please detail:

Detail any identified barriers to learning and Advice to Subject Areas:

Exam Dispensation or Special Considerations:

Off Site Activities (School Trips, Residential and Work Experience)

For advice about accessible transport contact Wirral Local Authority's Transport Department

Social and Emotional Needs

Identified Training Implications for School Staff

Wirral Training Directory

Transition Planning

Any Other Issues

Risk Assessment

A risk assessment/s may need to be carried out in support of this plan – for guidance and advice, School should contact Wirral Local Authority Health & Safety Department.

Parents Declaration

I agree to provide school with sufficient and up-to-date information about my child's medical needs. I will, where possible, attend IHCP meetings and reviews for my child. I agree to the support outlined in this IHCP and will carry out any action I have agreed to as part of its implementation.

Parental Signature:

Date:

Child or Young Person's Signature:
(where appropriate)



Wirral's Local Offer provides information for children and young people with special educational needs and/or disabilities and their families.

Many children with health needs meet the definition of 'disability' as defined by the Equality Act 2010.

- Wirral's Local Offer website provides families with the opportunity to add a child's name to the **Children and Young People's Disability Register**; adding a child's name is voluntary. The register lists children and young people in Wirral who have special educational needs and/or disabilities and who receive, or may one day need to use, services from health, social care, education, or voluntary organisations.
- The register is important because it helps Wirral Council Children's Services to better understand and plan for the needs of local children and young people with disabilities.

www.

- ***Please visit Wirral's Local Offer website, and if appropriate, consider adding your child's name to the Children and Young People's Disability Register.***

Wirral's Local Offer can be found at: www.localofferwirral.org

The Council for Disabled Children has produced a factsheet about the purpose of the Local Offer, which can be found at: www.councilfordisabledchildren.org.uk