

Houghton Regis Primary School

Supporting Pupils at School with Medical Conditions

Policy

2025 - 2026



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Introduction

This policy and procedure is subject to The Equality Act 2010 which recognises the following categories of individual as Protected Characteristics: Age, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex (gender), Sexual orientation and Disability.

Section 100 of the Children and Families Act 2014 places a duty on governing bodies of maintained schools to make arrangements for supporting pupils at their school with medical conditions. In meeting this duty, the Governing Board of Houghton Regis Primary School has regard to guidance issued by the Secretary of State under this section. This guidance came into effect when Section 100 came into force on 1st September 2014.

Houghton Regis Primary will undertake to ensure compliance with the relevant legislation and guidance set out in Supporting students at school with medical conditions, December 2015 in regard to procedures or supporting children with medical requirements, including the administration and management of medicines. Pupils with special medical needs have the same right of admission or excluded from school on medical grounds alone. However, teachers and other school staff in charge of pupils have a common duty to act in the place of the parent/carers and may need to take swift action in an emergency. In meeting this duty, the Governing Board of Houghton Regis Primary School has regard to the guidance issued by the Secretary of State under this section.

Responsibility for administration of all medicines at Houghton Regis Primary is held by the Headteacher. It is our policy to ensure that all medical information will be treated confidentially by the responsible member of the Senior Leadership Team and staff. All staff have a duty of care to follow and co-operate with the requirements of this policy.

The Governing Board has considered both the statutory guidance and non-statutory advice contained within the DfE document in drawing up this policy.

We believe that pupils who have or are known to have chronic illness should, as far as is, be accommodated within the normal working structure of the school. For example children with epilepsy, eczema, asthma, diabetes, anaphylaxis, hepatitis B, aids and toxic shock syndrome, unless otherwise directed by a statement of SEND will be welcome at Houghton Regis Primary.

The school has a duty to ensure that, as far as is reasonably possible, a pupil's medical condition is managed safely and sensitively.

The parent/carer has a duty to ensure that the school is notified when a pupil is diagnosed with a medical condition and ensure any updates or changes are shared with the school. If a pupil requires regular medication to be administered, it is the parent/carer's responsibility to complete and sign the correct paperwork to allow permission for medication to be administered by a member of staff during the school day.

Policy Implementation

The Governing Board at Houghton Regis Primary will ensure that:

- Pupils at school with medical conditions are properly supported so that they have full access to education, including school trips and physical education.
- Arrangements are in place in school to support pupils at school with medical conditions.
- School leaders consult health and social care professionals, pupils and parent/carers to ensure that the needs of children with medical conditions are effectively supported.

Some children with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. Where this is the case we will comply with our duties under that Act. Some may also have special educational needs or disabilities (SEND) and may have a statement, or Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision. For children with SEND, this guidance should be read in conjunction with the Special educational needs and disability (SEND) code of practice. For pupils who have medical conditions that require EHC plans, compliance with the SEND code of practice will ensure compliance with the statutory elements of this guidance with respect to those children.

In creating this policy, the Governing Board has taken into account that many of the medical conditions that require support at school will affect the pupil's quality of life and may be life-threatening. The focus at Houghton Regis Primary is on the needs of each individual child and how their medical condition impacts on their school life.

Roles and responsibilities

The Headteacher has overall responsibility for the implementation of this policy. This includes ensuring that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation.

Elements of practical implementation are delegated as follows:

- The School Business Manager is responsible for ensuring that sufficient staff are suitably trained.
- The School Business Manager is responsible for ensuring that relevant information is shared with supply staff.
- Class Teachers/Trip coordinators are responsible for ensuring appropriate risk assessments are made for school visits, holidays, and other school activities outside of the normal timetable.
- Managing Medications Co-ordinator (School Business Manager) is responsible for ensuring individual healthcare plans and medication is up to date and information shared with relevant staff.
- The Class Teacher is responsible for supporting children with medical conditions within their class.
- The Class Teacher is responsible for the monitoring of Individual Healthcare Plans during the school year and feeding back to Managing Medicines Co-ordinator of any changes.
- It is the parent/carer's duty to provide the school with sufficient and up to date information about their child's medical needs. Parent/carers are key partners and will be involved in development and review of their child's individual healthcare plan. They should carry out any action as agreed as part of its implementation e.g. complete relevant paperwork for medications, provide medicines, equipment and ensure they or another adult are contactable at all times.

Monitoring

The Managing Medications Co-ordinator keeps a whole school medical register of all long-term medication that is kept in the school. This register holds the following information:

- Year group
- Pupil's name
- Class name
- Diagnosis/Reason for medication
- Name of the medication
- Expiration date
- Frequency of dosage

The Managing Medications Co-ordinator is responsible for ensuring the medical register is updated and matches the medications in the school. It is the parent/carer's responsibility to inform the school of any medicine updates/changes. The headteacher is responsible for ensuring this procedure is being followed.

The headteacher is responsible for ensuring relevant checks of medication and paperwork are made around the school. These checks will include the following:

- Check that all medication is included on the medical register.
- Ensure pupils' SIMS records have the most recent correspondence outlining medication to be taken.
- Ensure all medication information for the class is displayed on the whole school proforma, which includes a name and photograph of the child with relevant medical information.
- Check that medication for each child is stored in an individual box, labelled with pupil's name and a photograph of the child on the front.
- Ensure a medical form has been completed by a parent/carer giving permission for medication to be administered and this is included in the pupil's individual box. Cross-reference to check a copy of this form is stored in the front office.
- Check that a medicine record sheet has been completed and signed for each dose administered.

The Headteacher will carry out these checks at least termly and a record of these checks will be kept and shared with members of the senior and middle leadership teams. This will also be reported to governors.

Procedure to be followed when notification is received that a child has a medical condition

Parent/carers are asked to advise the school of any medical conditions as part of the school admissions process.

Should a parent/carers advise the school of a medical condition, the school will contact the parent/carers to establish more information (possible care plan from previous schools) and inform the 0-19 team to contact family and put in place an Individual healthcare plan. The level of detail within plans will depend on the complexity of the Child's condition and degree of support needed. And the process in appendix 1 will be followed.

Plans should be drawn up in partnership between the school, parent/carers, and relevant healthcare professional.

Where the pupil is identified as SEND the SENDCo will arrange with the 0-19 Team to complete the IHP and will monitor this as part of their SEND role. A copy is always given to the main office.

Teachers are provided with a copy of the individual healthcare plans for pupils in their class and will be responsible to feedback to the Medications Co-ordinator/SENDCo any changes. This information will be feedback to the 0-19 Team who review all the Individual Care Plans on an annual basis (July).

A review should always take place at the end of the school year at a meeting with the 0-19 schools nurse, SENCO and/or managing medicines co-ordinator. During the IHP discussion the training needs of staff in school will be discussed with the professionals attending the meeting. The care plans will be updated by the 0-19 team and copies sent to the school and child's parent/carers.

The pupil's SIMS record will be updated with the medical needs and a copy of the individual healthcare plan added to the pupil record file.

The IHP will be developed with the child's best interests in mind and ensure that the school assesses and manages risks to the child's education, health and social wellbeing, and minimises disruption.

Where transfer to another school takes place during the school year the transferring electronic records will hold details of the pupil's medical conditions. A copy of the care plan will also be passed with the pupil paper file to the transferring school.

Where a pupil transfers in to the school during the school year as part of the admissions process any medical information will be inputted onto the SIMS pupil record and the normal process for a newly identified pupil followed.

Policy and Practice of the Administration of Medicines in School.

Children suffering from acute illnesses e.g. throat infections, eye infections, ear infections, diarrhea and sickness, should be kept at home until they are fully recovered. Occasionally a child will return to school well, able to cope but still taking prescribed medicine. Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours or a parent/carers might wish to come to school to administer any medicine to their child personally.

If a child needs medicine administered in school a school medicine record for each medicine must be completed giving permission to administer it.

The school medicine forms can be obtained from the school office.

There is no legal or contractual duty on school staff to administer medicine or to supervise a pupil taking it. This is voluntary role and staff of the School have the right to refuse to administer any medication. While staff in school have a general legal duty of care to their pupils, this does not extend to a requirement to routinely administer medicines.

Children that have medical conditions such as asthma will have their medication administered, if required by the class teacher.

For all other medications (antibiotic, creams etc.) only a nominated member who hold a current first aid certification may give medicine. (See appendix)

In all cases, administration of medication and/or treatment to a pupil will be at the discretion of the Headteacher and Governors of the school. However, ultimate responsibility remains with the parent/carers.

Staff Training and Support

Those staff that administer medication will attend a general Managing Medicines training every 3 years. Any additional specific training will be identified and arranged through the 0-19 Health Team for example Epi-pen, diabetes and asthma training annually.

NO MEDICINE WILL BE GIVEN WITHOUT PARENT/CARERS PERMISSION.

The smallest possible dose should be brought to the school, preferably by the parent/carers labelled with the name of the pupil, in addition to clear written instructions for administration - including any possible side effects.

Department of Health guidelines state that it is not safe practice for staff managing medicines to follow relabelled/re-written instructions or to receive and use repackaged medicines other than as originally dispensed. Therefore, any medicine for the child in question must be in the original prescribed packaging. Generic non-prescription medicines will not be dispensed and staff should never volunteer to give non-prescribed medicines to children.

N.B. Children under 16 should never be given aspirin unless prescribed by a doctor

The parent/carers must complete the appropriate school medicine records which provide written permission for medicine to be administered.

Storage of Medicine

Medication will be stored in locked fridges/cupboards, except in the case of any preventative medication such as inhalers or auto-injector pens etc or creams.

After medicine has been administered the member of staff should fill in the medicine administration record.

NB: Inhalers and auto-injector should always be readily available for immediate use by the pupil, but care should be taken that other children do not use them.

Administration

The label on the medicine container should be checked against the school medicine record. Any discrepancy should be queried with the parent/carers before administering a medicine.

The named person should:

- Confirm the identity of the child.
- Check the school medicine record.
- Check the name of the medicine against the name of the school record.
- Check the dosage
- Measure the dosage without handling the medicine, if it is a liquid shake the bottle and pour away from the label so that the medicine does not render the instructions illegible.
- Give the medicine to the pupil and watch him/her take it, always give a glass of water to wash the medicine into the stomach.
- Wash the spoon or dispenser spoon.
- Return the medicine and spoon etc to the storage area.

Refusal – If a child refuses to take the medicine, staff should not force them to do so, but should note this in the records and notify the parent/carers.

Controlled drugs

Increasing numbers of children are taking medication for Attention Deficit/Hyperactivity Disorder ADHD. Only a month's supply can be kept which is kept secure in a locked cupboard the school office. Each administered dose of medication will be signed and dated, and a clear record maintained for each individual.

Only trained staff can administer this medication.

Recording

A record should be kept of dosage given in the school medicine record. Parent/carers will be informed if their child has been unwell at school.

Disposal

Medicines should not be allowed to accumulate. They should be returned to the parent/carers for disposal or taken to the local pharmacy. No medicine should be used after its expiry date. Some medicines e.g. insulin, eye drops and eye ointments have to be discarded 4 weeks after opening. The date of opening must always be recorded on the container for these preparations.

Sharps boxes will only be used for the disposal of needles and no other sharps.

Possession and self-administration of regular medicine

After discussion with parent/carers children who have medical needs who are competent should be encouraged to take responsibility for managing their own medicines and procedures. This will be detailed in the child's IHP.

All asthma pumps will be stored securely in classrooms prevent misuse of the medication except

for those children identified as being responsible to self-administer.

Visits and Trips

The group leader of any trip away from school must liaise with the teacher to ensure adequate first aid provision and that any medication needed is provided.

The visit leader will request a printed list of children attending trip with a list of medical conditions and provide the list to the trip organiser. This information will also be retained on the field file and copy trip file left at school.

It is Houghton Regis Primary's practice to encourage children with medical needs to participate in safely managed visits. Staff will consider what reasonable adjustments they might make to enable children with medical needs to participate fully and safely on visits. This might include reviewing and revising the visits policy and procedures so that planning arrangements will include the necessary steps to include children with medical needs. It will also include risk assessments for such children.

Sometimes additional safety measures may need to be taken for outside visits. It may be that an additional supervisor, a parent/carers or another volunteer might be needed to accompany a particular child.

Arrangements for taking any necessary medicines will also be taken into consideration. Staff supervising excursions are always made aware of any medical needs, and relevant emergency procedures. Copies of any health care plans are taken on visits in the event of the information being needed in an emergency.

Hygiene and Infection Control

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 blood or other bodily fluids and disposing of dressings or equipment.

Emergency Procedures

In the case of emergency, a member of staff will phone for an ambulance and contact the parent/carers. Office staff should copy the child's school SIMS contact record which details any known medical conditions and provides information about the child – to be handed to the paramedics upon arrival.

Pupil specific emergency procedures should also be detailed in the Individual Healthcare plan.

Other pupils in the school should be told what to do in general terms, such as informing a teacher immediately if they think help is needed.

When conditions require immediate emergency treatment, trained staff may volunteer to administer medication or emergency procedures such as resuscitation.

Under normal circumstances staff should not take children to hospital in their own cars - it is safer to call an ambulance.

One member of staff to accompany a child to the hospital if parents are unable to get to the school in time. The member of staff should stay until the parent/carers arrive.

If a situation occurs which has not been covered within these guidelines then sensible, pragmatic and proportionate action should be taken to safeguard the well-being of the pupils, staff and visitors to the school.

Childhood Communicable Diseases

Parent/carers should let the school know if their child has a communicable disease. Some conditions have a minimum exclusion time from school and may need to be notified to the Public Health Authority.

Sickness and Diarrhea

In line with guidance from the Health Protection Agency on controlling infection, we advise pupils do not attend school till 48 hours have elapsed from last episode of diarrhea or vomiting.

Medical Conditions

If the likelihood of an 'attack' in any of the following conditions is apparent, staff should escort the pupil to the medical room send a TA or, if necessary, a runner to fetch help. If staff know a particular student well it may be appropriate to send them with a responsible friend who also knows of their condition.

If it is not possible to get the student to the medical room then help should be sent for and the following guidelines used for each condition. Individual Healthcare Plans are available on SIMS and in the medical room about the emergency action to follow for each child.

Asthma

Asthma is an over active condition of the airways causing shortness of breath and wheezing. Preventative inhalers should be kept at home unless needed more than twice a day for games.

Relievers must be readily available, not locked away. It is virtually impossible to overdose even if friends decide to try.

1. Ensure reliever medicine is taken correctly
2. Reassure the child but do not put an arm about the shoulder as this restricts breathing
3. Sit the child leaning forward over the back of a chair and loosen collars and ties
4. If a second dose does not help in 5-10 min and especially if the child is deteriorating, then call an ambulance. Do not wait for the parent/carers to be contacted, though obviously they must be informed.

It is the responsibility of the parent/carers to ensure that the inhalers are renewed and that the medication has not exceeded its expiry date. All inhalers should be collected at the end of the school year and returned to the parent/carer.

The managing medicines co-ordinator will monitor the expiry dates on all asthma drugs and write to parent/carers the month before expiry to request they bring in a new inhaler.

The medicine co-ordinator will maintain the Asthma register.

It is the responsibility of the class teacher to check that asthma medication is not being used excessively and to inform the managing medicine co-ordinator of any changes.

Diabetes

Diabetes occurs when the body's production of insulin is inadequate to deal with sugar in the blood. If the balance between insulin, food and activity is not maintained the blood sugar will rise and fall.

High blood sugar-hyperglycemia

A child can usually tell when this is happening and will feel very thirsty. Allow the child to drink plenty of water and also go to the toilet whenever necessary.

Low blood sugar-hypoglycemia

This is potentially life threatening and a child may not always be aware it is happening.

Look out for paleness, sweating, anxiety, drowsiness, confusion, behaviour changes. Sufferers may complain of blurred vision, headaches and nausea.

Fast acting sugar should be given immediately e.g. sugary drinks - lucozade, Coke, Tango, Fanta (**NB** not diet drinks); mini choc bars e.g., Mars, Milky Way, fresh fruit, glucose tablets, honey or jam.

Recovery should be obvious in 10-15 minutes.

If there is no improvement within a few minutes repeat the treatment. If there is still no improvement or the child becomes unconscious or has a fit, call an ambulance and inform the parent/carers.

Anaphylaxis

This is a severe allergic reaction. The administration of medication is safe and should not be withheld and if there is any doubt about the stages and symptoms.

All staff will undertake annual auto-injector training and those members of staff are authorised to administer this medicine. If necessary, make a very quick decision and call 999.

Epilepsy

Epilepsy results from abnormal electrical activity in the brain causing physical effects (fits, seizures). Each individual differs in the length of time of a fit and recovery time. Parent/carers need to inform the school about their child.

A major seizure is alarming to witness and other children may need a lot of reassurance afterwards.

When a fit occurs try to prevent injury by moving objects rather than the child.

Do not force anything into the mouth and as soon as possible put the child into the recovery position.

If the seizure persists for more than 5-10 minutes then an ambulance should be called.

Contact with parent/carers

Parent/carers will always be contacted if their child has suffered an 'attack' due to any of the medical conditions described. This will normally be done by a member of the office team.

Other Information

If there is any doubt about the health and safety of any child, staff member, visitor or voluntary helper on the school site at any time, expert help will be sought.

From time to time specific information is given to all staff on specific medical conditions. The 0-19 school nurse is available for advice and assistance.

Finally, this list is not exhaustive. If a situation occurs which has not been covered within these guidelines then sensible, pragmatic and proportionate action should be taken to safeguard the well-being of the pupils, staff and visitors to the school reflected within Individual Health Care Plans (IHCP's).

Children's role in managing their own medical needs

If it is deemed, after discussion with parent/carers, that a child is competent to manage their own health needs and medicines, the school will encourage them to take responsibility for managing their own medicine and procedures.

Unacceptable Practice

Although school staff should use their discretion and judge each case on its merits with reference to the child's individual healthcare plan, it is not generally acceptable practice to:

- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- assume that every child with the same condition requires the same treatment;
- ignore the views of the child or their parent/carers; or ignore medical evidence or opinion (although this may be challenged);
- send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
- if the child becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable;
- penalise children 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 parent/carers, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent/carers should have to give up working because the school is failing to support their child's medical needs; or
- prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, eg by requiring parent/carers to accompany the child.

Liability and Indemnity

School staff are covered by the school's Public Liability Insurance Policy, details of which are on display at the school office.

Complaints

Should parent/carers or pupil wish to make a complaint about the support provided they should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue they may make a formal complaint via the complaints procedure outlined in the school's complaints procedure on the school's website.

Appendix 1



