Highcliffe St Mark Primary School and Fledglings Pre-School

Supporting Pupils At School With Medical Conditions And Managing Medicines

Reviewed (date)	September 2026
Reviewed by (name)	Claire Barker
Approved by Governors (if applicable)	September 2026
Review due (date)	September 2027

Policy for supporting pupils with medical conditions and managing medicines

This policy has been structured based upon the most recent government advice "Supporting pupils at school with medical conditions" *(DfE - December 2015)*, the "Guidance and Code of Practice - First Aid at Work" provided by Dorset County Council, guidance from local Health Services, professional teaching associations and Dorset County Council Health and Safety Team.

Highcliffe St Mark Primary School and Fledglings Pre-School adheres to the duty as stated in the Children and Families Act 2014 that pupils with medical conditions will have the same right of admission to our school as other pupils and will not be refused admission or excluded from school on medical grounds. Appropriate levels of assessments will be undertaken to establish and determine what support pupils with medical conditions require. This will be done in partnership with parents and health professionals.

The prime responsibility for a pupil's health rests with parents. It is anticipated that parents/carers will ensure that appropriate information is provided for The School and Pre-School that enables proficient management and a good understanding of their child's medical condition; this includes working in partnership in the management of any medicines administered at school.

Highcliffe St Mark Primary School and Fledglings Pre-School takes advice and guidance from a range of sources, including The School and Pre-School Nurse, Paediatric Consultants, and other Health professionals in addition to the information provided by parents in the first instance. This enables us to manage support effectively and to minimise any disruption to learning.

The School and Fledgling Pre-School maintains a separate Allergy Policy in accordance with current Department for Education statutory guidance relating to allergy safety in schools ('Benedict's Law'). Allergy risk management, allergy prevention measures, allergy awareness training, emergency anaphylaxis procedures and allergy-specific arrangements are detailed within the Allergy Policy and should be read alongside this Managing Medicines Policy.

Key personnel

The designated person with overall responsibility to implement this policy is:
Claire Barker

This person will also ensure that staff are appropriately aware of the medical condition of children with whom they work and that any confidential information pertinent to the medical condition is entrusted to individual staff.

The person responsible for developing Individual Healthcare Plans within the Pre-School and Primary School is: Jacqui Fuller.

The Governor with specific responsibility to oversee the arrangements to support pupils at schools with medical conditions is: Charlie Faulkner-Smith

Aims

The School and Pre-School are committed to assisting children and young people with long-term or complex medical conditions and working in partnership with their parents/carers.

Our aims are:

- to ensure that pupils at Highcliffe St Mark Primary School and Fledglings Pre-School with short or long term medical conditions, are properly supported so that they have full access to education, including off-site activities, residential visits and physical education.
- to make arrangements for staff to ensure that they receive adequate and appropriate training for them to support children with medical needs.
- to ensure that parents and children have confidence in the medical support arranged at school.
- to work in partnership with Health Service colleagues.
- to be fully compliant with the Equality Act 2010 and its duties.
- to manage medicines within school in accordance with government and local advice.
- to keep, maintain and monitor records as detailed in this policy.
- to write and to monitor Individual Healthcare Plans, in partnership with health professionals.
- to ensure that the pupils in our school are safe and are able to attend school regularly with their medical condition.
- to support pupils with complex medical conditions and or long term medical needs in partnership with Health professionals and parents to enable their access to education.
- to adhere to the statutory guidance contained in "Supporting pupils at school with medical conditions" *(DfE – December 2015)*, and "Multi-Agency Guidance for the Management of Long Term Health Conditions for Children and Young People" *(DSCB 2011)*[1] as set out and agreed with The School and Pre-School's leadership group.
- to support the implementation of the school's Allergy Policy and ensure effective

management of allergies and anaphylaxis in accordance with current statutory guidance.
- to ensure that all allergy-related incidents and near misses are appropriately recorded, reviewed and used to inform future practice.

The Governing Body will

- ensure that arrangements are in place to support children and young people with medical conditions and that support is tailored to individual medical needs;
- make arrangements for this policy to be published on the School and Pre-School website;
- review this policy annually;
- ensure that staff are identified to implement the policy from day to day;
- monitor the arrangements associated with Individual Healthcare Plans so that they are managed appropriately, reviewed and maintained in partnership with Health professionals;
- ensure that staff receive appropriate training enabling them to provide bespoke and purposeful support to pupils with medical needs and that the training is refreshed regularly;
- ensure that specific arrangements are made for the self-management of medicine where applicable and how this will be both monitored and managed by staff;
- oversee The School and Pre-School's management of medicines to ensure that Health & Safety standards are met and that parents have confidence in the School and Pre-School's ability to support their child's medical needs;
- ensure that insurance arrangements cover staff in carrying responsibility for medical procedures;
- have 'due regard' to the rights of pupils who are disabled as set out in the Equality Act 2010;
- ensure that appropriate arrangements are made to include pupils with medical conditions on off-site activities;
- ensure that parents/carers are aware of the School and Pre-School's complaints policy.
- ensure that arrangements are in place to support implementation of the school's Allergy Policy including staff allergy awareness training, emergency response procedures and availability of emergency medication.

Individual Healthcare Plans

We will put an Individual Healthcare Plan (IHP) in place for any pupil with long-term and/or complex medical needs, or where the condition may be life-threatening or require emergency intervention in accordance with the advice contained in "Supporting pupils at school with medical conditions" *(DfE – December 2015)*. Individual Healthcare Plans will set out the support that is needed so that the impact on school attendance, health, social well-being and learning is minimised. Not all conditions will require an Individual Healthcare Plan. All pupils identified as being at risk of anaphylaxis or severe allergic reaction will have an Individual Healthcare Plan and associated emergency procedures in place.

In some cases the agreement request to administer medicines will be sufficient to cover short term conditions and treatment. The plan will include the name of the member of staff who is appropriately trained and providing the agreed support.

Highcliffe St Mark Primary School and Fledglings Pre-School will use the recommended DfE templates or develop their own versions in line with the advice provided by the DfE to capture relevant information that will enable an appropriate plan to be structured. The templates cover a range of issues for which governors have responsibility. Health professionals will be involved in the development of Individual Healthcare Plans in addition to parents and pupils.

The Individual Healthcare Plans will be tailored to meet the needs of short term, long term and/or complex medical conditions. The plans will be kept under review by the designated person and revised as required, or at least annually, to ensure that they reflect current medical needs (e.g., changes in medication). Healthcare Plans relating to serious allergies will additionally be reviewed following any allergic reaction, anaphylactic event, near miss, change in treatment or change in medical advice.

Individual Healthcare Plans will include details on emergency arrangements and these will be shared with all relevant staff, First Aiders and school office staff as applicable.

Where pupils have been issued with an Education and Health Care (EHC) Plan by the local authority, any Individual Healthcare Plan will be linked to, or become part of that EHC Plan.

Roles and Responsibilities Parents

Parents are asked to provide the School and Pre-School with sufficient and up-to-date information about their child's medical needs and medication using a medical detail collection form for either long term or short term use (kept in office) so that arrangements to manage their short or long term medical conditions can be implemented in partnership.
Parents are asked to deliver medicine to the main school office if it is not possible for this to be administered outside the school and Pre-School day. Medicine should be provided in the original container(s) ensuring that the medicine is in date and that it has been stored correctly. All medicines must be marked with the following information clearly indicated:

- the child's name on the medicine;
- when the medicine should be given;
- the prescribed dose and pharmacist's instruction, e.g., after meals.

Parents are expected to notify the School and Pre-School immediately (in writing) of any changes or alteration to a prescription or recommended treatment so that adjustment can be made to Individual Healthcare Plans or previous agreement. It is important that the School and Pre-School is aware and informed by parents about other issues or symptoms their child may have experienced over night or before school/Pre-School sessions start; this is particularly important for asthma conditions.
It must be remembered that the prime responsibility for a child's health rests with parents/carers.

The Headteacher will ensure the following:

- that Governors are informed about the implementation and effectiveness of this policy
- that arrangements are made with staff supporting pupils with medical conditions, and for any medicines required in delivering that support to be stored safely and in line with guidance provided by the local authority;

- suitable arrangements are agreed in partnership and liaison with parents/carers to support the medical needs of pupils;
- that appropriate training has been provided for staff that enables them to carry out agreed procedures;
- that staff will not be directed to administer medicines - they can choose to volunteer to do so if they so wish (all staff will be advised to refer to advice from their professional associations before volunteering to administer medicines);
- liaison with governors in the review of this policy at appropriate intervals, in line with local and national advice;
- that all staff and parents/carers are aware of this policy and the procedures for dealing with medical needs at Highcliffe St Mark Primary School and Fledglings Pre-School;
- make arrangements through the designated teacher to manage the following:
    - prescription medicines in school;
    - prescription medicines on trips and outings, including school transport;
    - accurate record keeping when administering medicines;
    - the safe storage of medicines;
    - procedures for access to medicines during emergency situations;
    - adhering to risk management procedures involving medicines;
- that risk assessments and arrangements for off-site visits are checked and that governors are informed of the details

The Designated Teacher will ensure the following:

- staff work in partnership with parents/carers to ensure the well-being of children and young people;
- that interruption to school attendance for medical reasons will be kept to a minimum;
- staff who have agreed to administer medicines will receive the appropriate training;
- adherence to Individual Healthcare Plans;
- all cultural and religious views, made known to the School and Pre-School in writing, will be respected.

Staff training and support

In accordance with the school's Allergy Policy, all staff who may come into contact with pupils during the school day will receive appropriate allergy awareness training. Training will include the recognition or allergic reactions, recognition of anaphylaxis, emergency procedures, use of adrenaline auto-injectors, emergency inhalers where appropriate, and incident reporting requirements.

The school will maintain records of allergy and medical training completed by staff and ensure refresher training is undertaken at appropriate intervals.

The school will audit training needs annually and ensure sufficient staff are trained and refreshed at appropriate intervals to cover absence and off-site activities.
Where a medical event raises safeguarding concerns, staff will follow Keeping Children Safe in Education (KCSIE) and the school's safeguarding policy for escalation and recording.

(Also see "Multi-Agency Guidance for the Management of Long Term Health Conditions for Children and Young People" (*DSCB 2011)*; section 3.3 and 3.4 including Chart E.)

Reasonable adjustments

The School and Pre-School understand their duties under the Equality Act 2010 to make reasonable adjustments and enable children and young people to have equitable access to education. Children and young people with complex or significant medical needs will be included in activities for as much as their health permits.

Managing medicines on school premises and on off-site activities

Parents and carers are responsible for managing their child's health needs and as such, most medicines should be administered at home. For medicines that need to be taken three times a day, these should usually be before and after school, and before bed. We will consider, on request, administering medicines requiring 3 times a day dosage, where children are attending After School Club.

We will ensure that:

- DCC guidance on First Aid is followed;
- records are maintained detailing an accurate history of the administering of medicines as far as possible – this will not include self-administering of over the counter medicines for older pupils for whom parents have requested permission using the appropriate template;
- 'Record of medicine administered' will be used to log administering of medicines;
- All records will be kept for two years and are stored electronically in a secure drive:
- suitable back-up systems are in place to cover administering of medicines in the event of staff absence;
- if there are any doubts or confusion about arrangements for administering medicines, staff must consult with the parents and the designated member of staff;
- no child or young person under 16 will be given medicines or be permitted to self-medicate without their parents' written request.

Storage of medicines

The School and Pre-School will adhere to the advice contained in "Guidance and Code of Practice - First Aid at Work" and local guidance provided by Dorset County Council's Health & Safety Team and the local authority's Physical and Medical Needs Service.

- All medicines should be handed over to the office by parents and carers and signed into the main school;
- All medicines, prescription and non-prescription, must be stored on site in our dedicated, locked cupboard;
- Inhalers, prescribed adrenaline auto-injectors and spare emergency adrenaline auto-injectors must be readily accessible at all times and must never be stored in a locked location that would delay access during an emergency.

Emergency Adrenaline Auto-Injectors (AAIs)

The school maintains spare, in-date adrenaline auto-injectors for emergency use in accordance with statutory guidance and the school's Allergy Policy.
Spare AAIs are not designated to a particular pupil and may be administered in an

emergency by trained staff where anaphylaxis is suspected and this is consistent with current national guidance.
The school maintains procedures for monitoring expiry dates, replacement of devices, storage arrangements and staff training relating to spare AAIs.

Refusal or too unwell to take medicines

If a child refuses to take medicine as prescribed and as requested by parents, the form 'Record of medicine administered' must state 'REFUSED' clearly and the parents/carer informed immediately. Children/young people will not be forced to receive medicine if they do not wish to do so.
If a child or young person is ill/injured and therefore unable to receive the agreed prescribed medication, the person designated to supervise the taking of medicine will consult with parents/carers immediately and advise the Headteacher of their actions. If the child vomits or has diarrhea soon after receiving medication, parents must be contacted so that they can seek further medical advice.

Self-management of medicines

In some cases it might be appropriate that pupils self-administer medicines, e.g., inhalers, epipens.
Where clinically appropriate and agreed in the IHP and with parents/carers, pupils will be supported to carry their own medication and self-manage their condition with appropriate staff supervision and record-keeping.

Some pupils may carry non-prescription (over-the-counter) medicines or self-administer prescribed medicines where this is clinically appropriate and agreed in their Individual Healthcare Plan (IHP). Parents must provide written consent and request Headteacher approval, supplying medicines in their original, labelled packaging, clearly showing the pupil's name, dosage, instructions, and expiry date. Medicines should be securely stored as directed in the IHP. We respect pupils' dignity when managing medication and recommend that only one dose be brought into school at any time to reduce misuse. Staff will maintain an accurate record each time medication is administered or supervised.

Off-site activities/ school trips

All arrangements for medicines, including the storage of medicines, Individual Healthcare Plans, and Risk Management programmes will apply for all off-site activities or school trips. A member of staff will be designated to ensure there are suitable off-site arrangements for storage, and recording of the medicines when assessing any risks associated for the trip, particularly for those children and young people with long term or complex health conditions. All plans and risk assessments will be discussed with parents/carers in preparation for the activity in advance of the departure day and agreed with the Headteacher (and Governors).

All off-site activities will be evaluated in terms of proximity and accessibility to emergency services and any implications for those with short or long term medical conditions before receiving approval to go ahead from the Headteacher/Governors.

Pupils with allergies will be included in educational visits wherever reasonably possible; risk assessment with consideration of allergens, emergency medication, staff training requirements, emergency treatment arrangement and access to emergency services.

Emergency medication, including prescribed and spare adrenaline auto-injectors where appropriate, will accompany relevant pupils on off-site visits.

Emergency procedures

Care is taken to ensure that all pupils are safe. The School and Pre-School ensures that it has adequate qualified paediatric first aiders as well as those qualified with "first aid at work" certificates. Pupils with life threatening medical conditions or that require close monitoring/supervision may have Individual Healthcare Plans developed by school staff and Health professionals that provide contact details for emergency situations, e.g., anaphylaxis, diabetes, or epilepsy.

All cases deemed 'complex' or 'serious' medical conditions have emergency contact details held in the school and Fledgling Pre-School office. Where a pupil is known to be at risk of anaphylaxis, emergency procedures contained within the Individual Healthcare Plan and Allergy Policy will be followed immediately and emergency services contacted where required.

Asthma can also be life threatening; Highcliffe St Mark Primary School and Fledglings Pre-School will follow the "Guidance on the use of emergency salbutamol inhalers in schools" issued by the Department of Health *(September 2014).*

Children who are at risk of an emergency medical need are highlighted to staff. Key details with a photo of the child will be kept in classrooms and medical kits and the office will have copies of Health Care Plans to pass to a doctor or ambulance crew in an emergency. The purpose of this is to provide emergency services with up to date information such as: diagnosis of principle conditions, key personnel and medical contacts, medication taken, up to date records of medicines that have been administered together with other relevant medical information and an agreement with parents/carers about what to do in an emergency.

Emergency Salbutamol Inhaler (ESI): where the school holds an ESI, we will maintain a parent consent list for eligible pupils; a monthly check/maintenance log for inhalers and spacers; hygiene protocols for spacer cleaning/replacement; and a use record with parent notification each time the ESI is administered.

The school will record all significant medication errors, allergic reactions, anaphylaxis incidents and allergy-related near misses.

Incidents and near misses will be reviewed by relevant leaders in order to identify lessons learned, reduce future risks, and improve practice.

Parents/carers will be informed of incidents involving their child as soon as reasonably practicable.

Best practice

Highcliffe St Mark Primary School and Fledglings Pre-School will endeavour to eliminate unacceptable situations by promoting best practice in supporting pupils with medical conditions. In doing so we will:

- ensure that pupils have access to the medicine they need as arranged with parents;
- where necessary, manage each medical condition through an Individual Healthcare Plan;
- listen to the views of pupils and their parents and take advice from medical professionals in planning the support needed;
- ensure that pupils with medical conditions are supervised appropriately and not left

alone when ill;

- support access to the full curriculum or as much as medical consultants recommend;
- work in partnership with health services to ensure swift recovery or access to treatment;
- facilitate opportunities to manage medical conditions with dignity;
- manage medical needs such that parents are not required to support their child in school;
- include all children in school on and off-site activities, meeting their medical needs in the best way possible.

The School and Pre-School understand their duties under the Equality Act 2010 to make reasonable adjustments.

EYFS – Safer eating and allergies: For all EYFS and infant pupils: children are in sight and hearing of staff during all eating and drinking; a paediatric first-aider is present and actively supervising at mealtimes; we maintain up-to-date allergy and intolerance records and nominate a checker to verify each child's food before it is served; foods with choking risk are prepared appropriately and children are seated while eating.

Whilst current statutory allergy requirements apply to schools, the Fledgling Pre-school provision will follow the school's Allergy Policy and associated procedures as recognised good practice to promote the safety and wellbeing of children with allergies.

Liability & indemnity

Highcliffe St Mark Primary School and Fledglings Pre-School is covered by the local authority's medical malpractice insurance policy. This covers all staff in the arrangements made to support pupils with medical conditions for whom particular training has been given. Staff must follow the guidance, procedures and administering of medicines accurately.

Complaints

Highcliffe St Mark Primary School and Fledglings Pre-School holds a Complaints Policy. Concerns about support for medical conditions are managed under the Complaints Policy. If unresolved, parents may escalate per the policy stages and seek advice from the Department for Education as set out in statutory guidance.

Equality statement

Highcliffe St Mark Primary School and Fledglings Pre-School is mindful of its Equality Duties; respecting religious belief and ensuring that support is provided for those with disability needs that might be affected by this policy. Where there are language or communication issues, and to avoid any misunderstanding, the parents/carers and Headteacher will agree an appropriate course of action. The Headteacher will engage interpreters or signers when required to ensure that full understanding of a pupil's medical needs are determined accurately.

With regard to off-site visits and residential opportunities, Highcliffe St Mark Primary School and Fledglings Pre-School will ensure that reasonable adjustments enabling pupils to be included are appropriate and made in consultation with parents/carers.

VERSION	DATE	REVIEWER	COMMENT
1	October 2023	Charlotte Sampson	Changes to key personnel
2	November 24	Gavin Withey	Change of wording for DSL, addition of information about administering 3 times a day medicine where a child attends After School Club
3	January 2026	Claire Barker and Jacqui Fuller	Added Fledglings pre-school, amended persons responsible, included information relevant to 4YO and under and supervision when eating ref EYFS framework 2025, added EIS information, reworded OTC medicine information for clarity