Supporting Pupils at School with Medical Conditions Policy

2026-2027

1 Introduction and Values

1.1 The aim of this policy is to ensure that all children with medical conditions, in terms of both physical and mental health are properly supported while at Barnard Grove Primary School so they can play a full and active role in school life, remain healthy and achieve their academic potential. **The policy is cognisant of the statutory guidance – Supporting Pupils at School with Medical Conditions.**

1.2 All staff will know what to do in an emergency. Relevant staff will be aware of individual children's medical conditions and the plan that is in place to support them

1.3 The school understands the importance of medication and care being managed as directed by health care professionals and parents. Only *PRESCRIBED* medication will be administered.

1.4 Staff involved in the administration of medicines and provision of support to pupils with medical conditions will be suitably trained.

1.5 The named member of school staff responsible for this Medical Conditions Policy and its implementation is Mr. L. Walker (Headteacher).

2 Admission to School

2.1 All parents / carers will be asked to complete an admissions form advising of any medical conditions for which their child may require support at school.

2.2 Parents / Carers of children with medical conditions for which their child may require support will be requested to complete an ***Individual Health Care Plan*** in conjunction (if relevant) with the child's health care professional and policy lead.

2.3 For the start of the new school year (or within 2 weeks of notification of a medical condition that will require support) the policy lead will ensure the individual health care plan has been completed and in conjunction with health care professionals any staff training agreed.

3 Individual Health Care Plans

3.1 Relevant staff will be aware of Individual Health Care Plans.

3.2 A central register of individual health care plans will be held by the school. Individual Health Care Plans will be reviewed at least annually and more frequently if required.

3.3 A copy of the current individual health care plan will be held by the parent / carer/ school and where relevant health care professional. The individual health care plan will accompany the child on any out of school activities.

4 Administration and Storage of Medication in School

4.1 Only medicines which have been prescribed for a child will be administered in school. Parents should request that, wherever possible, medication is prescribed so that it can be taken outside the school day.

4.2 Should medication be required to be administered at school parents / carers should complete an ***Administration of Prescribed Medicines in School Consent Form (Appendix 4).*** Medication cannot be administered without signed consent. Forms can be obtained from the School Office, or can be downloaded from the school's website.

4.3 **The completed *Administration of Prescribed Medicines in School Consent Form*** and the medication should be handed by the parent/carer to a member of the school's office staff.

4.4 Medicines will only be administered if they are provided in its original container complete with a pharmacy label showing the child's name, dosage instructions and any relevant storage instructions. The product must be in date. The exception to this is insulin, which must still be in date but will generally be provided to schools inside an insulin pen or pump, rather than in its original container.

4.5 The school will make sure all medication is stored safely and that pupils with medical conditions know how to access them. In the case of emergency medicines, they will have access to them immediately.

4.6 Parents are asked to collect all medications / equipment at the end of the school term, and to provide new and in date medication at the start of each new term.

4.7 Parents must let the school know immediately if their needs change.

4.8 Parents/ carers are responsible for replenishing supplies of medicines and collecting no longer required / out of date medicines from school.

4.9 Children, where competent, can administer their own medicine, under the supervision of a member of staff. Parents will be requested to notify the school when this is the case.

4.10 The school will keep an accurate record of all medication they administer or supervise administering, including the dose, time, date and staff involved (Appendix 5). If a medication is not administered the parent / carer will be notified.

5 Disposal of Medication

5.1 If parents do not collect out of date / no longer required medicines within 14 days of being requested to do so, the medicine will be returned by the school to a pharmacy for destruction.

6 Out of School Activities / Extended School Day

6.1 The school will meet with parent, pupil and health care professional where relevant prior to any overnight or extended day visit to discuss and make a plan for any extra care requirements that may be needed to support a child with a medical condition to participate. This should be recorded in child's IHP, which should accompany them on the activity.

6.2 Risk assessments are carried out on all on all out of school activities taking into account the needs of pupils with medical needs. School will make sure a trained member of staff is available to accompany a pupil with a medical condition on an offsite visit.

7 Monitoring and Review

7.1 This policy will be reviewed annually, or earlier if appropriate, and will be approved by the Local Academy Committee.

Review Date: Monday 14th September 2026

Next Review Date: September 2027

Signed: …… Headteacher

Associated Documents: Administration of Prescribed Medicines in Schools Consent Form (Appendix 4)

School Record of Medication Administered (Appendix 5)