

Brookfield Park Primary School

*Nurture, include and inspire
to succeed*



Medical Needs Policy

Date February 2023

Policy will be reviewed February 2024

Medical Needs Policy

(Based on DFE Guidance ‘Supporting pupils at school with medical conditions’ Statutory guidance for governing bodies)

Purpose of this policy

The purpose of this policy is to outline the school’s duty in supporting pupils with medical needs, including the safe and appropriate administration of medication to pupils within the school. Pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.

Key staff involved in carrying out the medical needs policy

Staff	Role	Responsibility	Evaluation
Sarah-Jane Whiteside	Headteacher	Cover arrangements in case of staff absence or staff turnover to ensure someone is always available	HT report staffing report to governors
Steph Johanson	SENDCo	Responsible for: <ul style="list-style-type: none">ensuring that sufficient staff are suitably trainedmaking relevant staff aware of the child’s conditionmonitoring of individual healthcare plans.	SEN report to governors Appraisal Monitoring of IHP
Sarah-Jane Whiteside Steph Johanson Laura Collinson	DSLs	Briefing for supply teachers	CPOMs, checking and updating supply folders
Event/ trip leader		<ul style="list-style-type: none">Risk assessments for school visits, holidays, and other school activities outside the normal timetable	EVC Evolve

The Role of The Governing Board

- The Governing Board must ensure that arrangements are in place to support pupils with medical conditions. In doing so it should ensure that such children can access and enjoy the same opportunities at school as any other child.
- The Governing Board should ensure that school leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are properly understood and effectively supported.
- The governing body should ensure that its arrangements give parents and pupils confidence in the school’s ability to provide effective support for medical conditions in school.
- In line with their safeguarding duties, governing boards should ensure that pupils’ health is not put at unnecessary risk from, for example, infectious diseases. They therefore do not have to accept a child in school at times where it would be detrimental to the health of that child or others to do so
- Governing boards must ensure that the arrangements they put in place are sufficient to meet their statutory responsibilities and should ensure that policies, plans, procedures and systems are properly and effectively implemented.

Supporting pupils with long-term health needs

The school will aim to minimise any disruption to the pupil’s learning as far as possible and work with parents/carers and health professionals to ensure this. Where a pupil needs to take medication in school

for an extended period or has a chronic ongoing condition a health care plan will be put in place. This will be agreed jointly by the school and parents/carers with the advice of health professionals.

Parents/carers should provide the school with all necessary information about their child's condition and will sign appropriate agreement forms for the administration of medication. Where it may be appropriate and necessary to support the health needs of individual children, other compensations to certain aspects of school may be made, in agreement with the Head Teacher and SENDCo, an example of this may be in a slight alteration to wearing school uniform or could be in where and when the child is collected from or dropped off in school. These changes will only be agreed where a diagnosed medical condition arises and then must cause the least disruption to the specific child or other children's learning.

Administering and managing medicines during the school day

Children will not be given medicines of any sort without a signed parental agreement in place, these are available from the school reception (see Appendix A)

Non-prescription medicines – Medicines which have not been prescribed by a medical practitioner- will only be administered in school if absolutely necessary (e.g. paracetamol, ibuprofen, throat lozenges).

Parents/carers will be encouraged to give the medicines outside the school day. A consent form **must be** completed by the parents/carers. Non-prescribed medicines cannot be given to any pupil in EYFS

Prescription medicines should only be taken during the school day when essential. Parents/carers will be encouraged to request from doctors, where possible, medicines which can be administered outside of the school day. Medicines will only be administered in school where the dosage frequency requires them to be taken four or more times a day or where they must be taken at specific times. Medication must be in its original container with the original pharmacy label intact, medication will not be accepted without these.

Medicines will only be administered according to the instructions on the pharmacy label. A consent form must be completed by parents/carers

Storing Medicines

The school will keep the medication securely in the school office stock room which may only be accessed by authorised staff. Where medicines need to be refrigerated they will be stored in a designated fridge.

Prescription drugs will be returned to parents/carers when no longer required. It is the parent's/carer's responsibility to ensure that medicines sent to school are 'in date'. If new supplies are needed it is the responsibility of the parents/carers to supply medication, school staff will inform parents/carers when there is 5 days' worth of medication left to allow plenty of time for a repeat prescription to be fulfilled.

Epipens and other Emergency Medication

All staff will be given appropriate training in the administration of emergency medication where necessary in conjunction with the school nurse. A register will be completed to show evidence of who has been trained. Arrangements will be made for immediate access to any emergency medication for example:

The label should clearly state:

- Name of pupil
- Date of dispensing
- Dose and dose frequency
- The maximum permissible daily dose
- Cautionary advice/special storage instructions
- Name of medicine
- Expire date – where applicable

The information on the label should be checked to ensure it is the same as on the parental consent form. Where the information on the label is unclear, such as 'as directed' or 'as before' then it is vital that **clear instructions are given on the parental consent form.** If the matter is still not clear, then the medicine should not be administered and the parents should be asked for clarification.

Disposal of Medicines

Medicines which have passed the expiry date must not be used. Creams and lotions will have both a manufacturer's expiry date which must be observed and should also be considered to have expired 28 days after having been opened. Pump dispensers have a longer life, usually about 3 months. Expired medicines need to be disposed of properly by arrangement with the child's parents, either by return to, or collection by, the parents or return to the pharmacy for safe disposal.

Provision for safe disposal of used needles will require appropriate special measures, e.g. a 'sharps box', to avoid the possibility of injury to others. A 'sharps box' if needed will be kept secure with no access for pupils or unauthorised persons. This will be disposed of in a safe way using a specialist licensed contractor.

Staff Medicines

If a staff member needs to bring medicine into school they have a responsibility to ensure that their medicines are kept securely and that pupils do not have access to them. Adequate safeguards must be taken by staff member, who are responsible for their own personal supplies, to ensure that such medicines are not issued to any other staff member, individual of pupil.

Hygiene and Infection Control

All staff must follow normal precautions for avoiding infection and follow basic hygiene procedures. Staff 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.

Confidentiality

- Medical information should always be regarded as confidential by staff and personal data properly safeguarded.
- Records relating to the administration of medicines are health records and should be stored confidentially.
- Instructions should be shared on a 'need to know' basis in order that a pupil's well-being is safeguarded and any individual treatment plan is implemented.

Key responsibilities of staff:

Staff must always check:

- The pupil's name;
- The prescribed dose;
- The expiry date;
- The written instructions provided by the prescriber on the label or container;
- The individual health plan where one exists;
- Whether or not it is a controlled drug;
- Any requirements for refrigerated storage;
- Prior to administration, the medicine administration record is checked to ensure that a dosage is due and has not already been given by another person.

If in doubt about any procedure staff should not administer the medicines but check with the parents/carers or a health professional before taking further action. If staff have any other concerns related to administering medicine to a particular child, the issue should be discussed with parents/carers, if appropriate, or with a health professional attached to the school.

Written records must be kept each time medicines are given.

The administration of **controlled drugs requires 2 people**. One should administer the drug, the other witness the administration.

Refusal to take medicines

Staff can only administer medicines with the agreement of the pupil. Any specific instructions to assist the administration of a medicine should be recorded in the pupil's individual health plan as should any instructions in the event of refusal.

- If a pupil refuses to take a medicine, staff should not force them to do so, but should note this in the records and follow agreed procedures.
- Where there is no instruction in the pupil's plan, staff should inform parents/carers the same day.

Where refusal may result in an emergency, emergency services and parents/carers will be called.

Record keeping

Records must include:

- An up-to-date list of current medicines prescribed for each pupil that has been confirmed in writing.
- What needs to be carried out, for whom and when.

For pupils with ongoing or complex needs, an individual Health Plan (IHP) that states whether the pupil needs support to look after and take some or all medicines or if care workers are responsible for giving them.

Staff must make a record straight after the medicine has been accepted and taken.

- The records must be complete, legible, up to date, written in ink, dated and signed to show who has made the record
- From the records, anyone should be able to understand exactly what the staff member has done and be able to account for all of the medicines managed for an individual.

Pupils with complex health needs

As technology develops, growing numbers of children with complex health needs receive their education in mainstream schools. This group of children require additional support in order to:

- Maintain optimal health during the day;
- Access the curriculum to the maximum extent.

Some examples of care of health needs for which pupils might require additional support in school and services are:

- Restricted mobility e.g. a pupil with physical impairments who uses a wheelchair;
- Difficulty breathing e.g. a pupil with a tracheostomy who requires regular airway suctioning during the day;
- Problems with eating and drinking e.g. a pupil who requires a gastrostomy feed at lunch time.
- Continence problems e.g. a pupil who requires assistance with bladder emptying and needs catheterisation at each break time or to follow a toileting plan to aid continence of bladder and bowels.
- Susceptibility to infection e.g. a pupil who is receiving steroid therapy.

Staff dealing with children with complex needs will receive training from the school nurse/health professional so that clinical procedures can be carried out correctly. A detailed care plan should be completed for the pupil.

Emergency Procedures

Where pupils have conditions which may require rapid intervention, parents/carers must notify the headteacher/designated person of the condition, symptoms and appropriate action following onset. They should also share any individual treatment plan. The headteacher/designated person must make all staff aware of any pupil whose medical condition may require emergency aid and staff should know:

- Which pupils have individual care plans;

- Possible emergency conditions that might arise, how to recognise the onset of the condition and take appropriate action i.e. summon the trained person, call for ambulance if necessary etc and the emergency instructions contained within them;
- Who is responsible for carrying out emergency procedures in the event of need;
- How to call the emergency services;
- What information from the individual care plan needs to be disclosed.

Other pupils should also know what to do in the event of an emergency, such as telling a member of staff.

When a child needs to go to hospital

Staff should not normally take pupil to hospital in their own car; it is safer to call an ambulance.

- A member of staff should always accompany a child taken to hospital by ambulance, and should stay until the parents/carers arrives.
- Health professionals are responsible for any decision on medical treatment when parents/carers are not available.

Residential Visits

Parents/carers must complete a medical consent form for any residential visit with the school so that staff in charge of the school are given consent to administer medicines and first aid.

First Aid Training

The school will ensure that there are always qualified first aiders in school.

The following staff have completed two days training on paediatric first aid:

<u>NAME</u>	<u>TRAINING PROVIDER & QUALIFICATION</u>	<u>ROLE</u>	<u>VALID UNTIL</u>
Mrs Shuttleworth	First Aid	Teaching assistant in EYFS and 3.15 club supervisor	01.10.23
Miss Rooney	Paediatric First Aid	2 Year Old supervisor	01.02.24
Miss McCann	Paediatric First Aid	TA lunchtime supervisor	12.10.24
Mrs Bolton	Paediatric First Aid	Teaching assistant EYFS	09.10.25
Mrs Collinson	Paediatric First Aid delivered by Tutorcare	EYFS Leader	20.02.2026
Mrs Bingham	Paediatric First Aid delivered by Tutorcare	HLTA in EYFS	20.02.2026
Mrs Hastings	Paediatric First Aid delivered by Tutorcare	Teaching assistant in KS2	20.02.2026
Mrs King	Paediatric First Aid delivered by Tutorcare	Teaching assistant in KS2	20.02.2026
Mrs Crann	Paediatric First Aid delivered by Tutorcare	Teacher in KS2	20.02.2026
Mrs Latham	Paediatric First Aid delivered by Tutorcare	Learning Mentor	20.02.2026

Mrs Tomlinson	Paediatric First Aid delivered by Tutorcare	KS1 teacher	20.02.2026
Mrs Washington	Paediatric First Aid delivered by Tutorcare	Lunchtime supervisor in KS1	20.02.2026
Miss Wright	Paediatric First Aid delivered by Tutorcare	Lunchtime supervisor in KS2	20.02.2026
Mrs Littler	Paediatric First Aid delivered by Tutorcare	Teaching assistant in KS1 and KS2	20.02.2026
Mrs Dougan	Paediatric First Aid delivered by Tutorcare	Teaching Assistant in EYFS and lunchtime supervisor in EYFS	20.02.2026

APPENDIX A



Parental Agreement for School to administer prescribed medicines

Brookfield Park Primary School staff will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Name of school/setting	
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	[agreed member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____

Date _____