

Stanway Primary School



Supporting pupils with Medical Conditions and Administration of Medicines Policy

Approved by:	Full Governing Body	Date: 13.07.2026
Last reviewed on:	Summer 2026	
Next review due by:	Summer 2027	

This policy is in accordance with the statutory guidance document 'supporting pupils at school with medical conditions' produced by the department of education (December 2015)

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1. Aims

This policy aims to ensure that pupils, staff and parents understand how the school will support pupils with medical conditions, and that pupils with medical conditions are properly supported so they can access the same education as their peers, including participation in school trips and sporting activities.

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 (DfE)'s statutory guidance on [supporting pupils with medical conditions at school](#).

Any concerns regarding the support provided should be raised in accordance with the school's complaints policy.

3. Roles and responsibilities

The **governing board** is responsible for ensuring that appropriate arrangements are in place to support pupils with medical conditions and for monitoring the effectiveness of this policy.

The **headteacher** is responsible for implementing this policy, including:

- Ensuring all staff are aware of the policy and understand their role
- Ensuring sufficient staff are suitably trained,
- Ensuring appropriate cover arrangements are in place
- Ensuring staff are aware of pupils' medical conditions, where appropriate
- Ensuring supply staff are provided with relevant information
- Ensuring Individual Healthcare Plans (IHPs) are developed and reviewed
- Ensuring systems are in place for obtaining a pupil's medical information

Staff will be asked to support pupils with medical conditions during school hours however this will not be the sole responsibility of one person. Any member of staff can 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.

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

Teachers will ensure the needs of pupils with medical conditions are included in all lessons.

All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

Parents will be responsible for:

- Provide the school with sufficient, accurate and up-to-date information about their child's medical needs, including details of any medication required
- Be involved in the development and review of their child's Individual Healthcare Plan (IHP) and, where appropriate, its drafting

- Carry out any actions they have agreed to as part of the IHP, such as providing medication and necessary equipment
- Ensure they, or a nominated adult, are contactable at all times
- Complete and submit a consent form before bringing any medication into school
- Provide the school with the medication their child requires
- Inform the school of any changes to their child's medical condition, medication, dosage, or method of administration, including when treatment is discontinued

4. Notification of a medical condition

When the school is notified that a pupil has a medical condition, the following procedure will be followed:

- Parents/carers must inform the school of their child's medical condition and provide sufficient information about the condition and required support
- The school will discuss the information provided with parents/carers to understand the child's needs in more detail
- Where appropriate, the school will seek advice from healthcare professionals to support planning and provision
- Arrangements will be put in place to meet the pupil's needs, which may include developing an Individual Healthcare Plan (IHP)
- In the case of a new admission, every effort will be made to ensure appropriate support is in place before the pupil starts school
- Where a pupil is newly diagnosed, the school will ensure that arrangements are made as soon as possible

(See Appendix 1)

5. Individual healthcare plans (IHPs)

Individual Healthcare Plans (IHPs) are used to ensure that pupils with medical conditions receive the support they need to safely access school and participate fully in school life.

- The Headteacher has overall responsibility for the development and review of Individual Healthcare Plans (IHPs).
- IHPs will be reviewed at least annually, or sooner where a pupil's needs change.
- Not all pupils with medical conditions will require an IHP. The need for a plan will be agreed in consultation with parents and a relevant healthcare professional; where there is no agreement, the Headteacher will make the final decision.
- IHPs will be developed in partnership with the school, parents and, where appropriate, a healthcare professional. Pupils will be involved where appropriate.
- IHPs will clearly set out what support is required, when it is needed and who is responsible.
- The level of detail will reflect the complexity of the pupil's condition and the support required.
- Where relevant, IHPs will be linked to, or form part of, an Education, Health and Care (EHC) Plan.

IHPs will include, where appropriate:

- Details of the medical condition, symptoms and treatment
- Required support, including medication, equipment and facilities
- The level of support needed, including emergency arrangements and any self-management
- Staff responsibilities, training needs and cover arrangements
- Who needs to be aware of the condition
- Arrangements for parental consent for medication
- Arrangements for school trips and activities
- Confidentiality considerations

- Emergency procedures and contact details

6. Managing medicines

All medication must be delivered to the school office in person by a parent or carer, who will be required to complete and sign a consent form (see Appendix 2). Where medication needs to be brought into and collected from school on a daily basis (e.g. antibiotics), parents are responsible for ensuring this takes place. The school office is open from 8:30am to 3:45pm.

The school will not prevent pupils from accessing their medication when required, require parents to attend school to administer medication, or exclude pupils from activities, including school trips, because of their medical condition, unless a risk assessment demonstrates that this cannot be safely managed.

Pupils will be supported to manage their own medication where appropriate, with parental consent and where it is safe to do so.

Prescribed medicines:

- Parents must provide the school with information about any prescribed medicines required and complete a consent form before bringing medication into school.
- The school will only accept prescribed medicines that are provided in the original container as dispensed by the pharmacist labelled with Pupils names, name of medicine, date of dispensing, instructions for administration, dosage, frequency and timing of administration and storage.
- Medication will only be administered where it would be detrimental to a pupil's health or attendance not to do so, and where written parental consent has been received.
- Staff administering medication will follow the pupil's Individual Healthcare Plan (IHP), where applicable, check dosages and keep a written record.
- Parents must inform the school and provide details of any changes to the prescription or the support required. However, staff should make sure that this information is the same as that provided by the prescriber.

Non-prescribed medicines

- Non-prescribed medicines will only be administered when it would be detrimental to the pupil's health or school attendance not to do so, written parental consent is required.
- Medicines containing aspirin will not be given to pupils under 16 unless prescribed by a doctor
- Any staff administering a pupil pain relief medication, will first check maximum dosages and MUST confirm with parents when the previous dosage was taken. Parents must be informed of the time administered.

Inhalers and emergency medication

- Pupils will have immediate access to essential medicines, including inhalers, adrenaline auto-injectors and blood glucose monitoring equipment.
- These will not be locked away and all relevant staff will be aware of their location.

Storage and controlled drugs

- All medicines will be stored safely.
- Controlled drugs will be stored securely with access limited to authorised staff.
- Medicines will be returned to parents when no longer required for safe disposal.
- Asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to pupils and not locked away. Pupils will be made aware where they are kept.

Refusal of medication

- Staff will not force a pupil to take medication. If a pupil refuses, staff will follow the procedures set out in the IHP and inform parents.

7. Emergency procedures

In all situations, staff will follow the guidance set out in the pupil's IHP or medical protocol to ensure safe practice. If necessary staff will follow the school's normal emergency procedures, including calling 999.

Each pupil's Individual Healthcare Plan (IHP) will clearly set out what constitutes an emergency and the actions to be taken. If a pupil needs to be taken to hospital, a member of staff will remain with them until a parent arrives or accompany them in an ambulance, where appropriate.

For school trips and off-site activities, staff will be aware of pupils' medical needs and relevant emergency procedures, which will be reflected in risk assessments. Copies of IHPs will be taken on visits where necessary.

Where there are concerns about a pupil's safety, or the safety of others, staff will seek advice from parents and, where appropriate, healthcare professionals before the visit takes place.

8. Training

Staff who support pupils with medical conditions will receive appropriate training to ensure they are competent and confident in their role. All training needs will be identified during the development or review of Individual Healthcare Plans (IHPs), and relevant staff will be involved in this process.

The SENCO and/or Headteacher will ensure that suitable staff are in place to support pupils and will arrange additional training where required. Where necessary, advice and training will be provided by appropriate healthcare professionals, who will help determine the type and level of training required and may confirm staff competency.

Staff required to administer medication will receive specific training before doing so.

All staff will receive awareness training on this policy and their role in responding to pupils with medical conditions, including during induction.

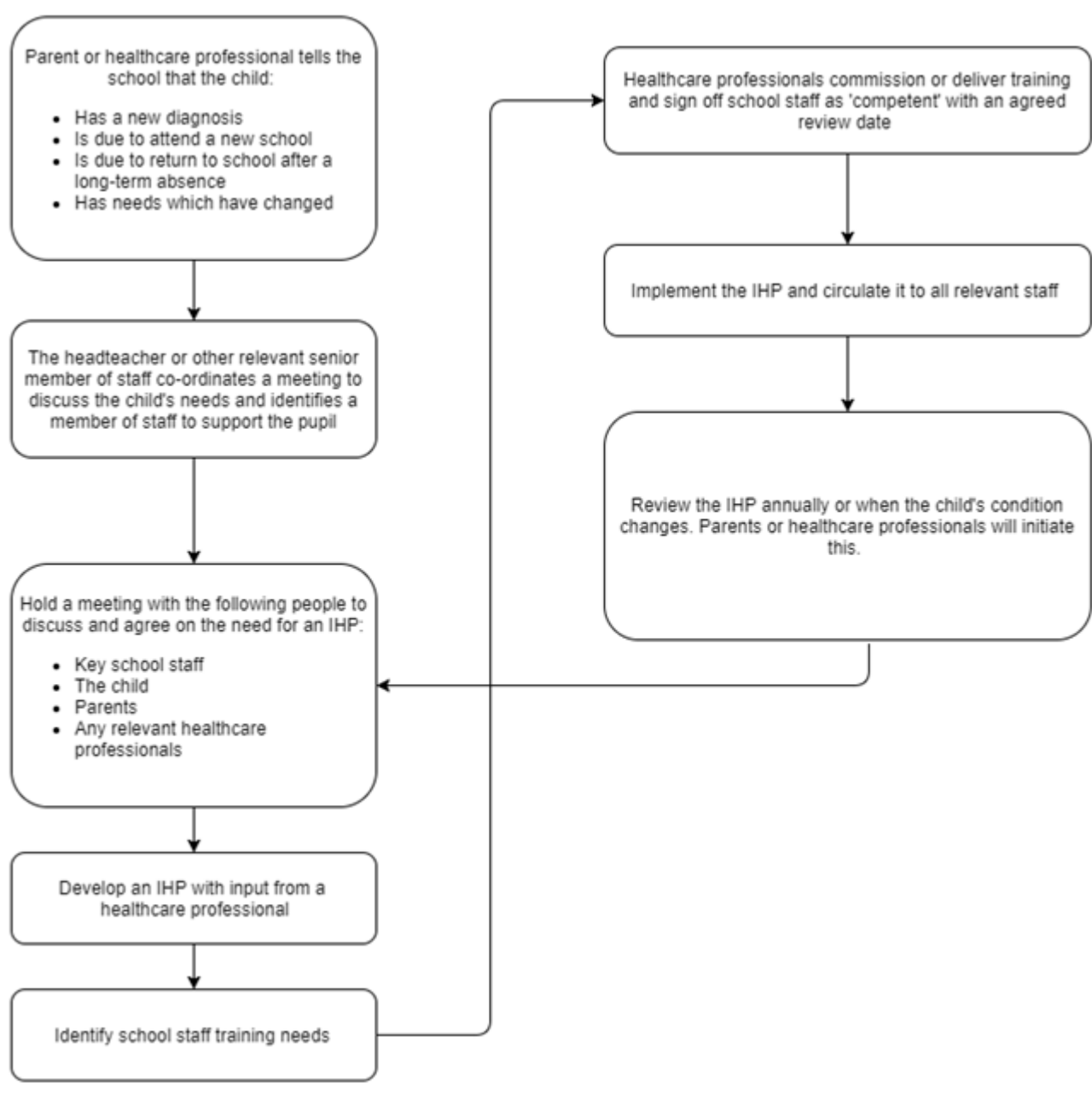
Annual refresher training (e.g. asthma, anaphylaxis, epilepsy) will be provided as required and kept up to date.

9. Record keeping

A written record will be kept of all medication administered to pupils for the duration of their time at the school. This information is confidential and will be stored and retained securely in line with the school's data protection and record retention policies.

Individual Healthcare Plans (IHPs) will be kept in an accessible location and made available to all relevant staff.

Appendix 1: Being notified a child has a medical condition





Appendix 2: Parent Agreement to administer medicine in a school setting

Name of Pupil	
Date of Birth	
Year group and Class	
Medical condition or illness	
Prescribed Medicine	
Name/type of medicine (as described on the container)	
Expiry date	
Dosage and Method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school needs to be aware of?	
Self-administration – Yes/No?	
Procedures to take in an emergency	

☐ I confirm my child has taken this prescribed medicine before without ill effect

- ☐ I confirm that this is prescribed medicine does not interact with other medicine my child is taking and is not contraindicated with my child's medical condition

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

In the event of medicines needing to be transported to and from school on a daily basis, the parent is responsible for ensuring that both delivery and collection to school occurs. The school office is opens at 8:30am and closes at 3:30pm

Non - Prescribed Medicine (Over the counter (OTC) Medicines	
Name/type of medicine (as described on the container)	
Expiry date	
Dosage and Method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school needs to be aware of?	
Self-administration – Yes/No?	
Procedures to take in an emergency	

- ☐ I confirm my child has taken this over-the-counter medicine before without ill effect
- ☐ I confirm that this is over the counter medicine does not interact with other medicine my child is taking and is not contraindicated with my child's medical condition

NB: Medicines must be in the original container

Emergency contact details (two are required)

Name		Name	
Telephone number		Telephone number	
Relationship to Pupil		Relationship to Pupil	

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

Name:

Relationship to Pupil:

Signature:

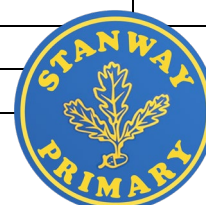
Date:



Appendix 3: Record of medicine administered

Child's Name	
D:O:B	
Medicine	
Dose	
Time of Day	

Date	Time	Stock Before	Dose Given	Administered by signature	Checked by signature	Stock After



Appendix 4: General Care Plan

Child's Name				Photo											
Year group and Class															
Date of Birth															
Child's address															
Medical diagnosis/condition															
Date															
Review date	<table border="1"> <tr> <td>Year 1</td> <td></td> <td>Year 2</td> <td></td> </tr> <tr> <td>Year 3</td> <td></td> <td>Year 4</td> <td></td> </tr> <tr> <td>Year 5</td> <td></td> <td>Year 6</td> <td></td> </tr> </table>	Year 1		Year 2		Year 3		Year 4		Year 5		Year 6			
Year 1		Year 2													
Year 3		Year 4													
Year 5		Year 6													

Family Contact Information	
Parent/Carer 1:	
Phone No. (Work)	
Phone No. (Home)	
Mobile No.	
Relationship to child:	
Parent/Carer 2:	
Phone No. (Work)	
Phone No. (Home)	
Mobile No.	
Relationship to child:	

Clinic/Hospital Contact

Name:	
Phone No.	

G.P	
Name:	
Phone No.	

Who is responsible for providing support for the school	
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Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc
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Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision
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Daily care requirements

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Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (state if different for off-site activities)

Plan developed with

Staff training needed/undertaken – who, what, when

Health plan agreed by:

Name	Date	Relationship	Signature

Form copied to:

	Class	Year1	Date
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