



SUPPORTING PUPILS WITH MEDICAL NEEDS AND MEDICATIONS POLICY

MARCH 2025

Policy:	Supporting Pupils with Medical Needs and Medications Policy
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Policy Updated 18/03/25 To be reviewed March 2026	
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Policy Statement

At St Swithun’s we are an inclusive community that aims to support and welcome all pupils including those with medical conditions. We aim to provide all pupils with medical conditions the same opportunities as others in school.

Staff have access to information about what to do in a medical emergency and understand that certain medical conditions are serious and can be potentially life threatening, particularly if ill-managed or misunderstood. We also understand the importance of medication being taken as prescribed.

All staff understand the common medical conditions that affect children at St Swithun’s. When needed we will facilitate training for all staff on the impact medical conditions can have on pupils. Staff receive additional training about any children they may be working with who have complex health needs supported by an Individual Health Plan.

Policy and Guidelines

1. St Swithun’s is an inclusive community that aims to support and welcome pupils with medical conditions.

We help to ensure pupils with medical conditions can:

be healthy

stay safe
enjoy and achieve
make a positive contribution
achieve economic well-being

Pupils with medical conditions are encouraged to take control of their condition (age appropriate). We aim to include all pupils with medical conditions in all school activities and parent/carers of pupils with medical conditions are aware of the care their children receive at St Swithun's. The school ensures all staff understand their duty of care to children and young people in the event of an emergency.

The Head Teacher is responsible for ensuring staff receive annual updates. The Supporting Pupils with Medical Needs and Medications Policy is understood and followed by the whole school. It is shared on the school website and within the policy folder on staff TEAMS.

2. The Supporting Pupils with Medical Needs and Medications Policy is supported by a clear communication plan for staff, parent/carers and other key stakeholders to ensure its full implementation.

Pupils are informed and reminded about this policy:

in personal, social and health education (PSHE) classes

Parent/carers are informed about this policy:

at the start of the school year when communication is sent out about Individual Health Plans

when their child is enrolled as a new pupil via the data collection sheet
via the school's website, where it is available all year round

School staff are informed and regularly reminded about this policy:

through the staff handbook and staff meetings
through the annual medical conditions updates
through the sharing and signing of individual health care plans
all supply and temporary staff are informed of the policy and their responsibilities including who is the designated person, any medical needs or Individual Health Plans related to the children in their care and how to respond in emergencies. This will be undertaken by the Office Team.
Staff are made aware of Individual Health Plans as they relate to their teaching/supervision groups. This is a role for the designated person or the Office team

3. Relevant staff understand and are updated in what to do in an emergency for the most common serious medical conditions at St Swithun's

Staff at St Swithun's are aware of the most common serious medical conditions that affect the children at St Swithun's. Staff understand their duty of care to pupils both during, and at either side of the school day in the event of an emergency. In an emergency situation school staff are required under common law duty of care to act like any reasonably prudent parent/carer. This may include administering prescribed medication.

Staff receive updates at least once a year for asthma and other medical needs e.g. diabetes, and know how to act in an emergency. Additional training is prioritised for key staff members who work with children who have specific medical conditions supported by an Individual Health Plan.

St Swithun's uses 'Asthma Plans' for all those children who have asthma and have an inhaler in school.

St Swithun's uses Individual Health Plans to inform the appropriate staff (including supply teachers and support staff) of pupils with complex health needs in their care who may need emergency help.

If a pupil needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent/carer arrives. The school will try to ensure that the staff member will be one the pupil knows. The staff member concerned should inform a member of the school's senior management.

Pupils with medical conditions requiring an Individual Health Care Plan are: those who have diabetes, epilepsy (inc those with rescue medication), anaphylaxis, gastrostomy feeds, central line or other long term venous access, tracheostomy. There may be other children with unusual chronic conditions who need a Health Care Plan, the designated person will liaise with the Healthy Family Team if needed.

4. The school has clear guidance on the administration of medication at school.

Administration – Emergency Medication

St Swithun's staff will seek to ensure that pupils with medical conditions have **easy access to their emergency medication**.

St Swithun's staff will ensure that all pupils understand the arrangements for a member of staff (and the reserve member of staff) to assist in helping them take their emergency medication safely.

Administration – General

Staff at St Swithun's understand the importance of medication being taken as **prescribed**. All use of medication is done under the appropriate supervision of a member of staff.

All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication unless they have been specifically contracted to do so or unless the situation is an emergency and falls under their regular duty of care arrangements. Many members of staff are happy to take on the voluntary role of administering medication. For medication where no specific training is necessary, any member of staff may administer medication to pupils under the age of 16, but only with the written consent of the pupil's parent.

The Senior Leadership Team will ensure that specific training and updates will be given to all staff members who agree to administer medication to pupils if necessary, where that training is deemed necessary.

All staff at St Swithun's have been informed through training that they are required, under common law duty of care, to act like any reasonably prudent parent in an emergency situation. This may include taking action such as assisting in administering medication or calling an ambulance.

In some circumstances, medication is only administered by an adult of the same gender as the pupil, and preferably witnessed by a second adult. This will usually be agreed in the Individual Health Care Plan.

Parent/carers understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they must notify the school immediately. Parent/carers should provide the school with any guidance regarding the administration of medicines and/or treatment from the GP, clinics or hospital.

If a pupil refuses their medication, staff will record this, follow the defined procedures and parent/carers will be informed of this non-compliance as soon as possible.

All staff attending off-site visits are aware of any pupils on the visit who have medical conditions. They will receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed.

If a trained member of staff who is usually responsible for administering medication is not available the school makes alternative arrangements to provide the service. This will be addressed in the risk assessment where necessary.

If a pupil misuses medication, either their own or another pupil's, their parent/carers are informed as soon as possible. The school will seek medical advice if this situation arises. In such circumstances, pupils will be subject to the school's usual disciplinary procedures.

Use of 'over the counter' i.e. non-prescription medications

It is our School policy that we **do not** administer non-prescription medications. If children are required to take over the counter medication eg Calpol, Piriton etc, then parent/carers are welcome to come to school at an agreed time to administer it to their child.

5. Guidance on the storage and disposal of medication at St Swithun's.

Safe Storage – Emergency Medication

Emergency medication is readily available to pupils who require it at all times during the school day or at off-site activities. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available and not held personally by members of staff. See Individual Health Plans for storage details. Asthma inhalers are to be kept in a cupboard or drawer in the child's classroom.

If the pupil concerned is involved in extended school services then specific arrangements and risk assessments should be agreed with the parent and appropriate staff involved.

Safe Storage – Non-Emergency Medication

All non-emergency medication is kept in a secure place, in a lockable cupboard in a cool dry place. Pupils with medical conditions know where their medication is stored and how to access it. Staff ensure that medication is accessible only to those for whom it is prescribed.

Safe Storage – General

Mrs Gillum (Office Manager) ensures the correct storage of medication at school. All controlled drugs are kept in a locked cupboard and only staff have access.

The child's class teacher and Mrs Gillum check the expiry dates for all medication stored at school each term (i.e. three times a year). Furthermore, the identified members of staff, along with the parent/carers of pupils with medical conditions, ensures that all emergency and non-emergency medication brought into school is clearly labelled with the pupil's name, the name of the medication, route of administration, dose and frequency, an expiry date of the medication.

All medication is supplied and stored in its original containers. All medication is labelled with the pupil's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency. Medication is stored in accordance with the manufacturer's instructions, paying particular note to temperature. Some medication for pupils may need to be refrigerated, all refrigerated medication is stored in original packaging and is clearly labelled - an air-tight container to be requested. Refrigerators used for the storage of medication are inaccessible to pupils. The fridge is located in the school office or Foundation Stage kitchen.

It is the parent/carer's responsibility to ensure adequate supplies of new and in date medication come into school at the start of each term with the appropriate instructions and ensure that the school office receives this.

Safe Disposal

Parent/carers are asked to collect out-of-date medication.

Sharps boxes are used for the disposal of needles. Parent/carers obtain sharps boxes from the child's GP or Paediatrician on prescription. All sharps boxes are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis. If a sharps box is needed on an off-site or residential visit, a named member of staff is responsible for its safe storage and return to a local pharmacy, to school or to the pupil's parent. The sharps bin should be closed securely and returned to parents. Parents then need to take the sharps bin to the GP for disposal.

6. Guidance about record-keeping for pupils with medical conditions

Data Collection Forms

Prior to a child starting at St Swithun's, parents/carers are asked if their child has any medical conditions. If so, the appropriate form will be completed (e.g. healthcare plan, asthma plan etc.) with the appropriate member of staff (e.g. SENDCo, class teacher, office staff)

If a pupil has a short-term medical condition that requires medication during school hours (e.g. antibiotics for a chest infection), a medication form is given to the pupil's parents/carers to complete

Individual Health Plans

St Swithun's uses an Individual Health Care Plan for children with complex health needs to record important details about the individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Individual Health Plan if required.

Individual Health Plans are used to:

- inform the appropriate staff about the individual needs of a pupil with a complex health need in their care.

- identify important individual triggers for pupils with complex health needs at school that bring on symptoms and can cause emergencies.

- ensure emergency care services have a timely and accurate summary of a pupil's current medical management and healthcare in an emergency.

Examples of complex health needs which may generate an Individual Health Care Plan following discussion with the school nurse and the school include diabetes, gastrostomy feeds, a tracheostomy, anaphylaxis, a central line or other long term venous access, severe asthma that has required a hospital admission within the last 12 months, epilepsy (including with rescue medication)

An Individual Health Plan, accompanied by an explanation of why and how it is used, is sent to all parents/carers of pupils with a complex health need. This is sent by the designated person either at the start of the school year, at the point of enrolment, when a diagnosis is first communicated to the school, as part of transition discussions or following a new diagnosis.

It is the parent/carer's responsibility to fill in the Individual Health Plan in discussion with the class teacher and return the completed form to the designated person. If the designated person does not receive an Individual Health Care Plan, all school staff should follow standard first aid measures in an emergency. The school will contact the parent/carer if health information has not been returned. If an Individual Health Plan has not been completed, the designated person will contact the parents and may convene a TAC meeting or consider safeguarding children procedures if necessary.

The finalised plan will be given to the parent/carer's and a copy kept in school. A copy of all Individual Health Plans can be accessed by all staff in the blue file in the office.

School Individual Health Plan Register

Individual Health Plans are used to create a centralised register of pupils with complex health needs. The school office team have a responsibility for the register at St Swithun's. We will ensure that there is a clear and accessible system for identifying pupils with health plans/medical needs such as names being 'flagged' on the Scholarpack system. A robust procedure should be in place to ensure that the child's record, contact details and any changes to the administration of medicines, condition, treatment or incidents of ill health in the school are updated on the schools record system.

The responsible member of school staff follows up with the parent/carers and health professional if further detail on a pupil's Individual Health Plan is required or if permission or administration of medication is unclear or incomplete.

On-going Communication and Review of Individual Health Plans

Parent/carers are regularly reminded to update their child's Individual Health Plan if their child has a medical emergency or if there have been changes to their symptoms (getting better or worse), or their medication and treatments change. Each Individual Health Plan will have a review date.

Parent/carers should have a designated route/person to direct any additional information, letters or health guidance to in order that the necessary records are altered quickly and the necessary information disseminated.

Storage and Access to Individual Health Plans

Parent/carers and pupils (where appropriate) are provided with a copy of the pupil's current agreed Individual Health Plan.

Individual Health Plans are kept in a secure central location at school- school office in the blue file. The SENDCo alongside the office team will ensure the latest copies are in the file and circulated to relevant staff and are uploaded to CPOMS. We will also have a copy available to staff in a folder on TEAMS.

When a member of staff is new to a pupil group, for example due to staff absence, the school makes sure that they are made aware of the Individual Health Plans and needs of the pupils in their care. We ensure that all staff protect pupils' confidentiality, but informs parent/carers that the Individual Health Plan would be sent ahead to emergency care staff, should an emergency happen during school hours or at a school activity outside the normal school day. This is included on the Individual Health Plan. The information in the Individual Health Plan will remain confidential unless needed in an emergency.

Residential Visits

Parent/carers are sent a residential visit form to be completed and returned to school before their child leaves for an overnight or extended day visit. This form requests up-to- date information about the pupil's current condition and their overall health.

This provides essential and up-to-date information to relevant staff and school supervisors to help the pupil manage their condition while they are away. This includes information about medication not normally taken during school hours.

All residential visit forms are taken by the relevant staff member on visits where medication is required. These are accompanied by a copy of the pupil's Individual Health Plan where applicable.

All parent/carers of pupils with a medical condition attending a school trip or overnight visit are asked for consent, giving staff permission to supervise administration of medication at night or in the morning if required. The residential visit form also details what medication and what dose the pupil is currently taking at different times of the day. It helps to provide up-to-date information to relevant staff and supervisors to help the pupil manage their condition while they are away. A copy of the Individual Health Plan and equipment/medication must be taken on off-site activities.

Record of Awareness Raising Updates and Training

Staff receive updates on common medical conditions once a year. A record of the content and attendance of the medical condition training is kept by the school and reviewed every 12 months to ensure all new staff receive updates.

All school staff who volunteer or who are contracted to administer emergency medication are provided with training, if needed, by a specialist nurse, doctor or school nurse. The school keeps a register of staff who have had the relevant training; it is the school's responsibility to arrange this.

(School should risk assess the number of first aiders it needs and ensure the first aiders are suitably trained to carry out their responsibilities. It is recommended that Primary Schools and Early Years settings should have at least one first aider who has undertaken the paediatric first aid course)

7. St Swithun's ensures that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

Social Interactions

St Swithun's ensures the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after school.

St Swithun's ensures the needs of pupils with medical conditions are adequately considered to ensure they have access to extended school activities such as school discos, breakfast club, school productions, after school clubs and residential visits.

All staff are aware of the potential social problems that pupils with medical conditions may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the school's anti-bullying and behaviour policies. Staff use opportunities such as personal, social and health education (PSHE) lessons to raise awareness of medical conditions amongst pupils and to help create a positive social environment.

Exercise and Physical Activity

St Swithun's understands the importance of all pupils taking part in sports, games and activities. We seek to ensure all classroom teachers, PE teachers and sports coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils. At St Swithun's, we seek to ensure that all classroom teachers, PE teachers and sports coaches understand that if a pupil reports they are feeling unwell, the teacher should seek guidance before considering whether they should take part in an activity. Teachers and sports coaches are aware of pupils in their care who have been advised, by a healthcare professional, to avoid or to take special precautions with particular activities. We ensure all PE teachers, classroom teachers and school sports coaches are aware of the potential triggers for pupils' medical conditions when exercising and how to minimise these triggers.

We seek to ensure that all pupils have the appropriate medication or food with them during physical activity and those pupils take them when needed and that all pupils with medical conditions are actively encouraged to take part in out-of-school clubs and team sports.

Education and Learning

St Swithun's ensures that pupils with medical conditions can participate fully in all aspects of the curriculum and ensures that appropriate adjustments and extra support are provided. Teachers are aware of the potential for pupils with medical conditions to have special educational needs (SEN). Pupils with medical conditions who are finding it difficult to keep up with their studies are referred to the SENCo.

We ensure that lessons about common medical conditions are incorporated into PSHE lessons and other parts of the curriculum. Pupils learn how to respond to common medical conditions.

Risk Assessments

Risk assessments are carried out prior to any out-of-school visit or off-site provision and medical conditions are considered during this process. As part of the risk assessment, how all pupils will be able to access the activities

proposed; how routine and emergency medication will be stored and administered, where help can be obtained in an emergency, and any other relevant matters.

St Swithun's understands that there may be additional medication, equipment or other factors to consider when planning residential visits or off site activities.

8. Each member of the school and health community knows their roles and responsibilities in maintaining an effective medical conditions policy.

St Swithun's works in partnership with all interested and relevant parties including the school's governing body, school staff, and community healthcare professionals and any relevant emergency practitioners to ensure the policy is planned, implemented and maintained successfully.

The following roles and responsibilities are used for the medical conditions policy:

Governors

Have a responsibility to:

- ensure the health and safety of their staff and anyone else on the premises or taking part in school activities (this includes all pupils). This responsibility extends to those staff and others leading activities taking place off-site, such as visits, outings or field trips.

- ensure the schools health and safety policies and risk assessments are inclusive of the needs of pupils with medical conditions and reviewed annually.

- make sure the medical conditions policy is effectively implemented, monitored and evaluated and regularly updated.

- ensure that the school has robust systems for dealing with medical emergencies and critical incidents at any time when pupils are on site or on out of school activities.

Head Teacher

Has a responsibility to:

- ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks.

- ensure the policy is put into action, with good communication of the policy to all staff, parent/carers and governors.

- ensure every aspect of the policy is maintained.

- ensure that if the oversight of the policy is delegated to another senior member of staff that the reporting process forms part of their regular supervision/reporting meetings.

- monitor and review the policy at regular intervals, with input from governors, parent/carers, staff and external stakeholders.

- report back to governors about implementation of the health and safety and medical conditions policy.

- ensure through consultation with the governors that the policy is adopted and put into action.

All School Staff and Support Staff

Have a responsibility to:

be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency.

call an ambulance in an emergency.

understand the school's medical conditions policy.

know which pupils in their care have a complex health need and be familiar with the content of the pupil's Individual Health Plan.

know the school's registered first aiders and where assistance can be sought in the event of a medical emergency.

know the members of the school's Leadership Team if there is a need to seek assistance in the event of an emergency.

maintain effective communication with parent/carers including informing them if their child has been unwell at school.

ensure pupils who need medication have it when they go on a school visit or out of the classroom.

be aware of pupils with medical conditions who may be experiencing bullying or need extra social support.

understand the common medical conditions and the impact these can have on pupils.

ensure that all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in.

ensure that pupils have the appropriate medication or food during any exercise and are allowed to take it when needed.

follow universal hygiene procedures if handling body fluids.

ensure that pupils who present as unwell should be questioned about the nature of their illness, if anything in their medical history has contributed to their current feeling of being unwell, if they have felt unwell at any other point in the day, if they have an Individual Health Plan and if they have any medication. The member of staff must remember that while they can involve the pupil in discussions regarding their condition, they are in loco parentis and as such must be assured or seek further advice from a registered first aider if they are in doubt as to the child's health, rather than take the child's word that they feel better.

Teaching Staff

Have an additional responsibility to also:

ensure pupils who have been unwell have the opportunity to catch up on missed school work.

be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it, in liaison with the SENDCo.

liaise with parent/carers, SENDCo if a child is falling behind with their work because of their condition.

use opportunities such as PSHE and other areas of the curriculum to raise pupil awareness about medical conditions.

First Aiders

Have an additional responsibility to:

give immediate, appropriate help to casualties with injuries or illnesses.

when necessary ensure that an ambulance is called.

ensure they are trained in their role as first aider.

it is recommended that first aiders are trained in paediatric first aid.

Special Educational Needs Coordinator

Has the additional responsibility to:

ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in exams or coursework.

Pupils

Have a responsibility to:

- treat other pupils with and without a medical condition equally.
- tell their parents/carers, teacher or nearest staff member when they are not feeling well.
- let a member of staff know if another pupil is feeling unwell.
- treat all medication with respect.
- know how to gain access to their medication in an emergency.
- ensure a member of staff is called in an emergency situation.

Parent/Carers

Have a responsibility to:

- tell the school if their child has a medical condition or complex health need.
 - ensure the school has a complete and up-to-date Individual Health Plan if their child has a complex health need.
 - inform the school about the medication their child requires during school hours.
 - inform the school/provider of any medication their child requires while taking part in visits, outings or field trips and other out-of-school activities.
 - tell the school about any changes to their child's medication, what they take, when, and how much.
 - inform the school of any changes to their child's condition.
 - ensure their child's medication and medical devices are labelled with their child's full name.
 - ensure that the school has full emergency contact details for them.
 - provide the school with appropriate spare medication labelled with their child's name.
 - ensure that their child's medication is within expiry dates.
 - keep their child at home if they are not well enough to attend school.
 - ensure their child catches up on any school work they have missed.
 - ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional.
 - if the child has complex health needs, ensure their child has a written Individual Health Plan for school and if necessary an asthma management plan from their doctor or specialist healthcare professional to help their child manage their condition.
 - have completed/signed all relevant documentation and the Individual Health Plan if appropriate
- Further Information and Guidance**

Asthma UK www.asthma.org.uk

Diabetes UK www.diabetes.org.uk

Epilepsy Action www.epilepsy.org.uk

Appendix 1: Individual Health Plan

Appendix 2: Request for Child to Carry Medication

Appendix 3: Administration of Medicines Record Form (Class 1 and 2 drugs)

Appendix 4: Permission Letter for Administration of Medicines

1 – Individual Health Plan

CHILD'S INFORMATION

Child's name:	
Date of Birth:	
Year group:	
Address:	
Town:	
Postcode:	
Medical conditions: Give a brief description of the medical condition(s) including description of signs, symptoms, triggers, behaviours.	
Allergies:	
Date:	
Document to be updated:	

Family Contact Information

Name:	
Relationship:	
Home phone number:	
Mobile phone number:	
Work phone number:	
Email:	

Name:	
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Relationship:	
Home phone number:	
Mobile phone number:	
Work phone number:	
Email:	

Name:	
Relationship:	
Home phone number:	
Mobile phone number:	
Work phone number:	
Email:	

Essential information concerning this child's health needs

	Name	Contact details
Specialist nurse (if applicable):		
Key worker:		
Consultant paediatrician (if applicable):		
GP:		
Link person in education:		
Class teacher:		
Health visitor/school nurse:		
SEN co-ordinator:		
Other relevant teaching staff:		

Other relevant non-teaching staff:		
Headteacher:		
Person with overall responsibility for implementing plan:		
Any provider of alternative provision:		

This child has the following medical condition(s) requiring the following treatment _____

Medical condition	Drug	Dose	When	How is it administered?

Does treatment of the medical condition affect behavior or concentration?	
Are there any side effects of the medication?	
Is there any ongoing treatment that is not being administered in school? What are the side effects?	

Any medication will be stored _____

Routine monitoring (if applicable)

Some medical conditions will require monitoring to help manage the child's condition.

What monitoring is required?	
When does it need to be done?	
Does it need any equipment?	
How is it done?	
Is there a target? If so what is the target?	

Emergency Situations

An emergency situation occurs whenever a child needs an urgent treatment to deal with their condition.

What is considered an emergency situation?	
What are the symptoms?	
What are the triggers?	
What action must be taken?	
Are there any follow up actions (eg tests or rests) that are required?	

Impact on child's learning

How does the child's medical condition effect learning? i.e memory, processing speed, coordination etc	
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Does the child require any further assessment of their learning?	
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Impact on child's learning and care at meal times

Arrive at school		
Morning break		
Lunch		
Afternoon break		
School finish		
After school club (if applicable)		
Other		

Care at meal times

What care is needed?	
When should this care be provided?	
How is it given?	
If it's medication, how much is needed?	
Any other special care required?	

Physical activity

Are there any physical restrictions caused by the medical condition(s)?	
Is any extra care needed for physical activity?	
Actions before exercise	

Actions during exercise	
Actions after exercise	

Trips and activities away from school

What care needs to take place?	
When does it need to take place?	
If needed, is there somewhere for care to take place?	
Who will look after medicine and equipment?	
Who outside of the school needs to be informed?	
Who will take overall responsibility for the child on the trip?	

School environment

Can the school environment effect the child's medical condition?	
How does the school environment effect the child's medical condition?	
What changes can the school make to deal with these issues?	

Educational, Social and Emotional needs

Pupils with medical conditions may have to attend clinic appointments to review their condition. These appointments may require a full day's absence.

Is the child likely to need time off because of their condition?	
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What is the process for catching up on missed work caused by absence?	
Does this child require extra time for keeping up with work?	
Does this child require any additional support in lessons ? If so, what?	
Is there a situation where the child will need to leave the classroom?	
Does this child require rest periods?	
Does this child require any emotional support?	
Does this child have a 'buddy' e.g help carrying lunch box/bag?	

Staff training

Governing bodies are responsible for making sure staff have received appropriate training to look after a child. School staff should be released to attend any necessary training sessions it is agreed they need.

What training is required?	
Who needs to be trained?	
Has the training been completed?	
Please sign and date	

Please use this space for any additional information for this child.

	Name	Signature	Date
Parents/carers			
Healthcare professional			
School representative			

2 - Request for Child to Carry Medication

This form must be completed by the Parent / Carer.

Name of School / Setting:	
Child's Name:	
Date of Birth:	
Class Name / Tutor Group:	
Child's Address:	
Name of Medication:	
Procedures to be taken in an emergency	

Contact Information

Name:	
Daytime Phone No.	
Relationship to Child:	

I would like my child to keep their medicine on their person for use as necessary.

Signed:	
Date:	

If more than one medicine is to be given a separate form must be completed for each type of medication.

Sept 2020

[illegible]

Sept 2020

Parental Agreement for the School to Administer Medicine

The school will not give your child medicine unless you complete and sign this form.

Administration of medication form

Name of child:

Date of birth:

Year group/class:

Medical condition or illness:

Medicine Name/type of medicine (as described on the container): Expiry date:

Dosage and method:

Timing:

Special precautions/other instructions:

Any side effects that the school needs to know about:

Self-administration – Y/N:

Procedures to take in an emergency:

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

container as

Contact details

Name:

Daytime telephone number:

Relationship to child:

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

Signature(s) _____

Date _____

4 - Permission Letter for Administration of Medicines

To the Parent / Carer of:

It is very important that medicines that you wish the school to administer are authorised by your GP, Hospital Consultant or appropriate health professional. Without their signature, authorised staff cannot give any type of medicine to the students in school.

Please kindly ask the GP / Consultant to complete the attached form and return it with the medicines prescribed to the nominated responsible person in school.

You will need to have a new form completed if the type and dosage of the medicine is changed. The medicines **must** be provided in their original packaging (not broken down and placed in envelopes).

Please remember that any prescribed medicine that is administered by the school **must** be removed from the school premises on the last day of the summer term by the parent / carer in arrangement with a competent member of staff. These forms are available from the school.

Yours Sincerely,

Medical Needs & Medications Policy March 2025