



## Supporting Children with Medical Conditions and Managing Medicines Policy

**Approved by:**

Full Governing Body

**Date:** December 2025

**Next review due by:**

December 2026

## West Moors Middle School

### Policy for Supporting Children with Medical Conditions and Managing Medicines

This policy has been structured in line with the most recent government guidance:

- *Supporting pupils at school with medical conditions* (DfE, April 2014)
- *Guidance and Code of Practice – First Aid at Work* (Dorset County Council)
- Guidance from local health services, professional teaching associations, and Dorset County Council Health and Safety Team.

West Moors Middle School adheres to the duty in the Children and Families Act 2014 that children with medical conditions have the same right of admission as other children and will not be refused admission or excluded on medical grounds. Appropriate assessments will establish the support each child requires, in partnership with parents and carers and health professionals.

The prime responsibility for a child's health rests with parents and carers. Parents and carers are expected to provide accurate information about their child's medical needs, enabling the school to manage care effectively.

The school also seeks guidance from a range of health professionals (School Nurse, Paediatric Consultants, etc.) to minimise disruption to learning.

#### Key Personnel

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

**Dr Deborah Craddock, Head Teacher**

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 members of the Inclusion Team responsible for developing Individual Healthcare Plans:

**Teresa Davies, SENDCo and Angela Tai, SENDCo**

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

**Chair of Governors**

## **AIMS**

The school is committed to supporting children with long-term or complex medical conditions and working in partnership with parents and carers. Specifically, the policy aims to:

1. Ensure children with short or long-term medical conditions are fully supported to access education, including off-site activities and residential visits.
2. Provide staff with appropriate and sufficient training to support children with medical needs.
3. Give parents, carers, and children confidence in the medical support arrangements.
4. Work closely with health service colleagues.
5. Comply fully with the Equality Act 2010.
6. Manage medicines in accordance with government and local guidance.
7. Maintain accurate records of support provided.
8. Develop and monitor Individual Healthcare Plans (IHPs) in partnership with health professionals.
9. Ensure children are safe and able to attend school regularly.
10. Support children with complex or long-term medical conditions to access education effectively.
11. Adhere to statutory guidance including *Supporting Children at School with Medical Conditions* (DfE, 2014) and *Multi-Agency Guidance for the Management of Long-Term Health Conditions for Children and Young People* (DSCB, 2011).

## **THE GOVERNING BODY WILL:**

The Governing Body will:

- Ensure arrangements are in place to support children with medical conditions, tailored to individual needs.
- Publish this policy on the school website and review it annually.
- Identify staff responsible for implementing the policy day-to-day.
- Monitor the management and review of IHPs in partnership with health professionals.
- Ensure staff receive appropriate training and regular refreshers.
- Support self-management of medicines where appropriate, with staff oversight.
- Oversee the management of medicines to meet Health & Safety standards and maintain parents' and carers' confidence.
- Ensure insurance covers staff undertaking medical procedures.
- Uphold the rights of disabled children under the Equality Act 2010.
- Ensure children with medical conditions can participate in off-site activities safely.
- Inform parents and carers about the school's complaints procedures.

## **INDIVIDUAL HEALTHCARE PLANS**

Individual Healthcare Plans (IHPs) will be developed for children with medical conditions to minimise the impact on their attendance, health, wellbeing, and learning. Not all conditions will require an IHP; for short-term conditions, parents' and carers' written consent for medicine administration may be sufficient.

IHPs will include:

- The names of staff trained to support the child.
- Details of the medical condition, daily care requirements, and emergency procedures.
- Links to Education, Health and Care (EHC) plans where applicable.

Plans will be developed in partnership with parents and carers, the child (where appropriate), and relevant health professionals. They will be reviewed at least annually, or sooner if changes occur, such as alterations to medication. Emergency arrangements will be communicated to all relevant staff, including First Aiders, to ensure a prompt and coordinated response when needed.

## ROLES AND RESPONSIBILITIES

### Parents and Carers

Parents and Carers are responsible for ensuring the school has accurate and up-to-date information about their child's medical needs. This allows the school to support the child safely and effectively. Medicines must be provided in their original containers, clearly labelled, and any changes to prescriptions or treatment should be communicated to the school immediately in writing. While the school supports children with medical needs, the primary responsibility for the child's health remains with parents and carers.

Specifically, parents and carers should:

- Provide information using Template A to detail their child's medical needs.
- Deliver medicines in their original containers, clearly labelled with the child's name, dosage, timing, and pharmacist instructions.
- Notify the school immediately in writing of any changes to prescriptions or treatment.
- Recognise that the ultimate responsibility for their child's health rests with them.

### Headteacher:

The Headteacher will ensure that the school's arrangements for supporting children with medical needs are effectively implemented and monitored. This includes keeping Governors informed about the policy's implementation and effectiveness, arranging safe storage of medicines, and overseeing the provision of medical support in partnership with parents and carers. The Headteacher will also ensure that staff receive appropriate training before supporting children with medical needs and that no staff member is compelled to administer medicines, as participation is voluntary.

Specifically, the Headteacher will:

- Keep Governors informed about policy implementation and effectiveness.
- Arrange safe storage of medicines and oversee support for children's medical needs in partnership with parents and carers.
- Ensure staff receive appropriate training prior to supporting children with medical needs.
- Ensure staff are not required to administer medicines; volunteering is entirely voluntary.
- Manage prescription medicines at school, during off-site trips, and in emergency situations.
- Ensure that risk assessments for off-site visits account for the needs of children with medical conditions.

### Designated Teacher:

The Designated Teacher will ensure that children with medical needs are supported effectively while minimising disruption to their education. This includes working closely with **parents and carers** to reduce interruptions to school attendance, ensuring that staff follow Individual Healthcare Plans (IHPs) accurately, and respecting all cultural and religious views.

Specifically, the Designated Teacher will:

- Work with **parents and carers** to minimise interruptions to school attendance.
- Ensure staff adhere to IHPs accurately.
- Respect cultural and religious views communicated to the school.
- Maintain accurate records of medicine administration.

## **STAFF TRAINING AND SUPPORT**

Most medicines to be administered will not require professional training; however, the school will ensure that staff supervising the administering of medicines will understand that accurate records are to be kept and are completed at the time of being administered.

Staff who maintain these records should be clear about what action to take, (such as referring to Dr Deborah Craddock, Designated Senior Lead for Child Protection if they become concerned about the welfare of an individual pupil). If an Individual Healthcare Plan is applied to particular children / young people, additional training must be given by a nominated Health professional, e.g. use of a nebuliser, using Epipens. Training received or cascaded from parents and carers will not be accepted unless otherwise instructed by a health professional. Record of Training Forms must be completed and maintained. (See Template E: staff training record).

(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 understands it’s 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**

We will ensure that:

- DC 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;
- Templates C and/or D will be used to log administering of medicines;
- 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/ carers 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’/ carers’ written request.

West Moors Middle School has a defibrillator that may be used in an emergency by trained staff in accordance with the manufacturer’s instructions and in line with the DC’s Guidance and Code of Practice on Automated External Defibrillators (AEDs).

## **STORAGE OF MEDICINES**

Medicines will be stored safely according to Dorset Council guidance and the school’s Health and Safety procedures.

## **REFUSAL OR TOO UNWELL TO TAKE MEDICINES**

If a child refuses to take medicine as prescribed and as requested by parents and carers the records (Template B or C) 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. If the child vomits or has diarrhoea soon after receiving medication, parents and carers must be contacted so that they can seek further medical advice.

## **SELF MANAGEMENT OF MEDICINES**

In some cases, it might be appropriate that children self-administer medicines, e.g. inhalers, epipens. Children may self-administer medicines, such as inhalers or EpiPens, while under the supervision of staff to ensure accurate safeguarding records are maintained. Written permission from **parents and carers** is required, and children should only bring the minimal necessary doses to school to reduce the risk of misuse.

## **OFF-SITE ACTIVITIES / SCHOOL TRIPS**

All arrangements for medicines, including storage, Individual Healthcare Plans (IHPs), and risk management procedures, apply to all off-site activities and school trips. A designated member of staff will ensure that suitable arrangements are in place for the safe storage and accurate recording of medicines while off-site, particularly for children with long-term or complex medical conditions. All plans and risk assessments will be discussed with **parents and carers** well in advance of the trip and agreed with the Headteacher and Governors.

Before any off-site activity is approved, consideration will be given to the proximity and accessibility of emergency services, as well as any implications for children with short- or long-term medical conditions, to ensure their safety and wellbeing throughout the trip.

## **EMERGENCY PROCEDURES**

Care is taken to ensure that all children are safe. The school has three staff qualified in 'First Aid at Work' and a further nine staff qualified in 'Emergency First Aid at Work' [see Dorset Council's *Guidance and Code of Practice- First Aid at Work* for further information].

Children with life-threatening medical conditions or those requiring close monitoring or supervision may have Individual Healthcare Plans (IHPs) developed by school staff in consultation with health professionals. These plans include emergency contact details and procedures for situations such as anaphylaxis, diabetes, or epilepsy.

All cases considered 'complex' or 'serious' have emergency contact details available in the school office, medical room, and staff room.

Asthma can also be life-threatening; West Moors Middle School will follow the *Guidance on the Use of Emergency Salbutamol Inhalers in Schools* issued by the Department of Health (March 2015).

## **BEST PRACTICE**

West Moors Middle School will endeavour to eliminate unacceptable situations by promoting best practice in supporting children with medical conditions. In doing so, we will:

- Ensure that children have access to the medicines they need as arranged with parents and carers.
- Manage each medical condition through an Individual Healthcare Plan (IHP).
- Listen to the views of children and their parents and carers, and take advice from medical professionals when planning the support needed.
- Ensure that children with medical conditions are supervised appropriately and are not left alone when unwell.
- 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 for children to manage their medical conditions with dignity.
- Manage medical needs in a way that minimises the requirement for parents and carers to provide support during the school day.
- Include all children in school activities, both on-site and off-site, while meeting their medical needs in the best way possible.

## **LIABILITY AND INDEMNITY**

West Moors Middle School is covered by the local authority's medical malpractice insurance policy. This provides protection for all staff involved in supporting children with medical conditions, provided they have received the appropriate training. Staff must follow all guidance, procedures, and protocols for administering medicines accurately and safely.

## **COMPLAINTS**

West Moors Middle School holds a Complaints Policy detail of which can be found at <http://westmoorsmid.dorset.sch.uk> Should any complaint be received in respect of the support provided for individual medical conditions, it will be dealt with in accordance with the Complaints Policy.

## **EQUALITY STATEMENT**

West Moors Middle School is mindful of its duties under the Equality Act 2010, respecting religious beliefs and ensuring that appropriate support is provided for children with disabilities or additional needs that may be affected by this policy. Where language or communication barriers exist, **parents and carers** and the Headteacher will agree a suitable course of action. The Headteacher will engage interpreters or signers when necessary to ensure that a child's medical needs are fully understood and accurately addressed.

For off-site visits and residential opportunities, West Moors Middle School will make reasonable adjustments to enable all children to participate fully, in consultation with **parents and carers**, ensuring their inclusion and safety.

**Template A: individual healthcare plan**

Name of school/setting	West Moors Middle School
Child's name	
Group/class/form	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	

**Family Contact Information**

Name	
Phone no. (work)	
(home)	
(mobile)	
Name	
Relationship to child	
Phone no. (work)	
(home)	
(mobile)	

**Clinic/Hospital Contact**

Name	
Phone no.	

**G.P.**

Name	
Phone no.	

Who is responsible for providing support in 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

Daily care requirements

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

Form copied to

**Template B: parental agreement for setting to administer medicine**

The school/setting 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.

Date for review to be initiated by	
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 \_\_\_\_\_

**Template C: record of medicine administered to an individual child**

Name of school/setting	West Moors Middle School
Name of child	
Date medicine provided by parent	
Group/class/form	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature \_\_\_\_\_

Signature of parent \_\_\_\_\_

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

**C: Record of medicine administered to an individual child (Continued)**

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			



**Template E: staff training record – administration of medicines**

Name of school/setting	West Moors Middle School
Name	
Type of training received	
Date of training completed	
Training provided by	
Profession and title	

I confirm that [name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [name of member of staff].

Trainer's signature \_\_\_\_\_

Date \_\_\_\_\_

**I confirm that I have received the training detailed above.**

Staff signature \_\_\_\_\_

Date \_\_\_\_\_

Suggested review date \_\_\_\_\_

**Template F: contacting emergency services**

**Request an ambulance - dial 999, ask for an ambulance and be ready with the information below. Speak clearly and slowly and be ready to repeat information if asked.**

**Date.....**

- 1. Telephone Number: .....
- 2. Your name:.....
- 3. Location:.....
- 4. Postcode:.....
- 5. Provide the exact location of the patient within the school setting:  
.....
- 6. Provide the name of the child and a brief description of their symptoms:  
.....
- 7. Inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient:.....
- 8. Put a completed copy of this form by the phone
- 9. Once completed, signed and dated file in incident folder.

Signed.....

Name.....

## Template G: model letter inviting parents to contribute to individual healthcare plan development

Dear Parent

### **DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD**

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting pupils at school with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership between the school, parents, pupils, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts on their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's individual health care plan has been scheduled for xx/xx/xx. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will involve [the following people]. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I [or another member of staff involved in plan development or pupil support] would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely