



Medical Policy

Approved by Governors: September 2026

To be reviewed: September 2027 (or in light of any new legislation)

Medical Policy 2026-2027

Aims of the Policy:

- To support the health, wellbeing and regular attendance of all pupils.
- To ensure that staff understand their roles and responsibilities in supporting pupils with medical needs and administering medicines where appropriate.
- To ensure that parents/carers understand their responsibilities in relation to their child's medical needs.
- To ensure that medicines are stored, handled and administered safely and in accordance with school procedures.
- To ensure that pupils with medical conditions receive appropriate care, support and access to education, including educational visits and extracurricular activities where reasonably possible.

Legal Requirements:

There is no legal or contractual duty requiring school staff to administer medicines or supervise a pupil taking medication. This is a voluntary role. However, schools have a duty to support pupils with medical conditions so that they can access education and participate fully in school life.

Staff should be particularly cautious about agreeing to administer medication where:

- The timing of the medication is critical to the pupil's health.
- There may be serious consequences if medication or treatment is missed.
- Administration requires specific medical knowledge, judgement or technical skills.

Staff who volunteer to administer medicines or support pupils with medical needs should receive appropriate information, instruction and, where necessary, training specific to the pupil's medical condition before undertaking these responsibilities.

Prescription Medicines:

- Medicines prescribed to be taken **three times a day** should, where possible, be administered outside school hours.
- Where medication is prescribed **four times a day**, parents/carers will be encouraged to administer the lunchtime dose. Where this is not possible, arrangements may be made with the school following discussion and completion of the appropriate paperwork.
- Where a pupil requires **long-term medication**, and it would be detrimental to their health if the medicine were not administered during the school day, the school may agree to administer the

medication following consultation with parents/carers and the completion of an Individual Healthcare Plan (IHP) or Care Plan, where appropriate.

- All prescribed medicines must be brought to the school by a responsible adult.
- Medicines will only be accepted if they are in the original container, clearly labelled with the pupil's name, dosage and administration instructions as provided by the prescriber.
- The medicine should be clearly marked with the pupil's name and class.
- School staff will inform parents/carers when medication has been administered, where this has been agreed as part of the pupil's medical arrangements. This will also be logged on CPOMS.
- Medicines will only be administered when parents/carers have completed the appropriate medication consent form and, where necessary, an Individual Healthcare Plan or Care Plan has been agreed.

Exceptions:

The school may be unable to administer prescribed medicines in the following circumstances unless appropriate training, support and arrangements are in place:

- Where the timing of the dose is critical and errors in administration could have serious consequences for the pupil's health.
- Where administration requires specialised medical knowledge, judgement or technical expertise.
- Where administration would involve intimate or invasive procedures.

In such cases, the school will work with parents/carers, healthcare professionals and the Local Authority, where appropriate, to identify suitable arrangements to support the pupil's medical needs.

Emergency Medicines:

- Emergency medicines, including asthma inhalers and adrenaline auto-injectors (AAIs), must be readily available at all times and easily accessible in an emergency.
- Emergency medicines should be stored securely in an agreed location that is known to relevant staff and can be accessed without delay.
- Pupils who are deemed competent to manage their own emergency medication may carry and administer it themselves, in accordance with their Individual Healthcare Plan (IHP).
- All staff should be aware of the location of emergency medicines and the procedures to follow in an emergency situation.

Long-term and Complex Needs:

It is important that the school has sufficient information about the medical condition of any pupil with long-term or complex medical needs. An Individual Healthcare Plan (IHP), developed in partnership with parents/carers and relevant healthcare professionals, will help ensure that appropriate support is provided.

The Individual Healthcare Plan (IHP) will include:

- Details of the pupil's medical condition.
- Any special requirements, such as dietary needs, pre-activity precautions or environmental considerations.
- Details of prescribed medication, including dosage, method of administration and storage requirements.
- Any side effects of medication that staff need to be aware of.
- What constitutes an emergency for the individual pupil.
- The action to be taken in an emergency.
- Any actions that should be avoided in an emergency.
- The role and responsibilities of staff in supporting the pupil.
- Contact details for parents/carers and relevant healthcare professionals.
- Arrangements for school visits, PE, extracurricular activities and examinations where appropriate.

Storage of Medicines:

Whitefield Infant School and Nursery is responsible for ensuring that all medicines are stored safely.

- All medicines should be kept in their original container and clearly labelled with the pupil's name, class, dosage and frequency of administration.
- Medicines should be stored in the designated medicine cabinet or other secure location, under adult supervision.
- Emergency medicines must be readily accessible at all times and stored in a location known to relevant staff.
- Medicines should not be stored in a way that prevents timely access in an emergency.
- Medicines requiring refrigeration should be stored in a secure refrigerator in accordance with the manufacturer's instructions and kept separate from food items where possible.
- School staff will regularly check stored medicines and return any expired or no longer required medication to parents/carers for safe disposal.

Disposal of Medicines:

School staff should not dispose of medicines. Parents/carers are responsible for ensuring that expired or no longer required medicines are collected from school and returned to a pharmacy for safe disposal.

Parents/carers should collect medicines at the end of the agreed administration period or when they are no longer required by the pupil.

All medicines held in school must be collected by parents/carers at the end of the Summer Term. It is the responsibility of parents/carers to ensure that any medication required for the new academic year is returned to school at the start of the Autumn Term, together with any updated medical information or consent forms.

Educational Visits and Physical Activity

At Whitefield Infant School and Nursery, pupils with medical conditions will be positively encouraged to participate in educational visits and other school activities wherever possible. Reasonable adjustments will be considered to enable pupils with medical needs to participate safely and fully in all activities.

Risk assessments completed prior to educational visits will take account of any medical needs and identify any reasonable adjustments, support arrangements or additional control measures required. Where necessary, individual risk assessments will be completed for pupils with specific medical conditions.

Appropriate arrangements will be made for the storage, transportation and administration of any required medication during visits and off-site activities.

Some pupils may need to take precautionary measures before or during physical activity and may require immediate access to their medication, such as asthma inhalers or adrenaline auto-injectors. Staff responsible for activities will be made aware of these requirements and any procedures detailed within the pupil's Individual Healthcare Plan (IHP).

Individual Healthcare Plans are completed and reviewed regularly for pupils with long-term or complex medical conditions, including conditions such as asthma, epilepsy, diabetes and severe allergies (anaphylaxis).

Roles and Responsibilities.

Parents/carers:

- Should provide the school with sufficient information about their child's medical condition and any treatment, medication or special care required.

- Must deliver all long-term medication to the school in person and inform the school promptly of any changes to prescribed medication or dosage.
- Must ensure that all medicines supplied to the school are within their expiry date, particularly emergency medication such as asthma inhalers and adrenaline auto-injectors.
- Must complete and sign the appropriate consent forms before medication can be administered in school.
- Should collect expired or no longer required medication from school for safe disposal.

The Headteacher will:

- Ensure that the school's Medical Needs Policy is implemented and reviewed regularly.
- Ensure that sufficient arrangements are in place to support pupils with medical conditions.
- Ensure that staff who volunteer to administer medication receive appropriate information, support and training.
- Ensure that parents/carers are informed of the school's procedures for supporting pupils with medical needs and administering medication.
- Ensure that suitable records are maintained regarding the administration of medicines.

Staff will:

- Only accept medicines that are accompanied by written parental consent and the appropriate school documentation.
- Only accept medicines provided in the original container as dispensed by a pharmacist, with the prescriber's instructions clearly displayed.

Before accepting medication, staff should check that the following information is clearly stated:

- Pupil's name
- Name of medicine
- Prescribed dose
- Method of administration
- Time and frequency of administration
- Expiry date

Before administering medication, staff should check:

- The pupil's name
- The prescribed dose
- The expiry date
- The administration instructions on the label or container

If there is any uncertainty regarding the medication or its administration, staff should not administer the medicine until clarification has been obtained from parents/carers, a healthcare professional or the prescribing practitioner.

Each time medication is administered, the following details must be recorded using CPOMS.

Following administration, staff should ensure that:

- Medication is returned to its designated storage location.
- Parents/carers are informed where this is required by the pupil's Individual Healthcare Plan.
- Medication that is no longer required is returned to parents/carers.
- All medications are returned to parents/carers at the end of the Summer Term.

Refusal of Medicines:

If a pupil refuses to take medication, staff should not force them to do so. The refusal should be recorded using CPOMS, and parents/carers should be informed as soon as possible on the same day.

If a pupil's refusal to take medication places them at risk or results in an emergency, staff should follow the school's emergency procedures and, where necessary, seek appropriate medical assistance.

Confidentiality:

All staff must treat information relating to a pupil's medical condition as confidential. Medical information will only be shared with those members of staff who need to know in order to support the pupil safely and effectively.

Information relating to a pupil's medical needs will be handled in accordance with the school's Data Protection Policy and relevant data protection legislation. Parents/carers and pupils will be involved in decisions about how information is shared, where appropriate.

Staff Training:

Staff receive regular training on a range of medical and health-related needs, including the use of adrenaline auto-injectors (AAIs), asthma inhalers, the management of medical emergencies and basic first aid procedures.

Additional training will be provided where necessary to enable staff to support pupils with specific medical conditions safely and effectively.

At least one member of staff in each classroom holds a current Paediatric First Aid qualification.

Staff responsible for supporting pupils with medical conditions will receive appropriate information, instruction and training to carry out their roles confidently and competently.

First Aid Kits:

First aid kits are maintained in clearly identified locations throughout the school. They are checked regularly to ensure that contents are stocked, in date and suitable for use. Used or expired items are replaced promptly. All staff are made aware of the location of first aid kits and how to access them in the event of an accident or medical emergency.