



## **MEDICAL CONDITIONS PROCEDURE**

### **DEFINITION**

Pupils' medical needs may be broadly summarised as being of two types:

- (a) Short-term affecting their participation in school activities which they are on a course of medication.
- (b) Long-term potentially limiting their access to education and requiring extra care and support (deemed **special medical needs**).

The Children and Families Act 2014, from September 2014, places a duty on schools to make arrangements for children with medical conditions. **Pupils with special medical needs have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone.** However, teachers and other school staff in charge of pupils have a common law duty to act in loco parentis and may need to take swift action in an emergency. This duty also extends to teachers leading activities taking place off the School site. This could extend to a need to administer medicine.

The prime responsibility for a child's health lies with the parent/carer who is responsible for the child's medication and should supply the School with information. The School takes advice and guidance from Education Safely, our Health and Safety Partner.

The School aims to:

- Assist parents/carers in providing medical care that has been prescribed for their children;
- Educate staff and children in respect of special medical needs;
- Adopt and implement the TPLT policy of Medication in Schools;
- Arrange training for staff to support individual pupils;
- Liaise as necessary with medical services in support of the individual pupil;
- Ensure access to full education if possible; and
- Monitor and keep appropriate records.

### **ENTITLEMENT**

The School accepts that pupils with medical needs should be assisted if at all possible and that they have a right to the full education available to other pupils.

The School believes that pupils with medical needs should be enabled to have full attendance and receive necessary proper care and support.

The School accepts all employees have rights in relation to supporting pupils with medical needs as follows:

- Choose whether or not they are prepared to be involved;
- Receive appropriate training;
- Work to clear guidelines;
- Have concerns about legal liability; and
- Bring to the attention of the School's management any concern or matter relating to supporting pupils with medical needs.

## **EXPECTATIONS**

The School will only administer medicine that has been prescribed to the named child by a medical practitioner. The school will not administer any over the counter medicines. Where parents/carers have asked the School to administer prescribed medication for their child, they must supply any such medication to be dispensed with:

- the medicine will be in the original packaging with the prescription and dosage regime printed clearly on the outside and has not been tampered with ;
- the medicine will be kept in a locked medicine cupboard in the school office with the consent form, health care plan ( if applicable ) and medicine administered form unless otherwise specified ie some antibiotics need to be refrigerated;
- the School will only administer medicines in accordance to the prescription/ instructions as agreed with parent;
- Any staff administering the medicines will be first aid trained;
- Any requests for medicine to be administered in school will need to be formally recorded on a 'consent to administer medicine' form. The school will not administer any medicine without this prior written consent being received.
- When medicine is administered the date, time and dosage will be recorded on the 'medicine administered in school ' form. This will be kept with the 'consent to administer medicine' form and will be signed by the trained first aider who administered the medicine;
- In the event of asthma , an appropriate inhaler will need to be kept in the child's classroom along with the asthma card ( issued by GP/ nursing team) and the 'consent to administer medicine' ;
- In the event of a school trip any required medicine the trip lead / trip first aider will be responsible for looking after and administering the medicine ;
- At the end of the course of treatment or illness, all unused medicines or bottles will be returned to the parent and the consent forms will be kept on record and stored in line with our information retention policy;

- In the event of a long term health condition we will request for the health care plan to be reviewed with parents annually or in the event of any changes ;
- We have the right to refuse to administer medicine and in this case we will encourage parents to attend school to administer the medicine themselves;

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**Revised:** February 2025

**Review:** January 2026 or following an incident that may require a review

Headteacher : Emma Barker

Signed: ...



Date: 26/02/2025

Academy Operations Manager : Abby Priestley

Signed: .....



..... Date: 26/2/2025