



## Medical Needs Policy

The following policy has been written in conjunction with the statutory guidance **Supporting Pupils at school with Medical Conditions 2018 Enfield CCG** which contains greater detail and information about medical needs and guidance.

### 1. Introduction

- The Governing Body and staff of Forty Hill CE School wish to ensure that pupils with medical conditions and/or short or long term medication needs are not excluded but receive appropriate care and support.
- The Headteacher will accept responsibility in principle for members of staff giving or supervising pupils taking prescribed medication or need support due to their medical conditions during the day where those members of staff have volunteered to do so.
- Forty Hill CE School will identify a person responsible for supporting pupils with medical conditions and/or a requirement for the administration of medicines in situations where other members of staff do not volunteer to carry out the task

**Note:** Detailed information and guidance are contained in a separate document (**Supporting Pupils at School with Medical Conditions**) issued by the Government in August 2018.

### 2. Parent/Carers' Responsibility

- Please note that parents/carers should keep their children at home if acutely unwell or infectious.
- Parents are responsible for providing the Headteacher and Welfare Officer with comprehensive information regarding their child's condition and/or medication requirements.
- Prescribed medication will not be accepted in school without complete written and signed instructions from the parent.
- Only reasonable quantities of medication should be supplied to the school for the administration by staff
- Where the pupil travels on school transport with passenger assistants, parents should ensure they have written instructions relating to any medication sent with the pupil, including medication for administration/self-administration during respite care.
- It is the parents' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.
- For staff administration - each item of medication must be delivered to the Headteacher or Welfare Officer, in normal circumstances by the parent, **in a secure and labelled container as originally dispensed.**

Each item of medication must be clearly labelled with the following information:

- Pupil's Name
- Name of medication
- Dosage
- Frequency of administration
- Date of dispensing
- Storage requirements (if important)
- Expiry date

### **3. Responsibility of School**

- The Governing Body should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical needs.
- Although administering medicines is not part of teachers' professional duties, they should take into account the needs of pupils with medical conditions that they teach.
- Staff will not give a prescribed or non-prescribed medicine to a pupil unless there is specific prior written permission from the parents
- The school will not accept items of medication in unlabelled containers.
- Medication will be kept in a secure place, out of the reach of pupils.
- Epi-Pens, Inhalers and Epilepsy medication will be kept in a clear, labelled box with the child's photograph and accessible for all staff.
- The school will keep records, which they will have available for parents.
- If the pupil refuses to take their medication, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day.
- In this situation the medication record should note the refusal and the parental contact made.
- If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.
- It is the responsibility of parents to notify the school in writing if the pupil's need for medication has ceased.
- The school will not make changes to dosages on verbal parental instructions.
- Staff will not dispose of medicines. Date expired medicines or those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal.
- For each pupil with a long-term or complex medical condition, the Welfare Officer will ensure that an Individual Healthcare Plan (IHCP) is drawn up, in conjunction with the pupil's parents and appropriate health professionals.
- Some pupils with a medical condition will also require the administration of medicines. The Welfare Officer will therefore ensure that all appropriate consent forms are completed and appropriate review periods set.
- The school will make every effort to liaise with a school nursing service to ensure that pupils with medical conditions are supported.
- Where it is appropriate to do so, pupils will be encouraged to administer their own medication, always under staff supervision.
- Staff who assist in the administration of medication will be able to receive appropriate training/guidance through arrangements made with the School Nursing Service.
- The school will make every effort to continue the administration of medication whilst on trips away from the premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a pupil on a school trip if appropriate supervision cannot be guaranteed.
- All staff will be made aware of the procedures to be followed in the event of an emergency.
- Children with medical needs are listed in all areas of the school for awareness

### **4. Asthma**

- Children with asthma need to have immediate access to their reliever inhalers when they need them. Inhaler devices usually deliver asthma medicines. A spacer device is used with most inhalers, and the child may need some help to do this. It is a good practice to support children with asthma to take charge of and use their inhaler from an early age, and many do.

- Inhalers should always be available during physical education, sports activities and educational visits.
- The signs of an asthma attack include:
  - coughing
  - being short of breath
  - wheezy breathing
  - feeling of tight chest
  - being unusually quiet
- When a child has an attack they should be treated according to their individual health care plan or as previously agreed. An ambulance should be called if:
  - the symptoms do not improve sufficiently in 5-10 minutes
  - the child is too breathless to speak
  - the child is becoming exhausted
  - the child looks blue
- It is important to agree with parents of children with asthma how to recognise when their child's asthma gets worse and what action will be taken
- A child should have a regular asthma review with their GP or other relevant healthcare professional. Parents should arrange the review and make sure that a copy of their child's management plan is available to the school or setting. Children should have a reliever inhaler with them when they are in school or in a setting.

#### **Other Reference Documents**

Child Protection and Safeguarding Policy

Drugs Policy

First Aid and Welfare Policy

Health and Safety Policy

Supporting Pupils at school with Medical Conditions

#### **Monitor and Review of Policy**

This policy will be reviewed regularly to reflect changing cohorts and the change in medical information and statutory guidance from the Local Authority and DfE.

Accepted by the Governing Body: December 2025

Review date: December 2026