

# Medical Needs & Medication Policy

---

## Yew Tree Primary School



<b>Date of Policy:</b>	September 2025
<b>Responsibility:</b>	Assistant SENDCo
<b>Review Date:</b>	November 2026
<b>Consultation:</b>	This policy was developed in consultation with staff and governors following DfE & LA guidance.

### ETHOS STATEMENT

It is the aim of the Governing Body of Yew Tree Primary School to support the implementation of policies and procedures which develop the skills our pupils need to achieve our vision of:

***“Learning without limits”***

### Background:

This policy has been written using guidance from Department for Education & Sandwell Local Authority:

- Supporting pupils with medical conditions - DfE:  
<https://assets.publishing.service.gov.uk/media/5ce6a72e40f0b620a103bd53/supporting-pupils-at-school-with-medical-conditions.pdf>
- Support for pupils where mental health is affecting attendance – DfE:  
<https://www.gov.uk/government/publications/mental-health-issues-affecting-a-pupils-attendance-guidance-for-schools>
- Management of medical needs in schools – Sandwell:  
[https://search3.openobjects.com/mediamanager/sandwell/directory/files/management\\_of\\_children\\_with\\_medical\\_needs\\_document\\_review\\_final\\_-\\_dec\\_2020.pdf](https://search3.openobjects.com/mediamanager/sandwell/directory/files/management_of_children_with_medical_needs_document_review_final_-_dec_2020.pdf)
- Arranging education for children who cannot attend school because of health needs – DfE:  
[https://assets.publishing.service.gov.uk/media/657995f0254aaa000d050bff/Arranging\\_education\\_for\\_children\\_who\\_cannot\\_attend\\_school\\_because\\_of\\_health\\_needs.pdf](https://assets.publishing.service.gov.uk/media/657995f0254aaa000d050bff/Arranging_education_for_children_who_cannot_attend_school_because_of_health_needs.pdf)

At Yew Tree Primary School, we maintain close links with parents, carers and agencies such as the school nurse and any others providing for pupil health.

Community nursing teams are a valuable resource for school to seek advice and support in relation to pupils with a medical condition.

**School nurses can be contacted at: 0121 612 2974 or [swbh.shnsandwell@nhs.net](mailto:swbh.shnsandwell@nhs.net)**

#### **As a school we:**

- Ask parents to take responsibility for ensuring that their pupil is well enough to attend school. Please note that parents should keep their children at home if acutely unwell or infectious. However, there are many instances in which children can attend school, e.g. minor coughs and colds.
- Seek to support any pupil with long or short term medical needs. The administration and management of medicines is part of this process.
- Request that, wherever possible, parents/carers ask doctors to prescribe medicines which can be administered outside the school day.
- Recognise that, at times, it may be necessary for medication to be administered in school. In such cases, agreed procedures must be followed and medication should only be administered when all other options have been explored.

#### **On Admission to School:**

On admission, all parents and carers will be asked to complete an admissions form, giving full details of any known medical conditions including allergies and dietary requirements. They will also be required to disclose any regular and/or emergency medication along with emergency contact details, the name of the family doctor, any hospital consultants.

#### **Administration and Storage of Medication in School:**

Should a pupil require medication during the school day, parents/carers must come into school to speak to a member of staff responsible for administering medication and to completed appropriate paperwork. The details entered on to the consent form must match with the prescription label, e.g. name of medication and frequency/amount of dosage.

When the school is operational, the school shall always ensure there are staff available who are trained in the administration of prescribed medication.

All requests must be agreed with a member of the Senior Leadership Team (SLT) or a trained member of staff before medication can be administered

Medication can be administered by any competent individual. However, at Yew Tree Primary School, this has to be agreed and overseen as per arrangements described above.

If agreed:

- The medication must be prescribed by a doctor and be in its original container, with the pupil's name and dosage clearly visible on the label. The school will not accept items of medication in unlabelled containers or items which are out of date.
- A request for school to administer medication form must be completed by the parent/carer.
- The medication must be handed over to the member of staff responsible (i.e. the office staff) and not the pupil's class teacher or any other member of staff.
- A "Record of the Administration" form will be completed and signed after each dose by the member of staff responsible (who will double check administration requirements and records of administration each time medication is administered).

- School must be notified in writing if the medication is to change or cease.
- The parent/carer must take responsibility for replenishing the supply when needed (including upon expiry of existing medication).
- Where it is appropriate to do so, pupils will be encouraged to administer their own medication, under staff supervision.
- Medicines should only be accepted that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage.
- Short term medications, e.g. antibiotics, will only be administered in school if the dosage is 4 times a day.
- Where pupils are in need of an adrenalin auto-injector pen, and there is a care plan in place, parents/carers must supply two pens and any other medication detailed on the care plan.

Medicines will only be administered at school in cases where it would be detrimental to a pupil's health or attendance not to do so. Wherever possible, parents/carers are asked to administer medication at home.

If a pupil refuses their medication then the school will inform parents/carers. If the member of staff administering the medication has any doubts or queries regarding the dosage or instructions, they should telephone the pharmacist using the details provided on the label.

## **Asthma**

- Pupils with asthma, where possible should be responsible for administering their own medication via an inhaler.
- The inhalers must be clearly marked with the pupil's name.
- Inhalers must be kept in the class medication bag.
- Inhalers must be provided in the original box displaying a prescription label.

## **Emergency inhalers**

The emergency inhaler should only be used by pupils:

- who have been diagnosed with asthma and/or prescribed an inhaler
- for whom written parental consent for use of the emergency inhaler has been given.

## **Pupils with Medical Needs:**

Should a new pupil be admitted having medical needs or should a condition develop for an existing pupil, the school Inclusion Leader and/or Assistant SENDCo will arrange to discuss their needs in a partnership meeting between the parents/carers, the school nurse and/or other medical professionals.

Individual Healthcare Plans (IHPs) can help to ensure that schools effectively support pupils with medical conditions. IHPs capture the key information and actions that are required to support the pupil effectively. They provide clarity about what needs to be done, when and by whom. Where a pupil has an IHP, this clearly defines what constitutes an emergency and explains what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures.

IHPs should be drawn up in partnership between the school, parents/carers, and a relevant healthcare professional, e.g. school, specialist or community nurse, who can best advise on the particular needs of the pupil. Pupils should also be involved whenever appropriate. IHPs are monitored and reviewed annually by the Assistant SENDCo, or sooner if initiated by a healthcare professional.

A flow chart for identifying and agreeing the support a pupil needs and developing an individual healthcare plan is provided at annex A.

Where an IHP is necessary, but school nurses do not feel their input is necessary, there may be a recommendation for school to complete, in conjunction with parents/carers, a school IHP.

The Inclusion Leader and Assistant SENDCo will arrange for any training needs to be met. These should have been identified and assessed during the development or review of IHPs.

### **Staff with Medical Needs:**

Ordinarily, staff who require short-term medication (e.g. antibiotics, pain relief) are responsible for the safe storage of medicines whilst at school if this is needed during working hours. They must ensure that this is stored in an appropriate location so that it is not accessible to pupils at any time.

If staff have long term medical conditions, or require access to regular medication (e.g. epi-pens or inhalers), they are encouraged to meet with the School Business Manager to complete a Staff Care Plan. This is then saved to the HR file for the member of staff and shared, with permission of the staff member, with any key staff (e.g. admin, SLT etc).

### **Out of School Activities and Educational Visits:**

It is essential that a full risk assessment is undertaken before every off-site visit. This must include an assessment of the possibility of administering medication or medical treatment/care required for any individual attending.

The Head Teacher must ensure that appropriate arrangements have been taken into account for administering medication during educational visits and the needs of the pupil.

All staff involved in such visits must be made aware of any pupils with medical needs, what medication or action is required or what medication or action may be required in an emergency.

The school reserves the right to administer non-prescribed medication issued by a pharmacy, where it would be detrimental to a pupil's health not to do so, as long as permission has been given by parents/carers. In cases where this occurs, the lead teacher should administer the medication following appropriate manufacturer instructions and guidance and always ensure parents/carers are informed and this action has been logged on CPOMS..

### **Pupils Unable to Attend School:**

- Where a pupil is unwell/has medical needs, and unable to attend school on a short-term basis (i.e. for more than two weeks but less than half a term), due to illness confirmed by a doctor or other medical professional, work will be set and marked on an ongoing basis via the school's remote learning strategy usually for no longer than half a term. This may be in the absence of a pupil from school during that period or in conjunction with a part-time timetable which offers flexibility during a period of illness.
- If a pupil is unwell/has medical needs which mean they will miss school on a long-term basis (i.e. longer than half a term), the school will liaise with the pupils' home local authority to discuss the arrangement of alternative provision with the named officer responsible for the education of children with health needs.
- There is no absolute legal deadline by which local authorities must start to arrange education for children with additional health needs. However, as soon as it is clear that a child will be away from school for 15 days or more because of their health needs, the local

authority should arrange suitable alternative provision. The 15 days may be consecutive or over the course of a school year.

- Where a pupil is unable to attend school due to hospitalisation, the school will liaise with the Hospital Education service in order to provide ongoing education.
- Pupils will only be expected to complete work at home when they are well enough to do so.
- Where a pupil is unable to attend school due to illness/medical needs, the school must maintain contact (inc. home visits) in line with safeguarding arrangements. There should also be clear review dates to evaluate arrangements and support the pupil in attending school, in-person, at the earliest possible opportunity.

### **Storage and Disposal of Medication/Medical Equipment:**

- All medication, with the exception of emergency medicines, must be kept in a locked cupboard. This key is available to those who are responsible for administering prescribed medication. A record must be maintained of the medicines held in school.
- Antibiotics should rarely be given in school as most course of this medication can be taken outside of school hours. However, if on rare occasions they are stored in school, they should be kept within a clearly labelled container in the fridge in the main office.
- Each term, medicines kept in school will be checked by the administrator responsible for medication. Parents/carers will be asked to dispose of any medication that is out of date by collecting this and returning it to a pharmacy.
- Any out-of-date, unclaimed medicines will be taken to the local pharmacy for disposal by the school. The record for medicines in school will be amended accordingly.
- Prior to the disposal of any medicines, parents/carers will be asked to supply in-date/replacement medication if this is required. Where this is not provided, following reasonable requests/reminders from school, staff shall note this on CPOMS as a potential welfare concern.
- Any medical or first aid equipment, e.g. bandages/medi-wipes etc, shall be disposed of using appropriate sanitary disposal bins. This includes items with bodily fluids/contaminated waste which are disposed off in line with the Body Spillages procedures (outlined in the H&S Policy).

### **Roles and Responsibilities:**

The Governing Body and staff of Yew Tree Primary School will ensure that pupils with medical needs receive appropriate care and support at school, including making sure that a policy for supporting pupils with medical conditions in school is developed and implemented.

Whilst some of the Head Teacher's responsibilities may be delegated to suitable personnel (e.g. the School Business Manager, the Assistant SENDCO [responsible for children with medical needs] or any other appropriate staff member), their responsibilities include:

- The Head Teacher will accept responsibility, in principle, for members of the school staff giving or supervising pupils taking prescribed medication during the school day where those members of staff have volunteered to do so.
- The Head Teacher will ensure that all staff, who agree to administer specialised medication, will receive appropriate training or instruction, i.e. ideally those who are listed in the policy will administer medication but on occasions, other staff can administer if the Head Teacher authorises this and appropriate instructions have been given. Training should include the risks and legal liabilities involved and how to deal with emergency situations.
- The Head Teacher will also ensure that all relevant staff are suitably trained and made aware of any pupil's condition. Any member of school staff should know what to do and

respond accordingly when they become aware that a pupil with a medical condition needs help.

- The Head Teacher will ensure regular training related to emergency medication and management of medical needs will be undertaken by all staff, e.g. asthma, epilepsy and allergies.
- The Head Teacher will ensure that during, staff absence, any supply staff are fully briefed on any pupil with a medical condition and are guided to support that pupil appropriately.

Beyond the Head Teacher, other individuals also hold key responsibilities including:

- All staff will follow the procedures and principles outlined in this policy at all times. This includes those responsible for the administration of prescribed medication as well as those responsible for the safety and welfare of pupils.
- Other healthcare professionals, including GPs and paediatricians, should notify the school nurse when a pupil has been identified as having a medical condition that will require support at school. Specialist local health teams may be able to provide support in schools for pupils with particular conditions (e.g. asthma, diabetes).
- Pupils with medical conditions will often be best placed to provide information about how their condition affects them. They should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their IHP. They will also self-administer medication, where appropriate, under the supervision of an appropriately trained member of staff.
- Parents/carers should provide the school with sufficient and up-to-date information about their child's medical needs. They may, in some cases, be the first to notify the school that their child has a medical condition. Parents/carers are key partners and are involved in the development and review of their child's IHP. They should carry out any actions they have agreed to as part of its implementation, e.g. provide in-date medicines and equipment and ensure they or another nominated adult are contactable at all times.
- The Governing Body should ensure the school has access to support, advice and guidance, including suitable training for school staff, so that the individual healthcare plans can be delivered effectively.

### **Unacceptable practice**

Although school should use their discretion and judge each case on its merits with reference to the pupil's individual healthcare plan, it is not generally acceptable practice to:

- prevent pupils from easily accessing/administering their inhalers/medication
- assume pupils with the same condition require the same treatment
- ignore the views of the pupil or parents/carers or ignore medical evidence/opinion (although this may be challenged)
- send pupils with conditions home frequently or prevent them from doing normal school activities unless specified in their plan
- send an ill pupil to the school office or medical room unaccompanied
- prevent pupils from drinking, eating or taking toilet breaks whenever they need to in order to manage their condition
- require parents/carers to attend school to administer medication or support the medical needs of their child
- prevent pupils from participating in any aspect of school life due to their medical condition

### **Claims of Alleged Negligence:**

Yew Tree Primary School indemnifies its staff against claims of alleged negligence when administering prescribed medication, providing that:

- they are acting in a reasonable manner and in the best interests of the pupil(s)
- they have received appropriate training
- they have followed the guidance linked to medication/training received

**Any claims for alleged negligence would be directed against the insurance holder i.e Yew Tree Primary School and not against the individual concerned.**

### **Complaints**

Should parents/carers or pupils be dissatisfied with the support provided, they should discuss their concerns directly with the school.

Formal complaints should be made via the school's complaints procedure.

### **Guidance:**

Further guidance is available from:

[www.nhs.uk/medicine-guides](http://www.nhs.uk/medicine-guides)

[www.medicinesforchildren.org.uk](http://www.medicinesforchildren.org.uk)

**Request for school to administer medicine**

**The school will not give your child medicine unless you complete and sign this form, and the school has a policy that the staff can administer medicine**

Name of School	Yew Tree Primary School
Name of Child	
Date of Birth	/ /
Class	
Medical condition or illness	

**Medicine**

Name/type of medicine (as described on the container)	
Date dispensed	
Expiry date	

Has your child taken this medicine before? YES / NO (PLEASE CIRCLE)

When has your child taken this?	
Dosage and method	
Medication end date	
Time/s to be given	
Special precautions	
Are there any side effects that the school needs to know?	

Self-administration YES / NO (PLEASE CIRCLE)

Procedure to take in an emergency	
-----------------------------------	--

**Contact Details**

Name	
Daytime Telephone N°	
Relationship to child	
Address	

*I accept that this is a service that the school is not obliged to undertake. I*

***understand that I must notify the school of any changes in writing and that I am responsible for collecting medication when it expires or at the end of the year.***

Date ..... Signature .....

**PLEASE SIGN IN RESPECT OF ASTHMA CONDITION/CONDITION THAT REQUIRES AN INHALER: I**

confirm that I have no objection to an the school's Salbutamol inhaler being used in an emergency for my child.

DATE..... Signature.....



## Annex A: Model process for developing individual Health Plans (IHPs)

