Supporting Pupils with Medical Needs in School Policy

Harvington C of E First & Nursery School

Written by A. Whillock
Updated by R Enstone July 2025
Governors Responsibility: Safeguarding

For Pupils with Short term Medical Needs

- Prescribed medication will be administered where possible as requested by the parents in accordance with health care plans and the policy "Administration and Safe Storage of Medicines".
- Non prescribed medicines will be administered in accordance with Individual Health Care Plans (IHCP) and the policy "Administration and Safe Storage of Medicines".
- Self-Medication e.g. in cases of Asthma, will be encouraged.

For Pupils with Long term Medical Needs

A relevant IHCP will be drawn up to include

- Details of child's condition.
- Special requirements.
- Medication.
- What to do and who to contact in an emergency.

Copies of the plan will be kept by lead first aider in the First Aid file, in the child's classroom and in a folder in the draw of the medical cabinet in the staffroom in class order for easy access.

For Educational Visits / Off site Sporting Activities

- Pupils with medical needs will be encouraged to take part.
- Information about medical needs will be requested when planning visits etc. and arrangements made for taking and administering medication will be made.
- Consideration will be given to parents/helpers accompanying children where necessary

For On site Sporting Activities

Children with medical needs will be encouraged to participate in ways appropriate to their own abilities. Any restrictions will be included in their IHCP's.

Medicine Storage

Medicines will be stored appropriately and safely in accordance with the policy "Administration and Storage of Medicines" which includes the use of asthma inhalers.
Unused/Out of date medication will be returned to parents for disposal.

In cases of Emergency

Staff will follow relevant IHCP's, if in place and/or contact the emergency services.

Training

Staff training will be given by trained professionals. e.g. in the use of epipens in case of anaphylactic shock. The school will keep up to date records of all training undertaken to ensure all first aid certificates are valid. There will be qualified first aiders on site. (see appendix 1)
Only first aiders are epipen trained.

Confidentiality

This will be kept in respect of medical information and will be shared only by those who need to know.
1996 DFEE/DH states that:-

LA's schools and governing bodies are responsible for the health and safety of pupils in their care.
Most schools will at some time have pupils on roll with medical needs. The responsibility of the employer is to make sure **that** safety measures cover the needs of **ALL** pupils at the school.
This may mean making special arrangements for particular pupils.

Pupils with medical needs will not necessarily have Special Educational Needs, for those who do, the "Code of Practice on the identification and Assessment of Special Educational Needs" may prove helpful.

The medicines act 1968 places restrictions on dealings with medicinal products including their administration. In the case of prescription only medicines anyone administering such a medicinal product by injection must be an appropriate practitioner (e.g. a doctor) or must act in accordance with their instructions. The only exception to this rule is injection in an emergency in order to save a life.

There is no legal or contractual duty on school staff either to administer medicine or to supervise a pupil taking it. This includes intimate or invasive treatment. **This is a Voluntary role.** Support staff may have specific duties to provide medical assistance as part of their contract.

Swift action would need to be taken by a member of staff to assist any pupil in an emergency (e.g. in cases of anaphylactic shock) and schools should ensure training for this is up to date.
School should ensure that insurance policies provide adequate cover for staff willing to support pupils with medical needs.

Teachers and other school staff in charge of pupils have a common law duty to act as any reasonably prudent parent would to make sure that pupils are healthy and safe on school premises and this might, in exceptional circumstances, extend to administering medicine and or taking action in an emergency. This duty also extends to teachers leading activities taking place off the school site, such as educational visits, school trips, off field trips. Section 3(5) of the children act 1989 provides scope for teachers to do what is reasonable for the purpose of safeguarding or promoting children's welfare.
This can give protection to teachers acting reasonably in emergency situations such as on a school trip.

Appendix 1

Fully Trained First-Aiders holding medication certificates are :-
Mrs Amy Whillock**- Senior First Aider**
Anita Wood
Emma Suffield
Amy Stone
Bryony Reeve
Jackie Clark
Elise Prosser
Claire Sams
Emma Hillman
Einir Johnson
Lucy Roebuck
Laura Manns