CHALKHILL PRIMARY SCHOOL

CHILDREN WITH MEDICAL NEEDS POLICY, INCLUDING THE ADMINISTERING OF MEDICINES

Ratified date: 15th July 2026

Inclusion Statement:

This policy has been developed to promote an inclusive school where every pupil is valued, supported and challenged to achieve their potential. In implementing this policy, the school will have due regard to the Equality Act 2010, the SEND Code of Practice, and its commitment to removing barriers to learning, participation and achievement for all pupil, including those with SEND, disadvantaged pupils and those with protected characteristics.

DEFINITION

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

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

INTRODUCTION

Local Authorities and schools have a responsibility for the health and safety of pupils in their care. The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on the premises. In the case of pupils with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all pupils at school. This may mean making special arrangements for particular pupils who may be more at risk than their classmates. Individual procedures may be required. The employer is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support these pupils may need.

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 the need to administer medicine.

The prime responsibility for a child's health lies with the parent who is responsible for the child's medication and should supply the school with information.

Chalkhill Primary School is an inclusive community that welcomes and supports pupils with medical conditions.

At Chalkhill Primary School we understand that pupils can suffer short term, long term, chronic and acute illness and will include all pupils without exception or discrimination.

Chalkhill Primary School provides all pupils with any medical condition the same opportunities as others at school, enabling them to play a full and active role in school life, remain healthy and achieve their academic potential.

AIMS

The purpose of this policy is to:

- Assist parents in providing medical care for their children;
- Educate staff and children in respect of special medical needs;
- Adopt and implement the LA 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.
- 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:

- receive appropriate training
- work to clear guidelines
- have concerns about legal liability
- bring to the attention of management any concern or matter relating to supporting pupils with medical needs

EXPECTATIONS

It is expected that:

- Parents will be encouraged to co-operate in training children to self-administer medication if this is practicable and that members of staff will only be asked to be involved if there is no alternative;
- Where parents have asked the school to administer the medication for their child they must ask the pharmacist to supply any medication to be dispensed in a separate container, containing only the quantity required for school use. The prescription and dosage regime should be typed or printed clearly on the outside. The school will only administer medicines in the dosage is required at the specified times of day. The name of the pharmacist should be visible.
- **Any medications not in its original packaging and not sealed will NOT be accepted by school staff. Pupils should not bring in their own medicine. This should be brought into school by the parents.**
- Staff will consider carefully their response to requests to assist with the giving of medication or supervision of self-medication and that they will consider each request separately.
- The school will liaise with the School Health Service for advice about a pupil's special medical needs and will seek support from the relevant practitioners where necessary.
- In the interests of pupils any medicines brought into school by the staff e.g. headache tablets, inhalers for personal use should be stored in an appropriate place and kept out of the reach of the pupils. Any staff medicine is the responsibility of the individual concerned and not the school.

PRACTICE

- The school understands the importance of medication and care being taken as directed by healthcare professionals and parents. All pupils with medical conditions will have an **Individual Healthcare Plan (IHP)** written as soon as possible after diagnosis and reviewed at least annually or more often if necessary.
- The school has clear guidance on providing care and support and administering medication and first aid at school.
- The school will make sure that there are several members of staff who have been trained to administer the medication and meet the care needs of an individual child.

- The school will ensure there are sufficient members of staff trained to cover any absences, staff turnover and other contingencies.
- The school's governing body has made sure that there is the appropriate level of insurance and liability cover in place.
- The school will not give medication to a child under 16 without a parent's written consent except in exceptional circumstances.
- Medication may only be administered if prescribed by a healthcare professional.
- Medicines bought 'over the counter' may not be administered, except for a single dose of travel sickness medication required for the return journey of an educational visit and then only upon the explicit written consent of the parent.
- Parents may be permitted to come into school during school hours to administer a single dose of 4 analgesic and/or antipyretic medicine such as paracetamol or ibuprofen if they feel it is necessary
- Medicines will only be administered at school when it would be detrimental to the pupil's health not to do so and where it is not clinically possible to arrange doses to be taken solely outside of school hours.
- When administering medication, for example prescribed pain relief or antibiotics, this school will check the maximum dosage and when the previous dose was given. Parents will be informed.
- Children will not administer their own medication, unless they have received appropriate training and it is the wish of the pupil and their parent. This will be recorded on their IHP.
- A member of staff must be present to supervise and be prepared to intervene if necessary to ensure the child's health and safety are not compromised.
- Whilst pupils will be encouraged to keep themselves healthy, and self-care is to be promoted, the school recognises that some pupil's needs may be complex and some medical conditions can be fatal if not managed well.
- If a pupil refuses to take their medication or carry out a necessary procedure, staff should not force them to do so, but follow the procedure agreed in the IHP. Parents will be informed.
- The school will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site educational visit and the needs of the pupil, associated risks and how these are to be managed will be included in the risk assessment for the visit.
- Parents understand that they should let the school know immediately if their child's needs change and provide enough information to ensure their needs are met.

STORAGE OF MEDICATION AND EQUIPMENT

- The school makes sure that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication / equipment is readily available wherever the child is in the school and on off-site activities, and is not locked away.
- Pupils may carry their emergency medication / equipment with them if this is appropriate or know where and how to access it. Children know to ask any member of staff and that they may have immediate access to their medication when required.
- In this school medications are stored safely in the medicines cupboard or the fridge, if required to be stored at a controlled temperature, in the Welfare Room.
- The school will store medication that is in date and labelled in its original container. The exceptions to this are insulin and adrenalin (auto-injector), which although must still be in date, will generally be supplied in an injector pen or pump. Medication will only be accepted where it is in its original container, complete with dispensing label including the child's name and instructions for administering from a qualified healthcare professional.

- The school will check all medication held in school on at least a termly basis and all medicines which will expire before the end of the following term will be returned to parents and replacements requested.

For further guidance please see the "Managing Medicines in Schools and Early Years Settings" on the Brent website.