

Helen Gibson and Clervaux Nursery School  
and Kids Club  
Part of the Early Years Nursery School Alliance

MEDICATION and SUPPORTING CHILDREN WITH MEDICAL  
NEEDS POLICY

Apr 25

*The policy framework describes the essential criteria for how a school can meet the needs of children and young people with long-term conditions. It is in line with DfE statutory guidance on Supporting Pupils with Medical Conditions (2014) for governing bodies of maintained schools and proprietors of academies in England*  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/349435/Statutory\\_guidance\\_on\\_supporting\\_pupils\\_at\\_school\\_with\\_medical\\_conditions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/349435/Statutory_guidance_on_supporting_pupils_at_school_with_medical_conditions.pdf)

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**Statement of intent**

At Helen Gibson and Clervaux Nursery School we wish to ensure that pupils with medical conditions receive appropriate care and support at school. This policy has been developed in line with the Department for Education's guidance released in April 2014 – "Supporting pupils at school with medical conditions".

Ofsted places a clear emphasis on meeting the needs of pupils with SEN and Disabilities and this includes children with medical conditions.

**At Helen Gibson and Clervaux Nursery School, we aim to:**

- Ensure all children develop their full potential in a happy, safe environment.
- Develop a positive and supportive ethos in which academic and personal development can flourish
- Ensure all children have equal access to learning within an inclusive environment including rigorous monitoring of cultural, gender and special educational needs.
- This school is welcoming and supportive of pupils with medical conditions. It provides children with medical conditions with the same opportunities and access to activities (both school based and out-of-school) as other pupils. No child will be denied admission or prevented from taking up a place in this school because arrangements for their medical condition have not been made.
- This school will listen to the views of pupils and parent / carers.
- Pupils and parent / carers feel confident in the care they receive from this school and the level of that care meets their needs.
- Staff understand the medical conditions of pupils at this school and that they may be serious, adversely affect a child's quality of life and impact on their ability and confidence
- All staff understand their duty of care to children and young people and know what to do in the event of an emergency.
- The whole school & local health community understand and support the medical conditions policy.
- This school understands that all children with the same medical condition will not have the same needs, therefore our school will focus on the needs of each individual child.
- The school recognises its duties as detailed in Section 100 of the Children and Families Act 2014. (Other related legislation is referenced in DfE guidance p21). Some children with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. Where this is the case, this school complies with their duties under that Act. Some may also have special educational needs (SEN) and may have a statement, or Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision. For children with SEN, this policy should be read in conjunction with the Special educational needs and disability (SEND) code of practice.

## Key Roles and Responsibilities

### Named Member

The named member of school staff responsible for this medical conditions policy and its implementation is:

NAME.....Jenny Parker...

ROLE .....Executive Head Teacher

### The Local Authority (LA):

- Promoting cooperation between relevant partners and stakeholders regarding supporting pupils with medical conditions.
- Providing support, advice and guidance to schools and their staff.
- Making alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a medical condition.
- Providing suitable training to school staff in supporting pupils with medical conditions to ensure that Individual Healthcare Plans can be delivered effectively.

### The Governing Body:

- The overall implementation of the Supporting Pupils with Medical Conditions Policy and procedures of THE SCHOOL.
- Ensuring that the Supporting Pupils with Medical Conditions Policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Policy.
- Ensuring that all pupils with medical conditions are able to participate fully in all aspects of school life.
- Ensuring that relevant training provided by the LA is delivered to staff members who take on responsibility to support children with medical conditions.
- Guaranteeing that information and teaching support materials regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy.
- Keeping written records of any and all medicines administered to [individual pupils](#) and [across the school population](#).
- Ensuring the level of insurance in place reflects the level of risk.

### The Executive Head Teacher:

- The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and procedures of Helen Gibson and Clervaux Nursery School.
- Ensuring the policy is developed effectively with partner agencies.
- Making staff aware of this policy.
- Liaising with healthcare professionals regarding the training required for staff.
- Making staff who need to know aware of a child's medical condition.
- Developing Individual Healthcare Plans (IHCPs).
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.
- Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.
- Contacting the school nursing service in the case of any child who has a medical condition.

### Staff members:

- Any member of school staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so.
- **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.**
- Taking appropriate steps to support children with medical conditions.
- Where necessary, making reasonable adjustments to include pupils with medical conditions into learning.
- Administering medication, if they have agreed to undertake that responsibility.
- Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, if they have agreed to undertake that responsibility.
- Familiarising themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help.
- A named staff member is responsible for administering injections.

### Named staff members who have received training Helen Gibson Nursery

- Mrs W MacDonald- Paediatric First aid, expires March 2024
- Miss J Riley
- Mrs Taylor
- Mrs Burns
- Miss Brady
- Mrs Westhall
- Mrs Pirie
- Miss Wastle
- Mrs Walker
- Miss Weston
- Mrs Storey

### Named staff members who have received training Clervaux Nursery

- Charlotte Birkbeck – Quasafe level 3 award in Paediatric First Aid expires 16.5.26
- Beverley Stephenson – FAA level 3 award in Paediatric First Aid expires 19.6.26
- Beverley Stephenson – Safe Management of medication in an Educational Setting – expires 29.4.2026
- Beverley Stephenson – First Aid in the Workplace expires 22.1.28
- Kelly Reid - FAA level 3 award in Paediatric First Aid expires 30.11.26
- Lori Wood - FAA level 3 award in Paediatric First Aid expires 23.6.25
- Keegan Boak - FAA level 3 award in Paediatric First Aid expires 25.5.25
- Kirsty Richardson - FAA level 3 award in Paediatric First Aid expires 26.1.26

School nurses: N/A

- Notifying the school when a child has been identified with requiring support in school due to a medical condition.
- Liaising locally with lead clinicians on appropriate support.

### Pupils are responsible for managing their own medical needs:

- Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- Medicines will be located in an easily accessible location. At Helen Gibson nursery, for main nursery children the high cupboard above staff work station. For lodge children a unit stored in the disabled toilet in the lodge. For Clervaux nursery each room has a lockable medication cupboard which is mounted on the wall.
- Where appropriate, pupils will be encouraged to take their own medication under the supervision of a teacher.
- If pupils refuse to take medication or to carry out a necessary procedure, parent / carer will be informed so that alternative options can be explored. This may include inviting a parent in to assist in the taking of medication.

### Parent / carer and carers:

- Keeping the school informed about any changes to their child/children's health. This will be addressed at IHCP reviews, usually termly.
- Completing a [parental agreement for school to administer medicine](#) form before bringing medication into school.
- Providing the school with the medication their child requires and keeping it up to date.
- Collecting any leftover medicine at the end of the course or year.
- Discussing medications with their child/children prior to requesting that a staff member administers the medication.
- Where necessary, developing an [Individual Healthcare Plan](#) (IHCP) for their child in collaboration with the Executive Head Teacher, other staff members and healthcare professionals.

### Training of staff

- The Executive Head Teacher is responsible for organising this training as required by staff members – see Appendix 1.
- The Executive Head Teacher will keep a record of training undertaken and a list of professionals qualified to undertake responsibilities under this policy.
- Teachers and support staff will receive training on the Supporting Pupils with Medical Conditions Policy as part of their new starter induction.
- Teachers and support staff will receive regular and ongoing training as part of their development.
- Professionals who undertake responsibilities under this policy will receive training externally e.g.
  - First Aid at Work
  - Paediatric First Aid
  - Defibrillator Training
- No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering inhalers.
- No staff member may administer drugs by injection unless they have received training in this responsibility
- (This school has chosen to hold an emergency salbutamol inhaler for use by pupils who have been prescribed a reliever inhaler and for whom parental consent for its use has been obtained. (see appendix 3 for further information)
- All staff understand and are trained in the school's general emergency procedures.
- All staff, including temporary or supply staff should be aware of the content of this policy, know what action to take in an emergency and receive updates at least yearly. School

nurses will provide annual training for common conditions e.g. asthma, allergies, epilepsy and diabetes.<sup>1</sup>

### **Individual Healthcare Plans (IHCPs) & Implementation procedure**

All children with medical conditions that are complex, long-term or where there is a high risk that emergency intervention will be required at this school have an individual healthcare plan (IHCP)<sup>2</sup>

- Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the pupil, parent / carer/carers, Executive Head Teacher, Special Educational Needs Coordinator (SENCO) and medical professionals.
- IHCPs will be easily accessible whilst preserving confidentiality.
- IHCPs will be monitored and reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- Where a pupil has an Education, Health and Care plan or special needs statement, the IHCP will be linked to it or become part of it.
- This school seeks permission from parent / carer before sharing any medical information with any other party.
- Where a child is returning from a period of hospital education or alternative provision or home tuition, we will work with the LA and education provider to ensure that the IHCP identifies the support the child needs to reintegrate.
- An example of an implementation procedure can be found in Appendix 3.
- IHCP template letter can be found in Appendix 4.

### **Storage and Administration of Medication**

- All staff understand what constitutes an emergency for an individual child and makes sure that emergency medication/equipment, e.g. asthma inhalers, epi-pens etc. are readily available wherever the child is in the school and on off-site activities, and are not locked away.
- This school will make sure that all medication is stored safely, and that pupils with medical conditions know where they are at all times and have access to them immediately. Under no circumstances will medication be stored in first aid boxes.
- Where possible, it is preferable for medicines to be prescribed in frequencies that allow the pupil to take them outside of school hours.
- If this is not possible, prior to staff members administering any medication, the parent / carer/carers of the child must complete and sign a parental agreement for a school to administer medicine form - Appendix 5.
- Nursery staff can administer non-prescription paracetamol such as Calpol with written parental consent, but only for 2 days, after which the parents must seek medical advice. (NHS)
- No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- Where a pupil is prescribed medication without their parent / carers knowledge, every effort will be made to encourage the pupil to involve their parent / carer while respecting their right to confidentiality.
- No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.

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<sup>1</sup> For pupils requiring insulin injections/insulin via pumps or blood glucose monitoring in schools the School Nursing Team will provide this level of training and education.

- Medicines **MUST** be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.
- A maximum of one week's supply of the medication may be provided to the school at one time.
- Any medications left over at the end of the course will be returned to the child's parent / carer.
- Pupils will never be prevented from accessing their medication.
- THE SCHOOL cannot be held responsible for side effects that occur when medication is taken correctly.
- Record keeping templates can be found in Appendix 6 and 7.
- As part of the school's admissions process and annual data collection exercise parent /carers are asked if their child has any medical conditions. These procedures also cover transitional arrangements between schools.
- **This school makes sure that the pupil's confidentiality is protected.**
- **This school keeps an accurate written record of all medication administered, including the dose, time, date and supervising staff.**
- **This school disposes of needles and other sharps in line with local policies. Sharps boxes are kept securely at school and will accompany a child on off-site visits. They are collected and disposed of in line with local authority procedures.**
- **This school will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies.**

### Emergency procedures

Medical emergencies will be dealt with under the school's emergency procedures – see Appendix 8.

- Where an Individual Healthcare Plan (IHCP) is in place, it should detail:
  - What constitutes an emergency?
  - What to do in an emergency.
- Pupils at this school learn what to do in an emergency - such as telling a teacher.
- If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent/carer arrives, or accompany a child taken to hospital by ambulance.

### Educational Visits and Sporting Activities

- **This school makes sure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities and extended school activities.**
- **This school understands the importance of all pupils taking part in off site visits and physical activity and that all relevant staff make reasonable and appropriate adjustments to such activities in order they are accessible to all pupils. This includes out-of-school clubs and team sports.**
- **This school understands that all relevant staff are aware that pupils should not be forced to take part in activities if they are unwell. They should also be aware of pupils who have been advised to avoid/take special precautions during activity, and the potential triggers for a pupil's medical condition when exercising and how to minimise these.**
- **This school makes sure that pupils have the appropriate medication/equipment/food with them during physical activity and offsite visits.**
- **This school will not penalise pupils for their attendance if their absences relate to their medical condition.**
- **This school will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site visit.**

- This school makes sure that a risk assessment is carried out before any out-of-school visit, including work experience and educational placements. The needs of pupils with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required. Risk assessments will be conducted as part of the planning process to take account of any additional controls required for individual pupil needs.

### Avoiding Unacceptable Practice

**THE SCHOOL understands that the following behaviour is unacceptable:**

- Assuming that pupils with the same condition require the same treatment.
- Ignoring the views of the pupil and/or their parent / carer.
- Ignoring medical evidence or opinion.
- Sending pupils home frequently or preventing them from taking part in activities at school.
- Penalising pupils with medical conditions for their attendance record where the absences relate to their condition.
- Making parent / carer feel obliged or forcing parent / carer to attend school to administer medication or provide medical support, including toilet issues.
- Creating barriers to children participating in school life, including school trips.
- Refusing to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition.

### Liability and Indemnity

- Teachers who undertake responsibilities within this policy are covered by the school's insurance.
- Full written insurance policy documents are available to be viewed by members of staff who are providing support to pupils with medical conditions. Those who wish to see the documents should contact the Executive Head Teacher.

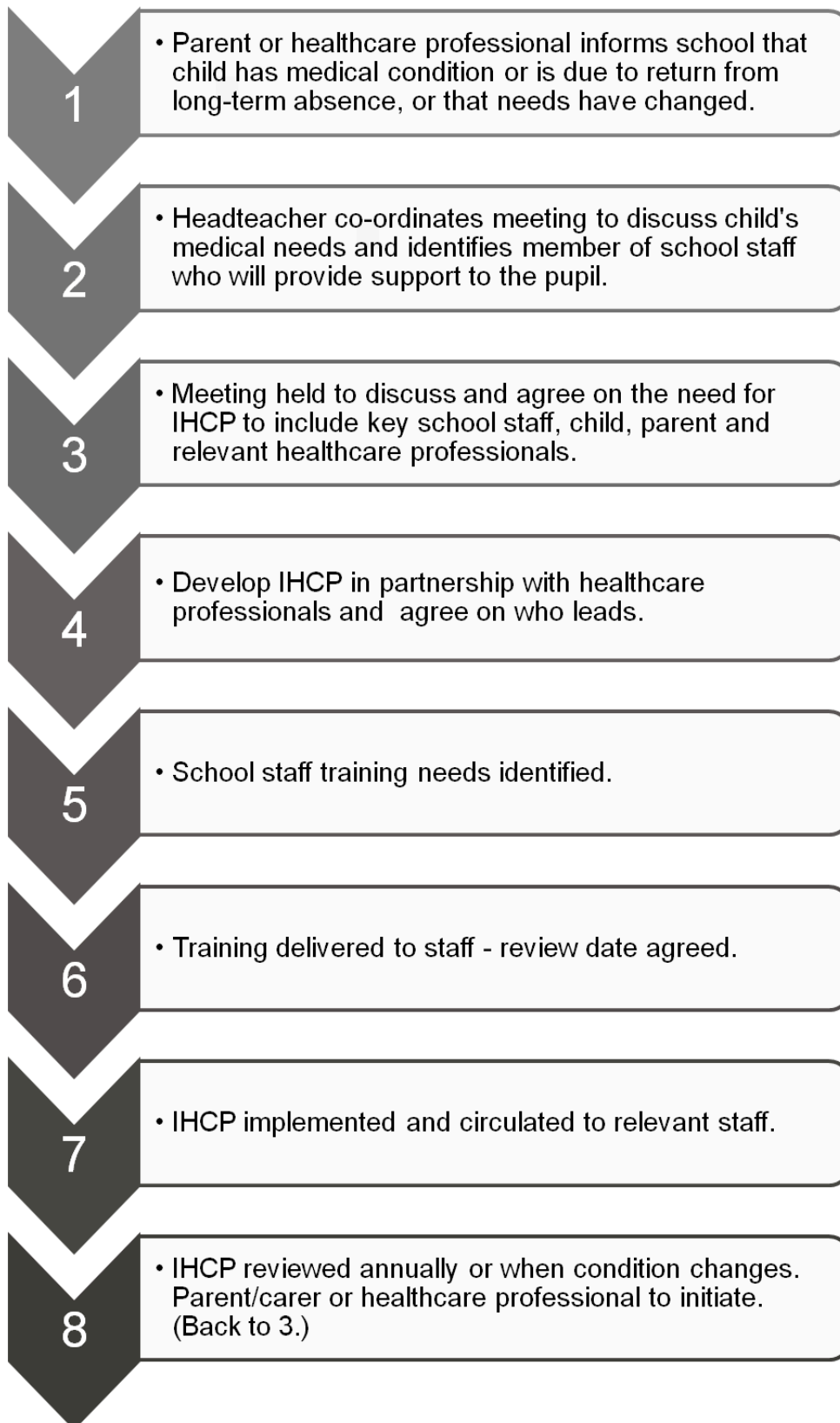
### Complaints

**The details of how to make a complaint can be found in the Complaints Policy:**

- Stage 1 - Complaint Heard by Staff Member
- Stage 2 - Complaint Heard by Executive Head Teacher
- Stage 3 – Complaint Heard by Governing Bodies' Complaints Appeal Panel (CAP)

## Appendices

### 1. Individual Healthcare Plan Implementation Procedure



## 2. Individual Healthcare Plan Template

THE SCHOOL Individual Health Care Plan

**Child's name**

**Group/class/form**

**Date of birth**

**Child's address**

**Medical diagnosis or condition**

**Date plan agreed**

**Review date**

Family Contact Information

**Name**

**Relationship to child**

**Phone no. (work)**

**(home)**

**(mobile)**

**Name**

**Relationship to child**

**Phone no. (work)**

**(home)**

**(mobile)**

G.P.

**Name**

**Phone no.**

**Who is responsible for  
providing support in school**

**Describe medical needs and give details of child's symptoms,**

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Name of medication	Dose of medication	When the medication need to be taken	Any possible side effects

**Are there any daily care requirements**

**Arrangements for school visits/trips etc.**

**Describe what constitutes an emergency, and the action to take if this occurs**

**Who is responsible in an emergency (*state if different for off-site activities*)**

**Plan developed with**


### 3. Parental Agreement for a 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.

THE SCHOOL medicine administering form

<b>Date medication arrives in school</b>	
<b>Name of child</b>	
<b>Date of birth</b>	
<b>Group/class/form</b>	
<b>Medical condition or illness</b>	

Medicine

<b>Name/type of medicine (as described on the container)</b>	
<b>Expiry date</b>	
<b>Dosage</b>	
<b>Timing</b>	
<b>Are there any side effects that the school/setting needs to know about?</b>	

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

<b>Name</b>	
<b>Daytime telephone no.</b>	
<b>Relationship to child</b>	
<b>I understand that I must deliver the medicine personally to</b>	<b>Name of Staff Member:</b>

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s)

Date



## 5. Contacting Emergency Services

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

- Your telephone number – 0191 4897358
- Your name.
- Your location as follows: Clervaux Nursery School. Clervaux Terrace, Jarrow NE32 5UP
- The exact location of the patient within the school.
- The name of the child and a brief description of their symptoms.
- The best entrance to use and state that the crew will be met and taken to the patient.

**Put a completed copy of this form by the phone.**

Signed by Chair of Governor : .....

Signed by Executive Head Teacher  
.....

Date: .....

REVIEWED: Sep 21

NEXT REVIEW: Sep 22