



Supporting Pupils with Medical Conditions and Administration of Medicines Policy

This policy has been approved and adopted by the Governing Body in November 2025 and will be reviewed in November 2026.

Signed: Marty Johnson

Introduction

In line with the duty, which came into force on 1st September 2014, to support pupils at school with medical conditions we are committed to ensuring that all children with medical conditions, in terms of both physical and mental health, are properly supported at Vigo Primary School so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

No child with a medical condition will be denied admission or prevented from taking up a place in our school because arrangements for their medical condition have not been made.

We will ensure that pupils' health is not put at unnecessary risk from, for example, infectious diseases therefore we will not accept a child in school at times where it would be detrimental to the health of that child or others to do so.

This policy will be reviewed regularly and it is readily accessible to parents and school staff.

Key Roles & Responsibilities

Statutory Requirement: The governing body should ensure that the school's policy clearly identifies the roles and responsibilities of all those involved in the arrangements they make to support children at school with medical conditions.

The Governing Body is responsible for:

Ensuring that the school's policy clearly identifies the role and responsibilities of all those involved in the arrangements they make to support pupils at school with medical conditions. They will ensure that pupils with medical conditions are supported to enable the fullest participation possible in all aspects of school life. They will also ensure that any members of school staff who provide support to pupils with medical conditions are able to access information and other teaching support materials.

The Headteacher is responsible for:

Ensuring that the school's policy is developed and effectively implemented with partners. This includes ensuring that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation.

The Headteacher will ensure that all staff, who need to know, are aware of the child's condition. They will also ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all the individual healthcare plans, including in contingency and emergency situations. This may involve recruiting a member of staff for this purpose.

The Headteacher has overall responsibility for the development of individual healthcare plans. They will also make sure that school staff are appropriately insured and are aware that they are insured to support pupils in this way. They will contact the school nursing service in the case of any child who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse.

Teachers and Support Staff are responsible for:

Providing support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so. 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. School staff will receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions. 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. School staff are responsible for briefing any supply staff or new members of staff about the medical conditions of pupils in their care.

The School Nursing Service

Every school has access to school nursing services. They are responsible for notifying the school when a child has been identified as having a medical condition which will require support in school. Wherever possible, they should do this before the child starts at the school. They would not usually have an extensive role in ensuring that schools are taking appropriate steps to support children with medical conditions, but may support staff on implementing a child's individual healthcare plan and provide advice

and liaison, for example on training. School nurses can liaise with lead clinicians locally on appropriate support for the child and associated staff training needs; for example, there are good models of local specialist nursing teams offering training to local school staff, hosted by a local school. Community nursing teams will also be a valuable potential resource for a school seeking advice and support in relation to children with a medical condition.

Local Arrangements

Identifying children with health conditions

Statutory Requirement: The Governing body will ensure that the policy sets out the procedures to be followed whenever a school is notified that a pupil has a medical condition.

We will aim to identify children with medical needs on entry to the school by working in partnership with parents/carers. Parents complete initial admission paperwork before children are admitted into school. This paperwork includes full details and discussion opportunities for any medical needs.

Where a formal diagnosis is awaited or is unclear, we will plan to implement arrangements to support the child, based on the current evidence available for their condition. We will ensure that every effort is made to involve some formal medical evidence and consultation with the parents.

Parents are requested to notify the school of any medical conditions that they may develop whilst attending our school. When our school is notified that a pupil has a medical condition we will:

- Make arrangements for any staff training or support
- Make every effort to ensure that arrangements are put in place within two weeks.
- Not wait for a formal diagnosis before providing support to pupils.

Individual healthcare plans

Statutory Requirement: The Governing body will ensure that the school's policy covers the role of individual healthcare plans, and who is responsible for their development in supporting children at school with medical conditions.

At Vigo Primary School we will complete an individual healthcare plan (IHP) with parents/carers for any child who has any medical need. The IHP will be developed in partnership with the school and parent/carer and the parent/carer will be asked to check and sign the IHP. It is a legal requirement that this is updated annually or if a medical condition changes and requires additional/different support to be put in place. We will assess and manage risks to the child's education, health and social wellbeing and minimise disruption for the child.

Our IHP (Appendix 1) requires information about:

- the **medical conditions, its triggers, signs, symptoms and treatments**;
- the **pupils resulting needs**, including medication (dose, side effects and storage) and other treatments, time facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues;
- specific **support for the pupil's educational, social and emotional needs** – for example, how absences will be managed, use of rest periods or additional support in catching up with lessons, counselling sessions;
- the **level of support** needed (NB If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring);
- **who will provide this support**, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional; and cover arrangements for when they are unavailable;

- **who** in the school **needs to be aware** of the child's condition and the support required;
- **arrangements for written permission from parents and the headteacher for medication to be administered by a member of staff, or self-administered by the pupil during school hours;**
- arrangements or procedures required for **school trips** or other school activities outside of the normal school timetable that will ensure the child can participate, e.g., risk assessments;
- **what to do in an emergency**, including whom to contact, and contingency arrangements. Some children may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan.

Where children require an individual healthcare plan it will be the responsibility of the Headteacher to ensure that the SENCO / School Business Manager / Class Teacher, in conjunction with other staff members work with parents/carers and relevant healthcare professionals to write the plan. The plan will be kept in the class healthcare plan folder that will be kept in the green medical box. Healthcare plan folders will be kept up to date by the Class Teacher and are available at any time. A second copy of the healthcare plan will be kept in a locked cupboard in the school office in case of an emergency.

Where the child has a special educational need identified in an Education Health Care Plan (EHCP), the individual healthcare plan should be linked to or become part of the EHCP.

Where a child is returning to school following a period of hospital education or alternative provision (including home tuition), school staff will work with the local authority and education provider to ensure that the individual healthcare plan identifies the support the child will need to reintegrate effectively.

We will review all healthcare plans annually and as needed throughout the year where circumstances change.

Staff training

Statutory Requirement: The Governing Body should ensure that this policy clearly sets out how staff will be supported in carrying out their role to support children with medical conditions, and how this will be reviewed. It should specify how training needs will be assessed and by whom training will be commissioned and provided.

The school policy should be clear that any member of school staff providing support to a child with medical needs should have received suitable training.

Staff will be inducted on the policy when they join the school. The new member of staff will be appointed a line manager who will review healthcare plans in place for the children in their care. All nominated staff will be provided awareness training on the school's policy for supporting children with medical conditions which will include what their role is in implementing the policy. Updated training will be provided each year.

We will retain evidence that staff have been provided the relevant awareness training on the policy and retained in accordance with the Hampshire County Council retention policy.

Where needed we will work with the relevant healthcare professionals to identify and agree the type and level of training required and identify where the training can be obtained from. This will include ensuring that the training is sufficient to ensure staff are competent and confident in their ability to support children with medical conditions. The training will include preventative and emergency measures so that staff can recognise and act quickly when a problem occurs and therefore allow them to fulfil the requirements set out in the individual healthcare plan. This training will be reviewed annually to ensure that a pupil's healthcare needs are always supported throughout their time at our school.

All staff will receive annual basic on-line training on how to administer medicines to pupils. Competency is determined by the appropriate training available via an on-line learning portal. Inhalers and EpiPens

will only be administered by fully trained members of staff and an up-to-date list of those can be obtained at school.

Any training undertaken will form part of the overall training plan for the school and refresher awareness training will be scheduled at appropriate intervals agreed with the relevant healthcare professional delivering the training.

The child's role

Statutory Requirement: The Governing body will ensure that the school's policy covers arrangements for children who are competent to manage their own health needs and medicines.

Where possible and in discussion with parents, children that are competent will be encouraged to take responsibility for managing their own medicines and procedures for example applying cream. These arrangements will be recorded in their individual healthcare plan. The healthcare plan will reference what will happen should a child who self-administers refuse to take their medication (this will normally be informing the parent/carer at the earliest opportunity). We see this as an important step towards preparing pupils for the next stage of their education.

Managing and Administration of Medicines on School Premises

Statutory Requirement: The Governing Body will ensure that the school's policy is clear about the procedures to be followed for managing medicines.

The administration of medicines is the overall responsibility of the parents/carers. **Parents are responsible for administering prescribed medications and** where clinically possible we will encourage parents to ask for medicines to be prescribed in dose frequencies which enable them to be taken outside of school hours. This will normally mean that a child needing three doses during the day will be able to take these at home (breakfast / home time / bed time). However, Vigo Primary School is responsible for ensuring children are supported with their medical needs whilst on site and in line with their Individual Healthcare Plan, therefore this may include managing medicines where it would be detrimental to a child's health or school attendance not to do so.

Examples of when medicines can be taken

Times/Day	Hour Gap	Examples times for antibiotics			
Once	24 hourly	07:00			
Twice	12 hourly	07:00			20:00
Three	8 hourly	07:00	15:30-16:00		20:00
Four	6 hourly	07:00	11:00	16:00	20:00

We will not give prescription medicines to a child without their parents/carers written consent. In these circumstances an Administrations of Medications form will need to be completed (Appendix 2). Once completed these forms are kept with the medication. We will keep a record of all medicines administered to an individual pupil, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at the school will be noted and passed to the parents.

We will only accept prescribed medicines that are in date, labelled, provided in the original container as dispensed by the pharmacist and include instructions for administration, their dosage and storage. Insulin is the exception, which must still be in date but will generally be available to schools inside an insulin pen or a pump, rather than its original container.

The name of the child, dose, expiry and shelf-life dates will be checked before medicines are administered. When a child needs their inhaler at set points on a regular basis e.g., always at lunch time this will have been recorded on Administration of Medication form. Parents will not be informed each day

if the child has taken their regular agreed dose. When a child needs their inhaler on an irregular basis e.g., when then become wheezy then staff will complete the reverse of the Administration of Medications form (Appendix 2) as above but will also complete the 'I Used My Medication' slip and this will be handed to parents at pick up time. (Appendix 3).

On occasions where a child refuses to take their medication the parents will be informed at the earliest available opportunity.

Children's inhalers will be stored in the class green medical box so that they are easily available when children need them. Each Inhaler will be kept in a labelled zip wallet and will include the administration of medication form. If a cream or lotion is required then we will be able to help children to apply this but we would require a completed Administration of Medication form in order to confirm details.

We will not administer non prescribed medicines.

We ask parents/carers to apply 24 hr/long lasting sun cream protection in the morning during hot weather.

If a child has a particular sensitivity to the sun or allergy, and requires more than this then an Administration of Medication form will need to be completed and sun protection cream will need to be supplied, clearly labelled with the child's name. The cream and the Administration of Medication form will be kept in the class green box and the reverse of the form will be completed by staff each time the cream is applied

Emergency medicines will be stored in a safe location but not locked away to ensure they are easily accessible in the case of an emergency in class time.

Types of emergency medicines include:

- Injections of adrenaline for acute allergic reactions
- Inhalers for asthmatics
- Glucose monitoring kits
- Injections of Glucagon for diabetic hypoglycaemia

Other prescription emergency medication (for example Omnipod Refills, Buccal Midazolam) will be stored in accordance with the normal prescribed medicines procedures (see storage section).

Storage

All emergency medication will be stored safely in the class green medical box and kept in an easily accessible location during school hours.

All other medication will be stored safely in a locked cabinet in the school office. Where medication needs to be refrigerated it will be kept in the first aid fridge located in the school office.

Children will be made aware of where their medicines are at all times and be able to access them immediately where appropriate. Where relevant they should know who holds the key to the storage facility.

Medicines such as asthma inhalers, blood glucose monitoring kits and adrenaline pens will always be readily available to children and not locked away. We will also ensure that they are readily available when outside of the school premises or on school trips.

Storage of medication whilst off site will be maintained at steady temperature and secure with a staff member. There will be appropriately trained staff present to administer day to day and emergency medication and copies of individual healthcare plans will be taken off site to ensure appropriate procedures are followed.

Disposal

It is the responsibility of the parents/carers to dispose of their child's medicines. The school will NOT dispose of any medication it will always be returned to the parent, even if it is out of date or no longer

required. Parents/carers will be informed of this when the initial agreements are made to administer medicines

Sharps boxes, where required, will be in place for the disposal of needles. Collection and disposal of these will be arranged locally through the school contractor who will remove them from site regularly.

Medical Accommodation

First aid is available around school in classes and play area's as per out First Aid policy.

Classes have first aid bags for use in class and during break times and Green medical boxes for use in class rooms.

MDSA staff have first aid bum bags and two larger red first aid back packs are issued, one for KS1 and one for KS2 playgrounds for use during lunch time. The school office provides back up for any serious incidents.

Record keeping

Statutory Requirement: The governing body should ensure that written records are kept of all medicines administered to children.

All current Individual Healthcare Plans (Appendix 1) are stored in the class healthcare plan file, with a second copy stored in a locked cupboard in the school office. When plans are out of date or no longer required, they will be filed in the pupil's file which is kept in the school office and retained in line with the Hampshire County Council retention policy.

A record of what has been administered including how much, when and by whom, will be recorded on the reverse of the Administration of Medication form. Any possible side effects of the medication will also be noted and reported to the parent/carers.

Completed Administration of Medication forms will be kept on the pupil's file in the office and retained in line with the Hampshire County Council retention policy.

We recognise that written records offer protection to staff and children and provide evidence that agreed procedures have been followed. Parents will always be informed if their child is unwell at school.

Emergency Procedures

Statutory Requirement: The Governing body will ensure that the school's policy sets out what should happen in an emergency situation.

Where a child has an individual healthcare plan, this will clearly define what constitutes an emergency and provide a process to follow. All relevant staff will be made aware of the emergency symptoms and procedures. We will ensure other children in the school know what to do in the event of an emergency i.e., informing a teacher immediately if they are concerned about the health of another child.

Staff who will be contacting the emergency services will be aware of information the emergency staff will need i.e., the school address, post code and phone number. School Staff will be aware of the kinds of questions emergency staff may ask and be ready to answer them.

Where a child is required to be taken to hospital, a member of staff will stay with the child until their parents arrive, this includes accompanying them to hospital by ambulance if necessary (taking any relevant medical information, care plans etc. that the school holds).

Day trips/off site activities and sporting activities

Statutory Requirement: The Governing body should ensure that their arrangements are clear and unambiguous about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

We will ensure that teachers are aware of how a child's medical condition will impact on their participation in any off-site activity or day trip, but we will ensure that there is enough flexibility for all children to participate according to their own abilities within reasonable adjustments.

We will consider what reasonable adjustments we might make to enable children with medical needs to participate fully and safely on visits. We will carry out a risk assessment so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. We will consult with parents and pupils and take advice from the relevant healthcare professional to ensure that pupils can participate safely.

Unacceptable practice

Statutory Requirement: The governing body will ensure that the school's policy is explicit about what practice is not acceptable.

Staff are expected to use their discretion and judge each child's individual healthcare plan on its merits, it is not generally acceptable practice to:

- Prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- Assume that every child with the same condition requires the same treatment;
- Ignore the views of the child or their parents; or ignore medical evidence or opinion (although this may be challenged);
- Send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
- If the child becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable;
- Penalise children for their attendance record if their absences are related to their medical condition, e.g., hospital appointments;
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;
- Require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, when required by a medical condition, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs; or
- Prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips e.g., by requiring parents to accompany the child.

Liability and Indemnity

Statutory Requirement: The governing body will ensure that the appropriate level of insurance is in place and appropriately reflects the level of risk.

We have a Service Level Agreement with Hampshire County Council and we are insured through them. As part of this agreement, we will ensure that all the appropriate training is given to our staff and that appropriate risk assessments are in place.

Complaints

Statutory Requirement: The governing body will ensure that the school's policy sets out how complaints may be made and will be handled concerning the support provided to pupils with medical conditions.

Our school has a formal complaints procedure that we follow. Please contact the Headteacher in the first instance who will be happy to provide you with a copy of the policy that can also be found on our school website.

Appendices

- 1: Individual Healthcare Plan (IHP)
- 2: Administration of Medications form
- 3: I Used My Medication Slip

Appendix 1: Individual Healthcare Plan



Vigo Primary School Pupil Individual Health Care Plan

Child's name	
Group/class/form	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	

Family Contact Information

Name	
Relationship to child	
Phone no. (work)	
Phone no. (mobile)	
Name	
Relationship to child	
Phone no. (work)	
(mobile)	

Clinic/Hospital Contact

Name	
Phone no.	
GP Name	
Phone no.	

Who is responsible for providing support in school?

--

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

--

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

--



Vigo Primary School

Pupil Individual Health Care Plan

--

Daily care requirements:

--

Specific support for the pupil's educational, social and emotional needs:

--

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:

--

Staff training needed/undertaken – who, what, when:

--

Form copied to:

--

DISCLAIMER

For Inhaler Users Only (Asthma): In the event of my child displaying symptoms of Asthma and their inhaler is not available, broken or empty, I consent for my child to receive salbutamol from an emergency inhaler held by school.	Yes
For Epi-Pen Users Only (Allergy): In the event of my child displaying symptoms of an allergic reaction and their epi-pen is not available, broken or empty, I consent for my child to be administered the emergency epi-pen held by school.	Yes



Vigo Primary School

Pupil Individual Health Care Plan

--	--

This document has been read and agreed by the following:

Parent Name:	Parent Signature:	Date:
Headteacher Name: Mrs Rachel Dance	Headteacher Signature:	Date:
Class Teacher Name:	Class Teacher Signature:	Date:
LSA/Support Staff Name:	LSA/Support Staff Name:	Date:
SENDco Name:	SENDco Signature:	Date:
Office Staff Name:	Office Staff Name:	Date:

Appendix 2: Administration of Medications form



Vigo Primary School

Administration of Medication Consent and Log Form

CHILD'S INFORMATION					
Surname:	First Name (s):	Boy	Girl	Date of Birth:	
Address:					
Postcode:					
Parent Home Phone No.		Parent Mobile No.			
FAMILY DOCTOR					
Name of Doctor	Surgery Name & Address			Phone Number	
Administration of Medication					
My child will be responsible for the self-administration of medicines as directed below					Yes/No
I agree to members of staff administering medicines/providing treatment to my child as directed below or in the case of emergency, as staff may consider necessary					Yes/No
I recognise that school staff are not medically trained but have had paediatric 1 st Aid training					Yes/No
I agree for my child to be administered school issue medication (e.g. Calpol)					Yes/No
FOR INHALER USERS ONLY (ASTHMA)					
In the event of my child displaying symptoms of Asthma when their inhaler is not available, broken or empty, I consent for my child to receive salbutamol from an emergency inhaler held by school.					Yes/No
FOR EPI-PEN USERS ONLY (ALLERGY)					
In the event of my child displaying symptoms of an allergic reaction and their epi-pen is not available, broken or empty, I consent for my child to be administered the emergency epi-pen held by school.					Yes/No
Medication					
Name of Medicine	Quantity of Medication Received by School (i.e. bottle size/level or number of tablets etc...)	Dose Required	Frequency / Administration Times	Reason for Medication	Expiry Date
Other information					
Special Instructions	Allergies			Other Prescribed Medicines	
CONSENT					
The information provided is, to the best of my knowledge, accurate. If there are any changes regarding my child's health or medical condition I will inform the school.					
Method of Consent (Please Circle): In Person / Telephone / Written / Email					
Parent Name:	Parent Signature:		Date:		
Staff Name:	Staff Signature:		Date:		

Appendix 3: I Used My Medication Slip



I Used My Medication

Today I: used my Inhaler / changed my Omnipod / changed my Dexcom

Child's Name: / **Class:**

Date: / **Time:**

Medication Name:

Dosage Administered:

Administered By:

Reason: