



# GLASTONBURY THORN SCHOOL

## SUPPORTING PUPILS AT SCHOOL WITH MEDICAL CONDITIONS POLICY

Committee	FGB
Date policy approved	October 2019
Date policy reviewed	July 2025
Date for next review	July 2026

### Document Control

Revision History			
Version	Date	Author	Summary of Changes
1	November 2020	JC	Procedures for Managing medication. 'Prescribed' removed and over the counter medication can be administered to pupils with short term medical conditions has been added. Consent required from parent and SLT. Consent also to include the time last dose given. Long term medical conditions and Care Plan in place – consent not required from SLT
2	September 2022	JC	No Changes
3	June 2024	JC	Updated Appendix 2
4	July 2025	J Cursley	No changes

## **Statement of Intent**

The staff and governors of Glastonbury Thorn School are wholly committed to pursuing a policy of inclusive education that is supportive of pupils with medical conditions. This policy is designed to support the management of medication and medical care in school and to support individual pupils with medical needs.

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.

Glastonbury Thorn School Supporting Pupils at School with Medical Conditions Policy takes due regard of the following documents:

- Department for Education's statutory guidance, 'Supporting pupils at school with medical conditions', April 2014 (This statutory guidance also refers to other specific laws.)
- Children and Families Act 2014 (Section 100)
- Equality Act 2010
- Special Educational Needs Code of Practice 2014
- Other school policies such as Child Protection

## **Rationale and Aims**

To provide a clear policy that is understood and accepted by all staff, parents and children, ensuring that children with medical needs receive proper care and support in school and that for such children attendance is as regular as possible.

The policy includes:

- Definition of medical needs
- A clear statement of parental responsibilities in respect of medicines
- Roles and responsibilities of staff administering medicines
- Procedures for managing prescription medicines which need to be taken in the school day
- Administering medications
- Assisting children with long term medical needs
- Record keeping
- Safe storage of medicines
- Disposal of Medication
- The school's emergency procedures
- Educational Visits and After School Activities
- Staff training
- Management of medical conditions

## **Definition of medical needs**

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; and
2. Long-term potentially limiting their access to education and requiring extra care and support.

A medical condition that is long term with acute episodes, requires ongoing support, and involves the need for medication and/or care whilst at school. The condition will need monitoring and could require immediate intervention in emergency circumstances. Some children with medical conditions may be disabled. Where this is the case the Governing Body must comply with their duties under the Equality Act 2010. Some may also have special educational needs (SEN) and may have an Education, Health and Care Plan (EHCP) which brings together health and social care needs, as well as their special educational provision. For children with SEND, this guidance should be read in conjunction with the SEND code of practice 2015.

Most children with medical needs are able to attend school regularly and with some support from school, can take part in most normal school activities. However, staff may need to take extra care in supervising some activities to make sure that these pupils, and others, are not put at risk. Pupils with long term medical conditions should be properly supported so that they can play an active part in school, remaining healthy and able to achieve their academic potential, with full access to education, including school trips and physical education.

## **Procedures to be followed when Notification is received that a Pupil has a Medical Condition**

We will ensure that the correct procedures will be followed whenever we are notified that a pupil has a medical condition. The procedures will also be in place to cover any transitional arrangements between schools, the process to be followed upon reintegration or when pupil's needs change and arrangements for any staff training or support. For children starting at Glastonbury Thorn School, arrangements will be in place in time for the start of the relevant school term. In other cases, such as a new diagnosis or children moving to Glastonbury Thorn school mid-term, we will make every effort to ensure that arrangements are put in place within two weeks.

The school does not have to wait for a formal diagnosis before providing support to pupils. In cases where a pupil's medical condition is unclear, or where there is a difference of opinion, judgements will be needed about what support to provide based on the available evidence.

This would normally involve some form of medical evidence and consultation with Parents/Carers. Where evidence conflicts, some degree of challenge may be necessary to ensure that the right support can be put in place. This will usually be led by the Local Authority School Nurse Team, SENCO, or the Headteacher. Following the discussions an Individual Health Care Plan will be put in place.

## **Responsibilities:**

### **1. Parents**

- Parents or guardians have responsibility for their child's health and should provide the school with up to date information about their child's medical conditions, treatment and/or any special care needed.
- If their child has a more complex medical condition, they should work with the school, school nurse, other health professionals and outside agencies to develop an individual healthcare plan, which will include an agreement on the role of the school in managing any medical needs and potential emergencies.

Parents should carry out any action they have agreed as part of an individual healthcare plan e.g. provide medicines and equipment and ensure that they or another nominated adult are contactable at all times.

- Parents are responsible for making sure their child is well enough to attend school. Children should be kept at home if they are seriously unwell.
- If prescribed medication must be in school, parents are responsible for making sure that is in date, labelled, provided in the original container as dispensed by the pharmacist and includes instructions for administration, dosage and storage.
- Parents are responsible for completing a consent/conditions form for administration of medication and hand the form and medication directly to a member of the office staff who will both store the form and the medicine in the medical room cupboard or fridge.
- Parents are responsible for collecting and disposing of medication at the end of each school term.

### **2. Roles and responsibilities of staff administering medicines**

- Any member of school staff may be asked to provide support to pupils with medical conditions including administering medicines, although they cannot be required to do so.
- Administering medications is not part of a teacher's professional duties. However, staff will take into account the needs of pupils with medical conditions that they teach.
- School staff will receive sufficient and suitable training to achieve the necessary level of competency before they take on the responsibility to support pupils with medical conditions. We recognise that a first-aid certificate does not constitute appropriate training in supporting 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 requires help.

### **3. The Governing Body**

- The Governing Body has a duty to ensure that their insurance arrangements provide cover for staff to act within the school of their employment.
- The Governing Body will ensure that the procedures outlined in this policy are followed – this will be monitored by the Premises/H&S Committee.

- The Governing Body will ensure that any necessary training is made available to staff.
- In line with safeguarding duties, the Governing Body will ensure that pupils' health is not put at unnecessary risk from e.g. infectious diseases. Glastonbury Thorn School therefore does not have to accept a pupil in school at times where it would be detrimental to the health of that child or others to do so.

#### **4. The Headteacher**

- The Headteacher is responsible for implementing the Governing Body's policy in practice and for developing detailed procedures.
- The Headteacher will ensure that all staff are aware of the policy for supporting pupils with medical conditions and understand its implementation.
- When teachers volunteer to give pupils help with their medical needs, the Headteacher should agree to their doing this, and will ensure that staff receive proper support and training where necessary (training will be checked by The Local Authority School Nurse Team).
- Day to day decisions about administering medication will be taken by the Headteacher (or a member of the Senior Leadership Team (SLT) in his absence).
- The Headteacher is responsible for making parents aware of the school's policy and procedures for dealing with medical needs.
- The Headteacher is responsible for arranging cover when the member of staff responsible for a pupil with medical needs is absent or unavailable.
- A list of trained staff will be kept in the medical room and checked termly by the SLT.

#### **5. Other health professionals**

The school will receive support and advice as necessary from the following in order to meet the needs of pupils with medical conditions:

- The School Health Service
- The School Nurse
- The GP
- The Community Paediatrician
- Health Visitors
- Social Workers

## **Procedures for managing prescription medicines which need to be taken in the school day:**

The policy of this school is not to administer medication or medical care unless the pupil has a medical condition, which if not managed, could prove detrimental to their health or limit access to education. The Headteacher accepts responsibility, in principle, for school staff administering or supervising the taking of prescribed medication or medical care during the school day only where it is absolutely necessary.

- Medicines should only be brought to school when essential; that is, where it would be detrimental to a child's health if the medicine were not administered during the school day.
- Medicines prescribed 'three times a day' should be administered before school, after school and at night.
- In the case of short-term medical conditions, over the counter medications, e.g. calpol or antihistamine can only be administered with the prior consent of parents and with the consent of a member of SLT at the time of administering the medicine. This consent will only be given where it is felt it is in the child's best interest to be able to continue with their education and if the child is well enough to be in school.
- In the case of long term medical conditions and where a Care Plan is in place, the consent of SLT will not be required to administer over the counter medications such as antihistamine at the time of needing to administer the medication.
- Parents and carers are allowed into school to administer medication if they so desire.
- No child should be given prescription or non – prescription medicines without their parent's written consent.
- No child will be given medicine containing aspirin unless prescribed by a doctor. Medication e.g. for pain relief will never be administered without first checking maximum dosages and when the previous dose was taken.
- School will only accept medication that is in date, labelled with the child's name, provided in the original container as dispensed by the pharmacist and includes instructions for administration, dosage and storage.
- All medicines will be safely stored. Pupils will know where to access their medication immediately. Medication and devices e.g. inhalers will always be readily available with supervision and not locked away.
- Parents are responsible for making sure that any medication held in school e.g. inhalers is in date.
- School will keep a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. This will be kept in the 'Administration of Medication' book and parents informed.
- When no longer required, or at the end of each academic term parents will collect medication for safe disposal.

## **ADMINISTERING MEDICINES - See Appendix 1**

Glastonbury Thorn School recognises no child should be given medicines without their parent's written consent.

Any member of staff administering medicines to a pupil should check:

- The child's name
  - Name of medication
  - The prescribed dose
  - Expiry date
  - Written instructions
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- If in doubt about any procedure, staff will not administer the medicine before checking with parents or a health professional before taking further action.
  - Once medicine is removed from the cupboard/fridge, it will be administered immediately and never left unattended and returned to a safe place afterwards.
  - A written record must be kept following administration of medicines to pupils. Any pupil who has medication administered, or is supervised in self-medication must have this recorded in the 'Administration of Medication' record book.
  - If a child refuses to take a medicine, staff will not force them to do so, but will record this and parents/carers will be notified as soon as possible.

## **LONG TERM MEDICAL NEEDS & IHCPs - See Appendix 2**

Where a pupil has a chronic illness, medical or potentially life threatening condition, the school will initiate an Individual Health Care Plan to meet individual needs and support the pupil. This will be drawn up by the SENCO in conjunction with health care professionals and in consultation with the child's parents or guardians.

Individual Healthcare Plans must:

- Be clear and concise.
- Be written in partnership with parents, child, healthcare professional and key staff.
- Be reviewed annually or when there is a change in the condition of the child.
- Be easily accessible whilst preserving confidentiality.
- Securely stored by the Headteacher and SLT.
- Outline educational provision if the student is unable to attend school.
- Contain details of the medical condition, its triggers, signs, symptoms and treatments.
- Include relevant SEN information.
- Provide details of the student's 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, modifications to buildings, furniture or equipment, and environmental issues e.g. crowded corridors, travel time between lessons.

- Outline specific support for the student's educational, social and emotional needs – for example, how absences will be managed, changes to the school day and details of a personalised curriculum, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions etc.
- Outline the level of support needed, (some children will be able to take responsibility for their own health needs), including in emergencies. If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring.
- State 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.
- State contingency plan and plan of action in the event of an emergency.
- IHCPs will be checked and reviewed termly. It is the parent's responsibility to notify school in writing of any change in medication or administration.

### **Record Keeping of administration of medication**

- Parents should tell the school about the medicines their child needs to take and provide written details of any changes to the prescription or the support required.
- Medicines should always be provided in the original container as dispensed by the pharmacist and include written instructions.
- Requests for staff to administer medication should be written and signed and dated by the parent. These should include:

Name of child  
 Name of medicine  
 Dose  
 Method of administration  
 Time/frequency of medication  
 Any side effects  
 Expiry date

- In the event of short term medication being required, written consent should also include the time of the last dose given.
- Completed forms should be kept in the medical room folder and referred to when administering medication.
- Following administration of medication this should be recorded in the 'Administration of Medicines' book and parents informed at the end of the day.
- If a child refuses medication, this must be recorded and parents should be informed as soon as possible.
- Requests for updated medical conditions including asthma, are distributed to parents at the beginning of each school year. These are recorded in the

medical folder in the medical room. All staff have access to this information and actions to take in an emergency.

- Children with medical conditions have their photographs and details displayed in the staff room and medical room.

### **Storing medications**

- Medicines must be stored safely in the pharmacist's original container and clearly labelled with the child's name, the dosage and instructions for administration.
- Medication requiring refrigeration is stored in the year group fridges. The fridge temperature will be checked regularly by the Site Manager.
- Emergency medications such as Epi-pens and asthma inhalers should be stored in the classroom or shared area cupboard and medical room. Children should know where their medicines are stored; they should not be locked away.
- Parents are ultimately responsible for checking expiry dates on their children's medicines and replacing as necessary.

### **Disposal of medication**

- Staff should not dispose of medicines.
- Parents are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal. They should also collect medicines held at the end of each term.
- Sharps boxes (which would be stored in the medical room) should always be used for the safe disposal of needles. Parents should obtain these from their child's GP and return to a pharmacy for safe disposal. Staff receive appropriate safety training from the Local Authority School Nurse Team regarding the disposal of sharps and needle stick injuries.

### **EMERGENCY PROCEDURES** - See Appendix 3

- All staff are aware of procedures when dealing with a medical emergency. These should be supervised by a trained First Aider.
- All staff are aware of pupils on a health care plan and understand the need to follow agreed emergency support.
- All staff know how to call the emergency services; guidance is displayed on the school office notice board, in the staffroom and all staff have a copy.
- In the event of an emergency, every effort will be made to contact a parent so that they may accompany their child to hospital. In an emergency situation a member of staff will NOT take a child to hospital in their own car, they will accompany the child to hospital by ambulance and stay until the parent arrives. Health care professionals are responsible for any decisions on medical treatment when parents are not available.

### **Educational Visits and After School Activities**

- This school actively encourages children with medical needs to participate in trips, visits and after school activities.
- Staff will aim to facilitate reasonable adjustments to enable pupils with medical needs to participate fully and safely on visits and in after school activities. Risk assessments will be used to highlight any potential difficulties on trips and ensure procedures are in place to support pupils.

Additional staff/adults will be considered for this purpose for trips and educational visits and adequate training given.

- Accompanying staff will be aware of any medical needs and relevant emergency procedures. A copy of health care plans will be taken on all visits as well as emergency medication that may be required. The 'Administration of Medicines (Off Site)' book completed if medication is given.
- All adults leading After School activities should be made aware of any pupils with a medical condition, and of any special arrangements or medication that may need to be actioned.
- Pupils taking part in after school activities should be aware of where their medication is stored if needed.
- Staff training is provided to support the administration of emergency medications such as Epi-pens or insulin. The Headteacher keeps a register of staff who have undertaken the relevant training. Only staff who have received this training should administer such medications.
- Glastonbury Thorn School has several appointed First Aiders and Paediatric First Aiders. Training is reviewed regularly and updated every three years.
- An up to date list of all first aiders is displayed in the medical room and office.
- Glastonbury Thorn School will provide training as necessary to staff who have a support a pupil with a medical condition.

## **Medical Conditions**

### **Asthma**

Glastonbury Thorn recognises that asthma is a widespread, potentially serious, but controllable condition and encourages pupils with asthma to achieve their potential in all aspects of school life.

- Parents have a duty to inform staff if their child is asthmatic.
- Preventative and reliever inhalers should be provided and labelled with the pupil and class name.
- These should be kept in an assigned container within the teacher's cupboard and in the medical room and accompany the child if they are educated outside the school premises.
- Children with asthma must have immediate access to inhalers when they need them and know where they are kept. A spacer device may be required and the pupil may need support to use this.

- Use of an inhaler should be recorded in the medical folder and parents informed at the end of the day.
- If an inhaler is required more than it has been prescribed parents will be contacted and asked to seek further medical advice.
- Leaders of 'after school clubs' are notified on club registers if a pupil is asthmatic.

### **Head Injuries**

Pupils who sustain a head injury MUST be reviewed by a First Aider in school. If a pupil has a visible wound, swelling or adverse reaction, parents will be informed and advised to seek medical advice immediately. Where there are no residual effects, the pupil can remain in school whilst being observed. An accident record slip must be given to the parent/carer at the end of the day.

### **Epilepsy, Anaphylaxis, diabetes and Sickle Cell**

Parents have a duty and responsibility to notify the school if their child has any of these conditions should provide details of any treatment and support they may require in school. Relevant health care professionals will liaise between parents/guardians and school personnel to ensure staff are aware of, and trained to provide, any relevant or emergency support or treatment. An individual health care plan will be compiled, detailing the course of action to be taken.

### **Acceptable practice**

Although school staff should use their discretion and judge each case on its merits with reference to the child's individual healthcare plan, staff will ensure that:

- With appropriate adult support children will be able to easily access their inhalers and medication and be given help to administer their medication when and where necessary;
- They have made other adults in their classroom aware of the health care plan for the relevant children in their care and that all adults appreciate that not every child with the same condition requires the same treatment;
- They always listen to the views of the child or their parents; or will never ignore medical evidence or opinion, (although this may be challenged);
- They do not 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 and is absolutely necessary
- If the child becomes ill an adult accompanies the child to the medical room. At no time should they be left to go to the medical room alone
- Children are not penalised for their attendance record if their absences are related to their medical condition e.g. hospital appointments. The usual procedures will be followed for recording all absences, as per Attendance Policy, and letters will be sent out at key milestones if attendance drops below statutory targets. A child's illness however will be taken into consideration if a child's absence triggers the point which under different circumstances attendance panel meetings or fines would be considered.
- They allow pupils to access a drink, food or to take toilet or other breaks whenever they need to in order to allow them to manage their medical condition.

- The school will do everything it can to administer medication so that parents do not feel obliged to attend school to administer medication or provide medical support to their child, including with toileting issues unless absolutely necessary.
- The Governing Body appreciates that no parent should have to give up working due to their child having medical needs and so will endeavour to ensure that the school is able to support their child's medical needs
- The school will ensure that all children, wherever possible, are able to participate in every aspect of school life, including school trips.

### **Record Keeping**

- A record of all training undertaken by designated staff will be kept.
- A record will be kept of IHCPs
- Records of parental consent and health practitioner instructions will be reviewed and confirmed termly.
- A record of administration of medication will be kept in a book in the medical room.

### **Complaints Procedure**

It is expected that any concerns or complaints expressed by parents will be dealt with through informal discussions with the Headteacher. If a complaint is not dealt with to a parent's satisfaction at school level, they may refer their complaint to the Chair of the Governors of the school and if the Chair deems it necessary, the complaint will be taken to the Governors Complaints Committee.

This policy will be reviewed annually.



Glastonbury Thorn School

**MEDICINES**

Medicines should only be brought to school when essential; that is, where it would be detrimental to a child’s health if the medicine was not administered during the school day. Medicines prescribed ‘three times a day’ should be administered before school, after school and at night’.

School will only accept medication that is in date, correctly labelled, provided in the original container as dispensed by the pharmacist and includes instructions for administration, dosage and storage.

Child’s Name:	Class:
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My child is taking the following medicine and I authorise Glastonbury Thorn School to administer this on my behalf.

For the treatment of: .....

Name of Medication	Dosage	Time

This medicine needs to be kept in the fridge	Yes	No
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I understand that the medication will need to be given to an adult in the morning and collected by an adult at the end of the day.

Please note: At the end of every term any unclaimed medicines will be returned to the local pharmacy.

Signed ..... Parent/Guardian

Print Name .....

Date: .....



## Individual Healthcare Plan

<b>Name of school</b>	Glastonbury Thorn School
<b>Child's Name</b>	
<b>Class</b>	
<b>Date of Birth</b>	
<b>Child's Address</b>	
<b>Medical Diagnosis / Condition</b>	
<b>Date</b>	
<b>Review Date</b>	

### Family Contact Information

<b>Name</b>	
<b>Phone Number (mobile)</b>	
<b>Relationship to child</b>	

### Clinic / Hospital Contact

<b>Name</b>	
<b>Phone Number</b>	

### G.P. Contact

<b>Name</b>	
<b>Phone Number</b>	

<b>Who is responsible for providing support in school?</b>	
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<b>Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc</b>	
<b>Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision</b>	
<b>Daily care requirements</b>	
<b>Specific support for the child's educational, social and emotional needs</b>	
<b>Arrangements for school visits/trips etc</b>	
<b>Dates of planned appointments for treatment / intervention</b>	
<b>Other information</b>	
<b>Describe what constitutes an emergency, and the action to take if this occurs</b>	
<b>Who is responsible in an emergency (including off-site activities)</b>	
<b>Plan developed with</b>	
<b>Staff training needed / undertaken – Who? What? When?</b>	

**EMERGENCY PLANNING**

Request for an Ambulance

Dial 999, ask for ambulance and be ready with the following information. Speak clearly and slowly and be ready to repeat information if asked.

1. Your telephone number: 01908 504648
  
2. Give your location as follows:  
  
Glastonbury Thorn School, Pigott Drive, Shenley Church End, Milton Keynes,  
MK5 6BX
  
3. Give your name
  
4. Give child's name and age
  
5. Give brief description of pupil's symptoms/known medical condition/current condition  
reason for emergency
  
6. Inform Ambulance Control of the best entrance and state that the crew will be met and  
taken to patient.
  
7. Ensure school records on child are available to emergency team.
  
8. Ensure parents are informed immediately and stay with child until parents arrive.
  
9. If child goes to hospital take IHCP and pupil details with you. Take a mobile telephone.