EVERSLEY PRIMARY

SCHOOL POLICY

Medical Conditions and Medicines

Implemented: 22nd September 2026

Date for review: Autumn 2027

Medical Conditions and Medicines Policy at Eversley Primary School

INTRODUCTION

It is Eversley Primary School's wish to provide a fully inclusive educational and pastoral system. To achieve this, we have to ensure that the correct procedures are in place to enable any pupil suffering from a long term medical condition to be able to attend school or to have minimal disruption to their education.

Section 100 of the Children and Families Act 2014 places a statutory duty on governing bodies to decide to support pupils with medical conditions at school. In fulfilling this duty, governing bodies must have regard to the Department for Education's statutory guidance, *Supporting pupils at school with medical conditions*. New allergy safety duties apply from September 2026, and the school has implemented a separate allergy safety policy.

Pupils with special needs have the same right of admission to schools as other children and cannot be refused admission or excluded from school on medical grounds alone.

This document outlines the operational management and safety implications of medicines bought into Eversley Primary School.

AIMS OF THIS POLICY

1) To assist parents by providing on-going care and support of children with long term medical needs via a health care plan.
2) To ensure the safe administration of medicine, whether it be short or long term.
3) To explain the responsibilities and roles of school staff in relation to administering medicines and providing on-going training in relation to children's medical needs.
4) To ensure that parents understand and take responsibility in relation to children's attendance during and following illness.
5) To clarify to parents and school staff the safe procedures for bringing medicines into school and storing and recording them efficiently.
6) To outline the safe procedures for managing medicines on school trips.

ENTITLEMENT

Eversley Primary School understands that certain medical conditions are serious and can be potentially life threatening, particularly if they are ill managed or misunderstood. Therefore, we will ensure that all staff are aware of and understand the medical conditions that affect children in our school and receive suitable training to deal with the impact this can have on our pupils. The school accepts all employees have rights in relation to supporting pupils with medical conditions. These are as follows:

- To choose if they are prepared to be involved in the medical care of these children.
- That they receive appropriate training and any required equipment is readily available.
- To work to clear guidelines.
- To have concerns about legal liability.
- To bring to the attention any concern or matter relating to supporting pupils with medical conditions.

ROLES AND RESPONSIBILITIES

HEADTEACHER

- To bring this policy to the attention of relevant school staff and parents and to ensure that the procedures outlined are put into practice.
- To ensure that there are sufficient First Aiders and appropriate persons for the school to be able to adhere to this policy.
- To ensure that staff are prepared to take on these responsibilities and to ensure that they receive appropriate training and support.
- To ensure that this policy is reviewed annually.

STAFF

- Admin: New intake children – To ensure that medical needs when identified on forms are to be passed on to relevant staff including Headteacher, Deputy, Class teacher, SENCo, Wellbeing assistant and Mid-day staff.
- Food allergens to be recorded and distributed by the kitchen.
- To follow procedures outlined in this policy using the appropriate forms.
- To ensure that Health Care Plans are completed along with input from Healthcare professionals, parents and the child themselves. (**SEE HEALTHCARE PLANS BELOW)**
- To retain confidentiality where possible.
- To ensure the safety of a child when sharing medical information.
- To take all reasonable precautions to ensure the safe administration of all medicines.
- To contact parents without delay in an emergency.
- To contact emergency services if necessary without delay.
- To keep medicines securely and ensure that First Aid supplies are kept fully stocked.
- An up to date medical list of all allergies and medical conditions are available from the Wellbeing Hub. These are distributed to teachers whenever there is a need for them to be updated.
- To ensure that staff are appropriately trained and have the relevant information / equipment on school trips. **(SEE MEDICINES ON SCHOOL TRIPS BELOW)**

PARENTS /CARERS

- To ensure that they give the school adequate information about their child's medical needs prior to them starting school.
- To follow the school's procedure for bringing medicines into school. Medicines should be bought into school in a prescribed bottle / box / container with a medicine spoon or syringe.
- To only request medicines to be administered in school when essential.
- To ensure that all medicines are in date and that new supplies are bought in as and when needed; i.e. new asthma inhalers and diabetic equipment.
- To notify the school of any changes in a child' medical needs, e.g. when medicines are no longer required or when a child develops a new need, e.g. asthma or the need for physio interventions.

SCHOOL ATTENDANCE DURING / AFTER ILLNESS

- Children should not be at school when unwell, other than with a mild cough / cold or if a doctor says it is advisable to be at school.
- Symptoms of vomiting and diarrhoea require a child to be absent from school and be clear of symptoms for 48 hours before returning.

- Children should not be sent to school with a rash caused by any contagious illness unless it's being treated by medication and staff are aware and agree.
- Any other symptoms of illness which might be contagious to others or cause the child to feel unwell and unable to participate in the school day, requires the child to be absent from school.

SAFE ADMINISTRATION OF MEDICINES AT SCHOOL

- Medicines should only be bought to school when it is essential. i.e. where it would be detrimental to the child's health if the medicine was not administered during the school day.
- In the case of antibiotics, it is only necessary to administer those prescribed four times a day at school, although special permission for certain circumstances will be taken into account for administering antibiotics needed three times a day.
- Medicines will not be accepted in school that require medical expertise or intimate contact unless prior arrangements have been made through a Healthcare Plan.
- All medicines must be brought to school by a parent/carer. Medicines must NEVER be brought into school by a child. Medicines must be collected from the office at the end of the day.
- Parents/Carers are required to complete a 'Request to administer medication' form with the member of staff who is responsible for administering medicines. (usually Mrs Eastell).
- The Headteacher must be informed of any controlled drugs required by children, e.g. Equasym.
- Tablets should be counted when brought into school and recounted and recorded every time they are administered.
- Parents may come into the school office to administer medicines.
- Some children may self-administer medication. E.g. Insulin, if this has been agreed by the parents on the Healthcare Plan or has been agreed by parents when filling out the 'Request to administer medicines' form.
- If a child refuses to take medicine, staff must not force them to do so. The refusal should be recorded on the daily medicine form and the parent/carer informed.
- The Wellbeing Assistant is to administer medicines. In the event of her absence the school office staff will administer.
- Medicines are to be kept locked in a cabinet or fridge in the Well Being Hub.
- The school holds spare asthma inhalers. Staff are responsible for their safe keeping, ensuring use by dates are not exceeded and obtaining parental consent for use.
- The school keeps an accurate record of all medication administered, including the dose, date, time and any other relevant information.
- Over the counter medicines including painkillers such as paracetamol and ibuprofen, piriton for allergic reactions and ear and eye drops can be administered by school staff without being prescribed by a doctor. These should be in the original packaging. Parents/carers are required to complete a 'request to administer medication' form from the school office.
- In the event of a child feeling mildly unwell in school but is deemed well enough to stay in school, a phone call home is made and a parent/carer is asked to bring medication to the school. If in extreme circumstances the parent/carer cannot get to the school, if agreed by both school and parent, medication, such as calpol, may be administered by school staff and a medication administered note will be emailed via Medical Tracker. Details will also be recorded in the folder labelled ' Verbally agreed medications.'

STORAGE OF MEDICINES

- Antibiotics (including antibiotic eye drops) must be stored in the fridge.
- Tablets must be stored in the locked cabinet in the Well Being Hub.
- Epi-pens are stored in the 'anaphylaxis Kitt' on the wall in the Well Being Hub.
- Personal asthma Inhalers should be stored in the child's classroom for easy availability. They should be labelled with their class and name and taken with the child during any physical activity and school trips.
- Antihistamine eye drops for severe hay fever must be stored in the Well Being Hub.
- Paracetamol and Ibuprofen must be stored in the locked medicine cabinet.
- No other medicines apart from named Asthma Inhalers and Epi-Pens may be kept in the classroom.
- Parents are required to dispose of any empty medicine bottles and expired medicines.
- Cough sweets must be kept in the Well Being Hub medicine cabinet and be consumed in the Wellbeing Hub.

MEDICINES ON SCHOOL TRIPS

- Children with any medical need are given the same opportunities as others. Staff will consider what actions are to be put in to place for a child to participate safely in activities. Staff should discuss any concerns with the child's parent/carer.
- The Educational Visits Leader is responsible for designating a First Aider for a school trip.
- The Educational Visits Leader is responsible for ensuring the arrangements are in place for any child with special needs prior to a trip taking place. They must ensure Asthma Inhalers are carried along with the office spare pump. Copies of the relevant Healthcare Plans should be taken on any school trips.
- The designated First Aider on the trip will be responsible to administer any medicines and ensure that the relevant information is recorded.
- The First Aider will return any unused medicines to the First Aid cabinet on return to school.
- Staff should inform the Wellbeing Assistant if any equipment or supplies have been used from the first aid box so that it can be re-stocked.

HEALTHCARE PLANS

There are no specific guidelines on what sort of medical conditions warrant Individual Healthcare Plans. If a child has a severe or a complex medical problem or needs specialist care, a Healthcare Plan is likely to benefit. For less complex conditions a Healthcare Plan may not be necessary. Common conditions that may require an Individual Healthcare Plan include asthma, epilepsy, diabetes allergies and continence issues although there are many other circumstances in which a child may require one.

REVIEW

This policy will be reviewed regularly and at least annually by the school.

September 2026