BUCKINGHAMSHIRE COUNTY COUNCIL

Buckingham Primary School

Supporting Pupils with Medical Needs Policy

Adopted by Governors Full GB: **January 2026**

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1 INTRODUCTION

- The Governing Body of Buckingham Primary School will ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life. To help achieve this, the school has adopted the Department for Education policy on "Supporting Pupils at School with Medical Conditions', which was issued under Section 100 of the **Children and Families Act 2014.**

- The aim of this policy is to ensure that the parents of children with medical conditions feel confident that the school will provide effective support and that children feel safe and reach their full potential.

- Some children with medical conditions may be considered to be disabled under the definition set out in the **Equality Act 2010.** The school will comply with their duties under the Act to make reasonable adjustments to support pupils with disabilities.

- Some children with medical conditions may also have special educational needs (SEN) and may have an Education, Health and Care (EHC) Plan which brings together health and social care needs as well as the provision for their special educational needs. Where the child has a special educational need identified in a statement or EHC plan, the individual healthcare plan will be linked to or become part of that statement or EHC plan. The Healthcare Plan will be developed with the child's best interests in mind to ensure that the risks to the child's education, health and social wellbeing are managed, and minimises disruption, for children with medical conditions.

- Supporting a child with a medical condition during school hours is not the sole responsibility of one person. The school will work collaboratively with parents, pupils, healthcare professionals (and, where appropriate, social care professionals) and local authorities to ensure that needs of pupils with medical conditions are met effectively.

2 ROLES AND RESPONSIBILITIES

2.1 The **Governing Body** for Buckingham **Primary School** will ensure that

- arrangements are in place so that children with medical conditions
    - are properly supported.
    - can play a full and active role in school life.
    - can remain healthy and achieve their academic potential.

- staff are properly trained to provide the support that pupils need.
- in line with their safeguarding duties, ensure that pupil's health is not put at unnecessary risk from, e.g. infectious diseases
- in those circumstances, they do not have to accept a pupil at time where it would be detrimental to the health of that child or others to do so
- 2.2 The **Headteacher** will ensure that
- a person is appointed to have overall responsibility for the implementation of this policy.
- all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation.
- all staff including supply staff who support children with medical needs receive sufficient information to provide appropriate support.
- individual Healthcare Plans are developed, monitored and reviewed annually or earlier if evidence is presented that the child's needs have changed. Where appropriate Healthcare Plans will be reviewed at the child's Annual Review.
- sufficient staff are suitably trained and achieve the necessary level of competency before they take on responsibility to support children with medical conditions.
- sufficient numbers of trained staff are available to support all individual healthcare plans to cover staff absence, contingency and emergency situations.
- a register of children in the school is kept who have been diagnosed with asthma and/or prescribed a reliever inhaler.
- all staff are trained to recognise the symptoms of an asthma attack (and are able to distinguish them from other conditions with similar symptoms).
- at least one emergency inhaler kit is maintained and readily available in an emergency situation.
- staff are trained to use a defibrillator, which is maintained and readily available in an emergency situation.
- risk assessments for school visits, holidays, and other school activities outside of the normal timetable are undertaken for children with medical conditions.
- all staff are aware that medical information must be treated confidentially.

- school staff are appropriately insured and are aware that they are insured to support pupils in this way.

2.3 Appointed Person

The Headteacher has been appointed to have overall responsibility for implementing the school's policy for supporting pupils with medical conditions. They will ensure that children with medical conditions are appropriately supported.

2.4 Transitional Arrangements

The school has made the following procedures for transitional arrangements.

- The existing teacher communicates with the new teaching staff, in cooperation with the school first aider.
- If pupil is from outside the school arrangements will be made for the first aider to be made aware of the medical condition. If necessary, the first aider will liaise with the parents or previous school

2.5 All members of **School Staff** may be asked to provide support to pupils with medical conditions, including administering medicines

- All members of staff should know what to do and respond accordingly if they become aware that a pupil with a medical condition needs help
- Although administering medicine is not part of teacher's professional duties, teachers should take into account the needs of pupils with medical conditions that they teach.
- Staff must not give prescription medication or undertake healthcare procedures without appropriate training

2.6 Pupils: Where appropriate pupils with medical conditions

- will be consulted to provide information about how their condition affects them.
- will be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan.

2.7 Parents have the prime responsibility for their child's health. Parents include any person who is not a parent of a child but has parental responsibility for or care of a child.

- It only requires one parent to request that medicines are administered. As a matter of practicality, this will be the parent with whom the school has day-to-day contact.

- Parents should provide the school with sufficient and up to date information about their child's medical needs. Parents should tell the school of any change in prescription which should be supported by either; new directions on the packaging of medication or by a supporting letter from a medical professional.

- Parents are key partners and will be involved in the development and review of the Healthcare Plan for their child.

- Parents should provide medicines and equipment as required by the Healthcare Plan. Parents should

    - bring their child's medication and any equipment into school at the beginning of the school year.
    - replace the medication before the expiry date.
    - as good practice, take into school the new asthma reliever inhaler when prescribed.
    - dispose of expired items to a pharmacy for safe disposal.
    - during periods of high pollen count, encourage their children, who have been prescribed anti-histamines, to take their medication before school so that their condition can be better controlled during the school day.
    - keep their children at home when they are acutely unwell.

- Parents should ensure that they or another nominated adult are contactable at all times

3 STAFF TRAINING AND SUPPORT

- The Headteacher will ensure that all staff are aware of the school's policy for supporting pupils with medical conditions and their role in implementing the policy.
- Any member of staff who agrees to accept responsibility for administering prescribed medicines to a child does so voluntarily and will have appropriate training and guidance.
- Training needs will be identified during the development or review of individual healthcare plans and will be reviewed annually. The family of a child will often be key in providing relevant information to school staff about how their child's needs can be met, and parents will be asked for their views but will not be the sole trainer.
- Training will be provided for staff to ensure that they are competent and have confidence in their ability to support pupils with medical conditions, and to fulfil the requirements as set out in individual healthcare plans. Training for new staff will be provided on induction.
- Training will be provided by appropriate healthcare professional so that staff have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative and emergency measures so that they can recognise and act quickly if a problem occurs.
- Only staff with appropriate training will give prescription medicines or undertake healthcare procedures. (A first-aid certificate does not constitute appropriate training in supporting children with medical conditions).
- The school will ensure that at least three people have attended Supporting Pupils with Medical Conditions training to understand County policy and to ensure medicines are appropriately managed within the school.

4 INDIVIDUAL HEALTHCARE PLANS

A Healthcare Plan clarifies for staff, parents and the pupil the support that can be provided. Individual Healthcare Plans for pupils with medical conditions, (e.g. asthma, anaphylaxis, diabetes, epilepsy) will be drafted with parents/pupils and other healthcare professionals where appropriate. The plan will include:

- the medical condition, its triggers, signs, symptoms and treatments.
- the pupil'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 and environmental issues e.g. crowded corridors, travel time between lessons.
- specific support for the pupil's educational, social and emotional needs – for example, how absences will be managed, requirements for extra time to

complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions.

- the level of support needed (some pupils will be able to take responsibility for their own health needs) including in emergencies. If a pupil is self-managing their medication, then this will be 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 pupil'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 pupil'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.
- separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the pupil can participate, e.g. risk assessments.
- where confidentiality issues are raised by the parent/child, the designated individuals to be entrusted with information about the child's condition.
- what to do in an emergency, including whom to contact, and contingency arrangements.

Some pupils may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan.

Healthcare Plans will be reviewed at least annually but some may need to be reviewed more frequently. Where appropriate the Healthcare Plan will be reviewed at the pupil's Annual Review.

5 THE PUPIL'S ROLE IN MANAGING THEIR OWN MEDICAL NEEDS

- After discussion with parents, pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures. Parents will be asked to sign to acknowledge that their child is mature and responsible to manage their own medication. This information will be recorded in the Healthcare Plan.

- Parents should be aware that if their child holds their own medication then school staff will not be recording the doses self-administered.

- If it is not appropriate for a child to self-manage, then relevant staff will help to administer medicines and manage procedures for them; a record of administration will be made.

- If a pupil refuses to take medicine or carry out a necessary procedure, staff will not force them to do so but will contact the parents and follow the procedure agreed in the individual healthcare plan.

- Parents will be contacted where a pupil is seen to be using their asthma inhaler more frequently than usual as this may indicate their condition is not well controlled.

- If a child uses their inhaler the class teacher will document this. The form is then given to the parent at the end of the school day.

- Asthma inhalers can be self-administered, once written parental permission has been obtained. These inhalers are kept in the child's bag, which is in the vicinity of the classroom. Children are encouraged to take inhalers with them to PE lessons

6 MANAGING MEDICINES ON SCHOOL PREMISES

Pupils will only be given prescription or non-prescription medicines after parents have completed a consent form – (except in exceptional circumstances where the medicine has been prescribed to the child without the knowledge of the parents. In such cases the school will encourage the pupil to involve their parents while respecting their right to confidentiality).

When no longer required, medicines will be returned to the parent to arrange for safe disposal. Sharps boxes will be used for the disposal of needles and other sharps.

Medicine brought into school must be given to a member of the admin staff.

6.1 **Prescribed medication** the school will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date, but will be available inside an insulin pen or a pump, rather than in its original container

- Parents should note the expiry date so that they can provide a new prescription as and when required.

- Medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so.

- Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.

Short-Term Medical Needs

Many children will need to take medicines during the day at some time during their time in the school. This will usually be for a short period only, perhaps to finish a course of antibiotics, which will minimise the time that they need to be absent.

Antibiotics prescribed three times a day can be taken out of the school day. The school will support children who have been prescribed antibiotics that need to be taken **four** times day.

Primary Schools

It is the parent's responsibility to bring and collect the antibiotic each day and to complete the necessary forms prior to medicine being administered. All medicines must be signed in and out by a parent.

- If the child goes to After School Club, the parents will still be required to sign for the medicine being taken home

6.2 Controlled Drugs

- Some medicines prescribed for pupils (e.g. methylphenidate, known as Ritalin) are controlled by the **Misuse of Drugs Act, 1971**. A pupil who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so, but passing it to another pupil for use is an offence.
- The school will keep controlled drugs in a locked cupboard, to which only Admin staff have access but will ensure they are easily accessible in an emergency.
- School staff, who have had Supporting Pupils with Medical Conditions training, may administer a controlled drug to the child for whom it has been prescribed in accordance with the prescriber's instructions.
- A record will be kept of any doses used and the amount of the controlled drug held in school, i.e. total number of doses (tablets) provided to the school, the dose given and the number of doses remaining.
    - where the dose is half a tablet then this will be cut using a tablet cutter at the time that the medication is required.
    - half tablets will be retained but not issued at the time of the next dose; a fresh tablet will be cut unless authorisation from the GP has given to use both cut halves;
    - half tablets will be returned to the parent for disposal if applicable.
- A controlled drug, as with all medicines, will be returned to the parent when no longer required to arrange for safe disposal. If this is not possible, it will be returned to the dispensing pharmacist.

- Some pupils with epilepsy are prescribed rectal diazepam or buccal midazolam. Authorisation for administration will be sought from parents.

6.3 Non-prescription Medication

Primary Schools

Non-prescription medication will only be given in exceptional circumstances and only with the expressed permission of a member of SLT or the Medical Lead. An exception may be made for school residential visits.

The school will not keep Calpol to administer on an ad-hoc basis during the school day. Parents will be contacted if their child has a fever. If pupils require medication to control hay fever symptoms, then medication should be given prior to school except in prior agreed circumstances with SLT.

For residential visits, written parental permission is obtained, prior to the trip, to enable staff to administer non-prescription medicines should the need arise.

Non-prescription medication in Nursery

- Buckingham Primary Nursery will not administer any non-prescription medication containing aspirin

- In conjunction with the form: Administration of Non-Prescribed Children's Paracetamol Policy, the nursery will, with verbal consent from a parent or carer, administer Calpol to a child during the course of a day as a result of a high temperature. If the nursery feels the child would benefit from medical attention rather than non-prescription medication, we reserve the right to refuse nursery care until the child is seen by a medical practitioner

- For any non-prescription cream for skin conditions e.g. Sudocrem, prior written permission must be obtained from the parent and the onus is on the parent to provide the cream which should be clearly labelled with the child's name (A Template C form should be completed as per school procedure for non prescription drugs)

- If any child is brought to the nursery in a condition in which he/she may require medication sometime during the day, the manager will decide if the child is fit to be left at the nursery. If the child is staying, the parent must be asked if any kind of medication has already been given, at what time and in what dosage and this must be stated on the medication Template C Form.

- As with any kind of medication, staff will ensure that the parent is informed of any non-prescription medicines given to the child whilst at the nursery, together with the times and dosage given. After verbal consent has been given by the parent, a parent signature will be obtained upon child collection.

6.4 Pain Relief

Pupils sometimes ask for pain relief (analgesics) at school, i.e. paracetamol tablets or liquid.

Primary School

- Pain relief will only be given with the expressed consent of the Headteacher for example, for pupils returning to school after sustaining a fracture, dental treatment or older girls with dysmenorrhoea (painful periods).
- Parents will be asked to sign a consent form when they bring the medicine to school in order for the school to administer.
- The school will only administer paracetamol to those pupils requesting analgesics; generally, non-prescription ibuprofen will not be given.
- If ibuprofen is the analgesic of choice then parents will be advised that a dose could be given before school (ibuprofen is effective for six hours); if required the school will 'top up' the pain relief with paracetamol.
- A child under 16 will never be given aspirin-containing medicine unless prescribed by a doctor.

When a pupil requests pain relief staff will first check maximum dosages and when the previous dose was taken. Parents will be contacted for confirmation. If parents are unavailable, a record will be made of all doses given.

7 RECORD KEEPING

- The school will keep a record of all medicines administered to individual pupils, stating what, how and how much was administered, when and by whom in a record book. Any side effects of the medication to be administered at school will be noted.
- A second person will witness the administration of all medicines including controlled drugs.
- A record of administration of medicine will not be recorded where the pupil has taken responsibility for their own medication, e.g. asthma inhalers and take their medication, as and when it is required.

8 SAFE STORAGE OF MEDICINES

- Medicines will be stored strictly in accordance with product instructions - paying particular note to temperature and in the original container in which dispensed.
- Pupils know where their medication is stored and are able to access them immediately or where relevant know who holds the key.
- Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens are always readily available and not locked away.
- A few medicines require refrigeration. They will be kept in a clean storage container, clearly labelled, and stored in the Medical Room refrigerator, which is not accessible to pupils. A temperature log of the refrigerator will be taken during the period of storage.
- Medication will never be prepared ahead of time and left ready for staff to administer.
- An audit of pupil's medication will be undertaken every half term disposing of any medication that is no longer required.
- It is the parent's responsibility to ensure their child's medication remains in date.

9 DISPOSAL OF MEDICINES

- Parents are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal. The return of such medicines to parents will be recorded.
- Parents should also collect medicines held at the end of the summer term. If parents do not collect all medicines when required, they will be disposed of appropriately.
- Sharp boxes will always be used for the disposal of needles.

10 HYGIENE AND INFECTION CONTROL

All staff should be familiar with normal precautions for avoiding infection and follow basic hygiene procedures.

8-STEP HAND WASHING TECHNIQUES

11 DAY VISITS, RESIDENTIAL VISITS AND SPORTING ACTIVITIES

- The school will actively support pupils with medical conditions to participate in school trips and visits or in sporting activities.
- The school will make reasonable adjustments for the inclusion of pupils in such activities.
- Some children may need to take precautionary measures before or during exercise, and may need access, for example, to asthma inhalers. Staff supervising sporting activities will be made aware of relevant medical conditions, and will consider the need for a risk assessment to be made.
- The school will consider the reasonable adjustments that can be made to enable pupils with medical needs to participate fully and safely in visits. These arrangements will be included in the risk assessment for the event.
- One member of staff accompanying the visit will be asked to take on the lead role for administering medicines or healthcare procedures. Individual Healthcare Plans, medicines, equipment and consent forms will be taken on school visits.
- Medicines are administered and witnessed and recorded. The record is added to the file on return from the visit.

12 SCHOOL'S ARRANGEMENTS FOR COMMON CONDITIONS

12.1 Asthma

- An inventory of all pupils with asthma will be compiled.
- An Individual Healthcare Plan will be developed.
- All staff will be provided information annually to recognise the symptoms of an asthma attack and know how to respond in an emergency following the guidance. It is each individual staff member's responsibility to ensure they are aware of the signs and treatment.
- Parents will be asked to provide written confirmation of the condition. If the child is able to self-administer written parental permission must also be obtained. The inhaler will be kept in the child's bag, but must be named. For younger children, the inhalers will be kept out of children's reach in the class emergency box on the designated shelf in the classroom. This box will put placed in the teacher's cupboard overnight and locked. The teacher will get the box out each morning and place on the designated shelf.
- Emergency salbutamol inhalers and spacers are kept in the unlocked cupboard in the school medical room.
- Emergency salbutamol inhalers will only be given to pupils previously diagnosed with asthma or prescribed inhalers, whose reliever inhaler is not in school or whose inhaler has run out, who are on the register and whose parents have signed the consent form.
- All staff will know how and when to use the emergency salbutamol inhaler.
- Parents will be asked to sign giving permission to administer an emergency dose(s).
- Parents will be informed of any emergency dosages given.
- Where inhalers are needed to be with the student in afterschool/enrichment clubs, the teacher will give the inhaler to the club leader. At the end of the club, the leader will return the inhaler to the medical room in designated boxes. Teachers or the designated person are required to collect the inhalers the next morning before class.

12.2 Anaphylaxis (Severe Allergic Reaction)

- All staff, will have access to information on the signs and symptoms of anaphylaxis, which includes information and use of practise AAI's to know when and how to use the adrenaline auto-injector. This information is provided in the medical room and the class medication file in each classroom.
- An Individual Healthcare Plan will be developed which includes the arrangements the school will make to control exposure to allergens.
- Auto-injectors will be kept readily available.
- The auto-injectors are kept in a named box, with a copy of the health care plan, out of reach of children in the class emergency box, which is

accessible by all adults on the designated shelf in the classroom. The teacher will place the box in the teacher's cupboard overnight which will be locked when school closes. The teacher will put the box back in place each morning.

- The School keeps spare emergency AAI (Epipen brand: junior 0.15 mg and larger 0.3mg pens) in the emergency medical cupboard in the Medical room. A list of all students who are authorised to use this AAI will be kept with it.
- A Parental consent form and a medical diagnosis is required for the student to be given use of the AAI.
- Where AAIs are needed to be with the student in afterschool/enrichment clubs, the teacher will give the AAI to the club leader. At the end of the club, the leader will return the AAI to the medical room in designated boxes. Teachers or the designated person are required to collect the AAIs the next morning before class.

12.3 Epilepsy

- An Individual Healthcare Plan will be developed.
- An appropriate number of staff will be trained in identifying the symptoms and triggers for epilepsy, including administering medication
- There will be a trained member of staff available ***at all times*** to deliver emergency medication. Details will be recorded on the pupil's Healthcare Plan.
- A medical room with a bed will be kept available so that if needed the pupil will be able to rest following a seizure, in a safe supervised place.
- The school will offer support with a mentoring or buddying system to help broaden an understanding of the condition.
- The school will enable students to take a full part in all outings and activities,
- The school will make necessary adjustments e.g. exam timings, coursework deadlines, timetables.
- The school will liaise fully with parents and health professionals.
- Some pupils with epilepsy are prescribed rectal diazepam or buccal midazolam. This will be administered by staff who are specifically trained to undertake this task and have agreed to this responsibility.
- The administration of medication will be recorded as appropriate.
- Two adults will be present for the administration of rectal diazepam, at least one being of the same gender as the child. The dignity of the pupil will be protected as far as possible, even in an emergency.
- If appropriate, a record will be kept of the pupil's seizures, so that any changes to seizure patterns can be identified and so that this information can be shared with the pupil's parents and healthcare team.

- Prescribed medication will be kept, with a copy of the healthcare plan, out of the reach of children, in the emergency class box on the designated shelf during the day and locked in the teacher's cupboard overnight. If stored in the medical room, it will be in a locked cupboard.

12.4 Diabetes

- An Individual Healthcare Plan will be developed.
- Pupils diagnosed with Type 1 diabetes and have been prescribed insulin will be supported by staff who have specifically agreed to this responsibility and have received training and support from the Diabetic Nurses Team.
- If appropriate, a suitable private place will be provided for pupils to carry out blood tests and administer doses, e.g. Medical Room.
- Pupils will not be prevented from eating drinking or taking toilet breaks whenever they need to in order to manage their medical condition effectively.
- If a pupil has a hypo, they will not be left alone; a fast acting sugar, such as glucose tablets, jelly babies, a glucose rich gel, or a sugary drink will be given immediately.
- Once the pupil has recovered, the child's HCP will be followed.
- Prescribed medication will be kept, with a copy of the healthcare plan in a named container, in the medical room in the emergency cupboard.

13 LIABILITY AND INDEMNITY

The Governing Body will ensure that the appropriate level of insurance is in place for staff providing support to pupils with medical conditions and appropriately reflects the level of risk.

The school will contact their insurers to extend their cover should a medical intervention fall outside the conditions covered by this policy.