Church of England (VA)

Primary School

**ASTON ST MARY'S**
**CHURCH OF ENGLAND**
**(VOLUNTARY AIDED) PRIMARY SCHOOL**

**Every child is a treasure – small in size, growing in God's love.**

**The Diocese of St Albans**

# Policy for supporting pupils with medical needs

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| Effective from: | October 2026 |
| Review Date: | October 2028 |
| Author: | Adapted from Herts model policy |

At ASM school we believe all of God's children should feel safe at all times. Every child is a treasure – small in size, growing in God's love. In our school, our Christian values will support us to keep our children safe and to allow them to grow up surrounded by God's love. This policy, along with the others in school, will help us to do this.

**Supporting pupils with medical needs**

**Subject:** Pupils with medical needs **Author:** Governors

**Effective Date:** October 2026 **Next Review Date:** October 2028

Most pupils will at some time have a medical condition which may affect their participation in school activities. For many, this will be short-term: perhaps finishing a course of medication.

Other pupils have medical condition that, if not properly managed, could limit their access to education. Such pupils are regarded as having medical needs. Most children with medical needs are able to attend school regularly and, with some support from the school, can take part in most normal school activities. However, school staff may need to take extra care in supervising some activities to make sure that these pupils, and others, are not put at risk.

This policy defines the ways in which Aston St Mary's supports the needs of pupils with medical conditions (temporary or long-term), whilst safeguarding staff by providing clear guidelines and parameters for the support they offer.

Mrs Winwood is the named person who with overall responsibility for implementing this policy and to ensure all staff are appropriately trained and supported to deal with medical conditions of pupils in school.

**Aims**

1. To ensure that children with medical needs receive proper care and support in school.

2. To provide guidance to staff, teaching and non-teaching, on the parameters within which they should operate when supporting pupils with medical needs and procedures they need to follow when school is notified that a pupil has a medical condition.

3. To define the areas of responsibility of all parties involved: pupil, parents, staff, Headteacher, Governing Body, etc. for example, liaising with treating medical professionals, parents and (where appropriate) pupils to put in place appropriate healthcare plans.

4. To ensure all are aware of the procedures in place to manage medicines on school premises, how to deal with emergencies and how to keep written records of any medicine administered on school premises.

**Practice**

1. Parents/carers are responsible for ensuring that their child is well enough to attend school.

2. Parents/carers must provide the Headteacher with sufficient information about their child's medical condition and support and care required at school.

3. Parents/carers, the Headteacher and school secretary must reach an agreement on the school's role and responsibility for support for the child.

4. In the event of legal action over an allegation of negligence, it is the employer rather than the employee who is likely to be held responsible. The need for accurate records in such cases is crucial. Therefore, thorough and accurate record-keeping systems have been drawn up, to be maintained by staff involved in supporting pupils with medical needs.

5. The Headteacher and school secretary will ensure that staff who are willing or for whom care of pupils with medical needs falls within their job role should receive appropriate training to assist them with the role of supporting pupils with medical needs.

6. The Headteacher ensures that all parents are informed of the school's policy and procedures for medical needs.

7. The Governing Body ensures that the school has clear systems in place, in relation to this area of school life.

8. School staff are naturally concerned about their ability to support pupils with a medical condition particularly if it is potentially life threatening. They need to understand:

a. The nature of the condition

b. When the pupils may need extra attention

c. Where the pupils may need extra attention (This information is to be provided by the pupil's parents)

d. The likelihood of an emergency

e. The action to take in the event of an emergency

9. There is no legal duty which requires school staff to administer medication. This is a voluntary role. Any member of staff who agrees to accept responsibility for administering

prescribed medication to a pupil will receive proper training and guidance and will also be informed of potential side effects and what to do if they occur.

10. The Governing Body of Aston St Mary's has determined that staff will not actively administer medication to a pupil except where a child is undergoing an emergency (e.g. anaphylactic shock, severe asthma attack) or where a child is physically unable or too young to self-medicate under supervision.

11. The Governing Body of Aston St Mary's has determined that non-prescribed medication will not be given to pupils, under any circumstances, except where a pupil suffers regularly from acute pain (e.g. migraine). In this case, the parent must authorise and supply appropriate painkillers for their child's use with clear, written instructions. A member of staff will issue the medication and notify the parents in writing on the day the painkillers are taken.

12. The Governing Body of Aston St Mary's has determined that school staff may, if willing, supervise pupils taking medication provided:

a. There has been a written request from parents

b. There have been written details from the parents or doctor including

i. Name of medication

ii. Dose

iii. Method of administration

iv. Time and frequency of administration

v. Other treatments

vi. Any side effects (see form 1)

The school will keep a record of medicine taken by pupils under supervision of named staff, using form 3.

13. Where pupils refuse to take their medication under supervision, as requested by parent or doctor, the staff will not force them to do so by any means. The parents will be informed immediately (for this reason it is the parents' responsibility to ensure that accurate and reliable contact details are available at school). Parents will take responsibility for their child's medical needs at this point, by coming to collect their child/supervise medication personally, advising emergency action (e.g. ambulance) or deeming that the child may remain un-medicated in

school until the end of the school day. The school will, if in any doubt about a child's condition, contact the emergency services, with or without a parent's request/consent.

14. **School Trips:** The school will make every effort to ensure that pupils with medical needs have the opportunity to participate in school trips, as long as the safety of the child concerned and that of other pupils is not compromised by their inclusion. The party leader will take additional measures as necessary, and/or request additional accompanying adults, to accommodate the inclusion of the child concerned. Parents must ensure that the party leader has full information on medical needs and any relevant emergency procedures.

15. Other bodies which may be accessed or contacted in relation to the support of pupils with medical needs are: The Local Authority The Health Authority, through NHS Trusts The School Health Service (usually through the School Nurse) The child's General Practitioner The Community Paediatrician The Community Service Pharmacist

**Appendices**

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| Form 1: | Request for school to administer Medication |
| Form 2: | Record of Medication Administered in School |
| Form 3: | Request for pupil to carry his/her medication |
| Form 4: | Medication incidence report |

**REQUEST FOR SCHOOL TO ADMINISTER MEDICATION**

Aston St Mary's School

The school will not give your child medicine unless you complete and sign this form and the Headteacher has agreed that school staff can administer the medication.

**DETAILS OF PUPIL**

Surname: _____ Forename(s): _____

Address: _____

_____

M/F _____ D.O.B. _____ Class: _____

Condition or illness: _____

**MEDICATION**

Name/Type of Medication _____
(as described on the container)

For how long will your child take this medication: _____

Date dispensed: _____

Full Directions for use:

Dosage and method: _____ Timing: _____

**CONTACT DETAILS**

Name: _____ Daytime tel. no. _____

Relationship to pupil _____

Address if different from above _____

I understand that I must deliver the medicine personally to (agreed member of staff) and accept that this is a service which the school is not obliged to undertake.

Date: _____ Signature: _____

**RECORD OF MEDICATION ADMINISTERED AT SCHOOL**

Aston St Mary's School

Name…… ……Class…….

Medicine ……. ……..

Time/s to be administered …… ……...

| Date | Time | Administered by |
|---|---|---|
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**Request for pupil to carry his/her medication**
Aston St Mary's School

This form must be completed by parents/carer

Pupil's
Name_____Class/Form_____

Address_____

Condition or
illness_____

Name of
medicine_____

Prescribed by (name and telephone number of
Pharmacist)_____

_____

Procedure to be taken in an emergency_____

CONTACT INFORMATION

Name_____

Daytime phone
no_____

Relationship to
child_____

I would like my son/daughter to keep his/her mediation on him/her or in the school fridge for use as necessary.

Signed_____

Date_____

**MEDICATION – INCIDENT REPORT**

(to report adverse reaction or error in administration of medication)

Aston St Mary's School.

DATE OF INCIDENT _____ TIME OF INCIDENT _____

PERSON INVOLVED _____

PLACE OF INCIDENT _____

FACTS OF INCIDENT

_____

_____

_____

REASON FOR INCIDENT

_____

DETAILS OF ANY ILL HEALTH OR INJURIES SUSTAINED (accident /incident report to be completed if necessary)

_____

_____

NAMES OF WITNESSES TO INCIDENT (statements must be written)

_____

_____

_____

DETAILS OF PERSONS INFORMED

_____
_____
_____
_____ _____

CORRECTIVE ACTION TAKEN

_____

_____

OUTCOME OF INVESTIGATION BY SENIOR MANAGEMENT