



Supporting Pupils with Medical Conditions

Adapted from Buckinghamshire Council's Health & Safety Policies
8.9 Supporting Pupils in Schools with Medical Conditions – May 2026

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1. INTRODUCTION

The Governing Body of Chestnut Lane 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 Governing Body

The Governing Body for Chestnut Lane 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.
- Policies, plans, procedures and systems put in place are sufficient to meet their statutory responsibilities, are properly and effectively implemented and regularly reviewed.
- Policies, plans, procedures and systems are 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 a time where it would be detrimental to the health of that child or others to do so.

2.2 Headteacher

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, ensure cover for 1:1 in case of absence and briefing supply staff.

2.4 Transitional Arrangements

Relevant staff liaise with pre-schools and make home visits where appropriate. Hand-over meetings are arranged with junior schools. Where appropriate external professionals are also involved in transitional meetings.

2.5 Classroom Staff

All members of classroom 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.

Where appropriate pupils with medical conditions 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

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.
- 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.

Training will be provided by an 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 an appropriate number of people have attended Supporting Pupils at School with Medical Conditions training to understand Council policy and to ensure medicines are appropriately managed within the school. Buckinghamshire Council recommend training at least three people to cover sickness, absence or school trips.

4. INDIVIDUAL HEALTHCARE PLANS - Template A (see Appendix)

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 e.g. 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 Template F (available from the school office) to acknowledge that their child is mature and responsible to manage their own medication. This information will be recorded in the Healthcare Plan.

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 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 using their asthma inhaler more frequently than usual as this may indicate their condition is not well controlled.

6. MANAGING MEDICINES ON SCHOOL PREMISES

Pupils will only be given prescription medicines after parents have completed a consent form (Template B, see Appendix). Medicine brought into school must be given to the school office staff.

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.

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.

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.

If children attend after school clubs, medication may be handed to a member of club staff if arranged in advance, in writing, by parents.

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 non-portable container, to which only named staff have access but will ensure they are easily accessible in an emergency.

School staff 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, or depending on the medication, supplied by parents.
- Half tablets will be retained but not issued at the time of the next dose; a fresh tablet will be cut if appropriate.
- Half tablets will be returned to the parent for disposal.

A controlled drug, as with all medicines, will be returned to the parent when no longer required to arrange for safe disposal.

Some pupils with epilepsy are prescribed rectal diazepam or buccal midazolam. Templates H or I (available from the school office) will be used to gain authorisation for administration from parents.

6.3 Non-prescription Medication

Non-prescription medication will only be given in exceptional circumstances and only with the expressed permission of the Headteacher.

The school will not keep Calpol or hay fever remedies to administer on an ad-hoc basis during the school day. However, these may be given in exceptional circumstances. Parents will be contacted if their child has a fever.

The school will only accept medicines that are in-date, labelled, provided in the original container and include instructions for administration, dosage and storage.

Parents will be asked to complete the agreement for the school to administer medicine (Template B, see Appendix), confirm that the medicine has been administered without adverse effect to the child in the past and that they will inform the school immediately if this changes.

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 **bound book**. Any side effects of the medication to be administered at school will be noted.

Medicines will be administered in an open space in the presence of other members of staff.

Parents will sign the medicines administered record to confirm acknowledgement.

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.

Controlled drugs must be stored in a locked cabinet. Other non-emergency medicines should be kept in a secure place.

Pupils know where their medication is stored.

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 staff room refrigerator, which is not accessible to pupils. A temperature log of the refrigerator will be taken during the period of storage (recommended temperature is between 2C & 8C).

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 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. The school will not remind parents when their child's medication is due to expire.

9. DISPOSAL OF MEDICINES

Parents are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal.

Parents should also collect medicines held at the end of the summer term. If parents do not collect all medicines, they will be taken to a local pharmacy for safe disposal.

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 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 and 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.

Staff will be trained to recognise the symptoms of an asthma attack and know how to respond in an emergency following the guidance in Templates Q and R (displayed around the school).

Individual pupil's inhalers are stored in classrooms, along with their Healthcare Plan in the class medical bag out of pupils' reach.

Emergency salbutamol inhalers and spacers are kept in the Site Manager's office and Multipurpose room (unless out on a school visit)

Emergency salbutamol inhalers will be given to pupils previously diagnosed with asthma 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.

Staff will know how and when to use the emergency salbutamol inhaler.

Parents will be asked to sign Template L (available from the school office) giving permission to administer an emergency dose(s).

Parents will be informed of any emergency dosages given using the school inhaler.

12.2 Anaphylaxis (severe allergic reaction)

See Allergy Safety Policy

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 place to rest will be made available.

The school will offer support 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. Administration would have to be discussed and arranged with parents and professionals prior to staff agreeing and being specifically trained to undertake this task and responsibility.

The administration of medication will be recorded on Template H or I as appropriate (available from the school office).

Two adults will be present for the administration of rectal diazepam. 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.

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.

A suitable place will be provided for pupils to carry out blood tests and administer doses.

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, a glucose rich gel, or a sugary drink will be given immediately.

Once the pupil has recovered, slower acting starchy food, such as a sandwich or two biscuits and a glass of milk, will be given, some 10-15 minutes later.

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.

14. COMPLAINTS

Parents/pupils should discuss any concerns directly with the school if they become dissatisfied with the support provided. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school's complaints procedure.

15. SCHOOL PROCEDURES FOR MANAGING MEDICINES

1. Medicines should be brought to the school office by 8.50am by parents/carers. The designated member of staff will ask the parent to sign the relevant consent form.

If medication is already in school e.g. asthma inhaler, and parents/carers wish it to be given for a short period of time, they must notify the school office in person, or via email. Details of the reason for administering the medication, dosage, the time of day and duration must be provided.

2. The designated person will check if:
 - a) The medicine is a **prescription** and must be administered during the school day. If so, it must be:

- In its original container as dispensed by a chemist and details match those on the form.
- Clearly labelled with:
 - the child's first and last name
 - name of medicine
 - dose required
 - method of administration
 - time/frequency of administration
- Patient information leaflet is present to identify any side effects.
- Medication is in date.

b) The medicine is **non-prescription** and must be administered during the school day. If so, it must be:

- In its original container, as purchased, and details match those on the form.
- Clearly labelled with the child's first and last name.
- Patient information leaflet is present to identify any side effects.
- Medication is in date.

3. The Headteacher will sign the consent form.

4. The designated person will store the medicine appropriately:

- Medicines requiring refrigeration will be kept in the staff room fridge in a sealed container/pouch.
- A daily temperature of the fridge will be taken and recorded.

5. The member of staff will administer medication at the appropriate time, within sight of another member of staff.

6. The following procedure will be followed:

- The pupil will be asked to state their name – this is checked against the label on the medicine and authorisation form
- The name of the medicine will be checked against the authorisation form - the time, dosage and method of administration will be checked against the authorisation form
- The expiry date will be checked and read out.
- The medicine is administered.
- The record sheet is completed and signed by the member of staff.
- Any possible side effects will be noted.
- The medicine is returned to appropriate storage.

7. If a child refuses to take their medicine, staff will not force them to do so. Staff will record the incident and follow agreed procedures (which are set out in the pupil's Healthcare Plan) and contact parents.

If a refusal results in an emergency, the emergency procedures detailed in the Healthcare Plan will be followed. A copy of the child's healthcare plan will be provided to paramedics.

8. If the designated person has concerns about a procedure or a medication that they are being asked to administer they will not administer the medicine, but check with the parents or a health professional before taking further action.

9. At the end of the day:

- a) parents of a pupil with medicine that is not remaining in school should collect their child's medicine from the school office and sign the confirmation record

- b) parents of a pupil with medicine remaining in school should be informed by the class teacher that medicine has been administered and parents must sign the confirmation record.
10. If children attend after school clubs, medication may be handed to a member of club staff if arranged in advance, in writing, by parents.

Template A: individual healthcare plan

Name of school

Chestnut Lane School

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

Insert Pupil's
Photo

Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Clinic/Hospital Contact

Name

Phone no.

G.P.

Name

Phone no.

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

Daily care requirements

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Staff training needed/undertaken – who, what, when

Template B: parental agreement for school to administer medicine

The school will not give your child medicine unless you complete and sign this form.

Date	
Name of school	Chestnut Lane School
Name of child	
Date of birth	
Class	
Medical condition or illness	

Medicine

Name/type of medicine (as described on the container)		
Expiry date		
Dosage and method		
Confirm this medicine has been given before		
When was the last dose given		
Timing in school		
Duration of medication		
Special precautions/other instructions		
Are there any side effects that the school/setting needs to know about?		
Self-administration – y/n		
Procedures to take in an emergency		
Prescription/Non-prescription (Delete as appropriate)	Prescription	Non-prescription

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name

Daytime telephone no.

Relationship to child

I understand that I must deliver the medicine personally to

The school office

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school's policy.

Prescribed Medication: I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped. (*delete as appropriate*)

Signature(s) _____

Date _____

Template C: confirmation of the Headteacher's agreement to administer medicine

Name of child

Quantity and name of medicine

Frequency/ time of medicine to be administered

This arrangement will continue as specified in Template B.

Date: _____

Signed: _____

Mrs G Rehal, Headteacher

**A COPY OF THIS DOCUMENT WILL BE GIVEN TO THE PARAMEDICS IF
EMERGENCY SERVICES ARE CALLED**