

## **Supporting Pupils with Medical Needs and The Administration of Medication Policy**

<b>Policy Written/Reviewed by</b>	Fiona May
<b>Date of Review</b>	September 2025
<b>Date of Next Review</b>	September 2026
<b>Approval by Governors (LAB)</b>	September 2025

## **Policy Statement and Aims**

The Rowans Academy is an inclusive community that welcomes and supports pupils with medical conditions. This provision provides all pupils with any medical conditions the same opportunities as others within the provision.

We will help to ensure they can:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve qualifications
- Secure an appropriate post 16 pathway

The provision makes sure all staff understand their duty of care to children and young people in the event of an emergency. All staff feel confident in knowing what to do in an emergency. This provision understands that certain medical conditions are debilitating and life threatening, particularly if poorly managed or understood. We understand the importance of medication being taken as directed by health care professionals and parents. All staff understand the medical conditions that affect pupils at this provision. Staff receive training on the impact medical conditions can have on pupils. We will listen to the views of pupils and parents. This provision understands that all young people with the same medical condition will not have the same needs. We are committed to providing a physical environment accessible to pupils with medical conditions. Their needs are considered to ensure their involvement in all activities. All staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge, alongside other policies to address any issues.

**The named member of staff responsible for this policy and its implementation is: Miss Rebecca Jones, member of the Safeguarding Team.**

## **Aims**

This policy aims to ensure that:

- Pupils, staff and parents understand how our school will support pupils with medical conditions
- Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including school trips and sporting activities
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This policy will be implemented by:

- Making sure sufficient staff are suitably trained
- Making staff aware of pupil's condition, where appropriate
- Making sure there are cover arrangements to ensure someone is always available to support pupils with medical conditions
- Developing and monitoring individual healthcare plans (IHPs)

## **Legislation and Statutory Responsibilities**

This policy meets the requirements under [Section 100 of the Children and Families Act 2014](#), and The Equality-Act-2010, which places a duty on governing boards and trustees to make arrangements for supporting pupils at their school with medical conditions.

It is also based on the Department for Education's statutory guidance: [Supporting pupils at school with medical conditions](#).

### **Roles and Responsibilities**

Working together and in partnership is key to ensuring the right support at the right time for pupils with medical conditions.

### **The Governors of The Rowans AP Academy**

The Governors have the ultimate responsibility to make arrangements to support pupils with medical conditions. The Governors will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

### **The Principal**

The principal will:

- Make sure all staff are aware of this policy and understand their role in its implementation
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHPs), including in contingency and emergency situations
- Take overall responsibility for the development of IHPs
- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date

### **School Staff**

Supporting pupils with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to pupils with medical conditions, although they will not be required to do so. This includes the administration of medicines.

All staff who support pupils with medical conditions receive sufficient and suitable training, and will achieve the necessary level of competency before doing so.

Teachers will take into account the needs of pupils with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

### **Parents and Carers**

Parents/carers will:

- Provide the school with sufficient and up-to-date information about their child's medical needs
- Be involved in the development and review of their child's IHP and may be involved in its drafting
- Carry out any action they have agreed to as part of the implementation of the IHP e.g. provide medicines and equipment.

### **Pupils**

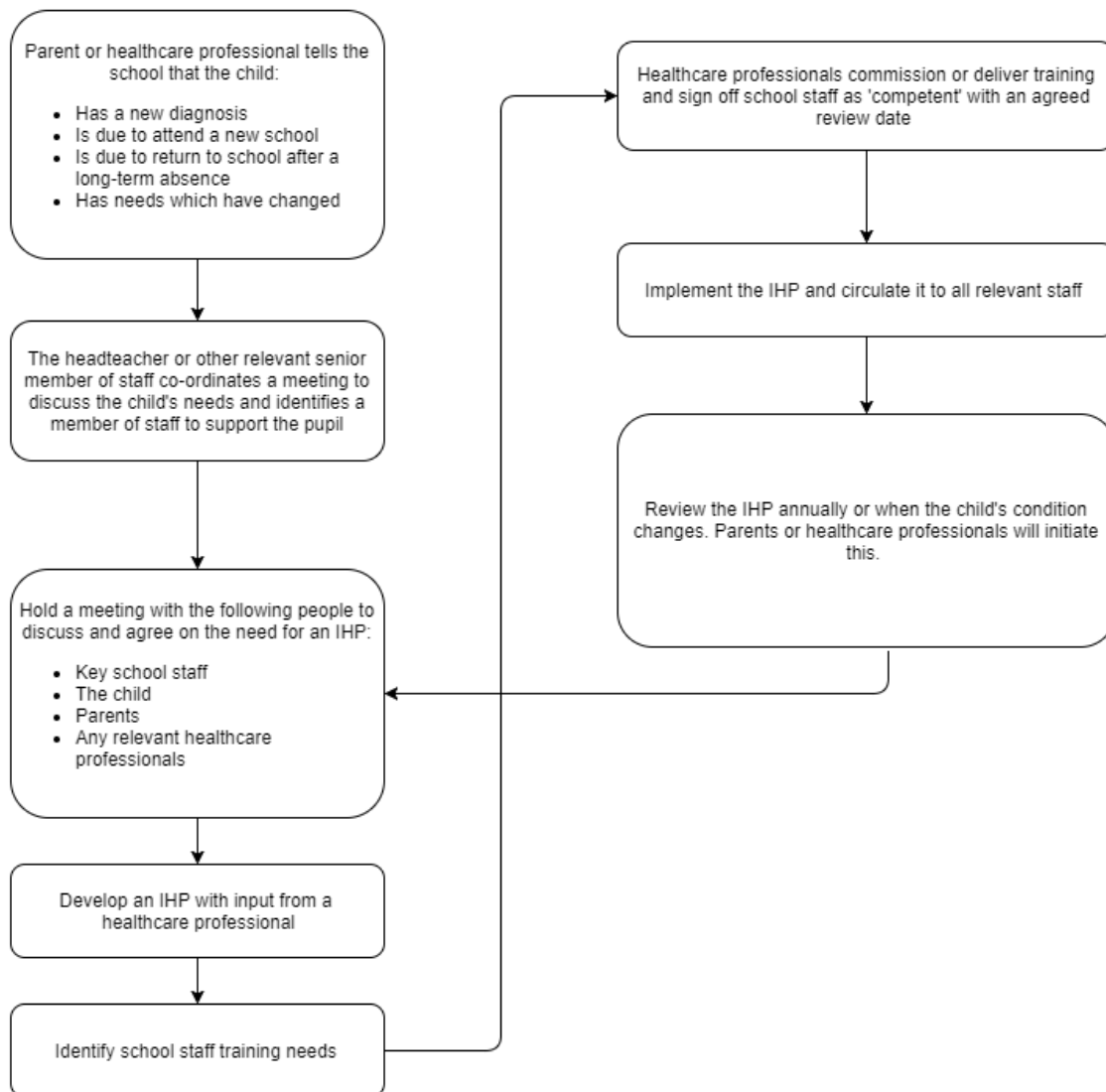
Pupils with medical conditions will often be best placed to provide information about how their condition affects them. Pupils should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHPs. They are also expected to comply with their IHPs.

## Healthcare professionals

The School nursing service will notify the school when a pupil has been identified as having a medical condition that will require support in school. This will be before the pupil starts school, wherever possible. Healthcare professionals, such as GPs and paediatricians, will liaise with the school's nurses and notify them of any pupils identified as having a medical condition.

## Process of identifying the need for an Individual Health Plan

When the school is notified that a pupil has a medical condition, the process outlined below will be followed to decide whether the pupil requires an IHP. The school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for pupils who are new to our school.



## Individual Health Plans

The principal has overall responsibility for the development of IHPs for pupils with medical conditions. This has been delegated to Rebecca Jones - Attendance and Welfare lead (DDSL). Plans will be reviewed at least annually, or earlier if there is evidence that the pupil's needs have changed.

Plans will be developed with the pupil's best interests in mind and will set out:

- What needs to be done

- When
- By whom

Not all pupils with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is not a consensus, the principal will make the final decision.

Plans will be drawn up in partnership with the school, parents and any relevant healthcare professional, such as the school nurse, specialist or paediatrician, who can best advise on the pupil's specific needs. The pupil will be involved wherever appropriate.

IHPs will be linked to, or become part of, any education, health and care (EHC) plan. If a pupil has SEN but does not have an EHC plan, the SEN will be mentioned in the IHP.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The following will be considered when deciding what information to record on IHPs:

- 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, including in emergencies. If a pupil is self-managing their medication, this will be clearly 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 principal 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/pupil, the designated individuals to be entrusted with information about the pupil's condition
- What to do in an emergency, including who to contact, and contingency arrangements

### **Administration of Medication**

The Rowans endeavours to ensure that all its pupils achieve success in their academic work, in their relationships and in their day-to-day experiences at school. Some of our pupils are likely to have medical needs which mean that additional measures are required to ensure that they are enabled full access to the curriculum, that the impact of their medical difficulties upon their life in school is minimised as far as possible, and that all staff who work with the pupil understand the nature of their difficulties and how best to help them. There is no legal duty on school staff to administer medicines to pupils, and the prime responsibility for a pupil's health lies with the parent/carer who is responsible for the pupil's medication and should supply the school with any relevant information. Nevertheless, we would wish to support our pupils wherever possible, and where parents/carers feel that it is absolutely essential that medication takes place during school hours.

The Rowans aims to;

- Ensure that pupils with medication needs receive appropriate care and support at school.
- Assist parents/carers in providing medical care for their children where necessary.
- Educate staff and pupils in respect of medical needs.
- Arrange training for staff who agree to administer medication to pupils.
- Maintain appropriate records of medication administered.

### **Parents/Carers' Responsibilities**

Parents/carers are responsible for their child's health and must observe the following when requesting medication to be administered in school.

- A Medication Consent form must be completed by the parent/carer, detailing medication to be given, times, dosage and any known side effects. Emergency contact details must also be given.
- Only medicines prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber will be accepted.
- Prescribed Medicines must always be provided in the original container as dispensed by a pharmacist and must include details of the patient and the prescriber's instructions for administration (ie. the leaflet enclosed in the box). **We will not administer any prescribed medication that is not presented in its original container.**
- Parents/carers must notify the school immediately of any changes to prescribed medication. In such instances, it will be necessary for parents/carers to sign a new consent form.
- Parents/carers are responsible for renewing supplies to ensure that prescribed medication is available in school at all times where necessary. Should the school not be supplied with the necessary medication, this may result in a pupil being sent home until medication can be provided.
- Parents/carers must advise us when any prescribed medication is ceased and are responsible for coming into school to collect any remaining medication stored there.
- Parents/carers are also responsible for ensuring that date-expired prescribed medicines are returned to a pharmacy for safe disposal.

### **Procedure for Administration of Medication in School**

When a parent/carer requests that we administer prescribed medication in school, we will;

- Ensure that the medication is kept in a secure, lockable cupboard, in the medical room.
- Ensure that medication is administered by a designated member of staff, who will check the medicines for the child's name, prescribed dose, expiry date and written instructions. If they have any doubts, they will check with the parent/carer before administering medication.
- Ensure that a daily Medication Log is kept of medicines taken. This log is kept on the individual pupil's Arbor record and pinned to ensure the information is easily accessible.

### Educational Visits/Off-site Activities

It is acknowledged that it is good practice for pupils with medical needs to have full access to The Rowans curriculum. As such, where pupils are participating in off-site activities at a time when they should receive medication, the member of staff leading the activity will take the pupil's medication with them in a sealed container. The Medication Log will be completed in the usual way.

Sometimes, additional safety measures may need to be taken for outside visits. The school will complete risk assessments and ensure that all reasonable steps are taken to minimise risk.

#### Non-Prescribed Medicines (Secondary pupils only)

The Rowans may give a non-prescribed pain relief medication (paracetamol or ibuprofen) to a pupil in the case of headache, toothache or period pain, with the verbal consent of the parent/carer.

If verbal consent is obtained, the member of staff will check the maximum dosage to be taken and when any previous doses were taken. Details will be recorded in the school office. Where the parent/carer is not available, the Principal may authorise administration of non-prescribed pain relief and again this will be recorded.

There is a regularly updated 'watch' list of pupils who have been highlighted as a safeguarding concern. These pupils can only be given medication once parental permission has been given – the Principal will not authorise for these pupils.

#### Refusal to Take Prescribed Medication

If a pupil refuses to take medicine, we will not attempt to force them to do so, but will inform the parents/carers as a matter of urgency and note this on the Medication Log.

Should pupils be considered to be a danger to themselves or others because of refusal to take medication, parents/carers may be asked to collect them from school.

If refusal to take medication results in an emergency, the school's emergency procedures will be followed.

#### Storage of Medication

All medicines should be handed in to the school office. In no circumstances should medicines be left in a pupil's possession. No other staff will take receipt of any medicines.

Prescribed medicines will be kept in a secure medication cabinet (or fridge if required).

Any emergency medicines, such as asthma inhalers/spacers and adrenaline pens, will be readily available to pupils and staff and kept in an agreed place. Pupils may also carry their own inhalers, when appropriate. If pupils require an Epi-pen, parents should supply two, both to be kept in the school office. Staff must ensure that the Epi-pen is collected and taken on any off-site trips.

#### Emergency Procedures

In the case of emergency, the school will call an ambulance and contact the parents. When conditions require immediate emergency treatment, trained staff may volunteer to administer medication or emergency procedures such as resuscitation. Staff should avoid taking pupils to

hospital in their own car - it is usually safer to call an ambulance, although the Principal may authorise this.

A member of staff will always accompany a pupil taken to hospital by ambulance and should stay until the parent/carer arrives. In all cases, administration of medication and/or treatment to a pupil will be at the discretion of the Principal. However, ultimate responsibility remains with the parents/carers.

### **Managing Medication**

Prescription medicines will only be administered at school:

- When it would be detrimental to the pupil's health or school attendance not to do so **and**
- Where we have parents'/carers' written consent except in exceptional circumstances, and every effort will be made to encourage the pupil to involve their parent/carer, while respecting their confidentiality.

The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

Pupils under the age of 16 will not be given aspirin unless prescribed by a doctor.

All medicines will be stored safely. Pupils will be informed where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to pupils, being stored securely.

**There is a separate asthma policy, which gives details about the use of a school-owned inhaler, in the event of an emergency.**

**There is a separate allergy policy, which gives details about the storage and use of Adrenaline Auto-Injectors (AAI).**

Medicines will be returned to parents/carers to arrange for safe disposal when no longer required.

### **Controlled drugs**

[Controlled drugs](#) are prescription medicines that are controlled under the [Misuse of Drugs Regulations 2001](#) and subsequent amendments, such as morphine or methadone.

All controlled drugs are kept in a secure cupboard in the Medical room and only named staff have access. Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

### **Unacceptable practice**

School staff should use their discretion and judge each case individually with reference to the pupil's IHP, but it is generally not acceptable to:

- Prevent pupils from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assume that every pupil with the same condition requires the same treatment
- Ignore the views of the pupil or their parents
- Ignore medical evidence or opinion (although this may be challenged)

- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their IHPs
- If the pupil becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable
- Penalise pupils for their attendance record if their absences are related to their medical condition, e.g. hospital appointments
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their pupil, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs
- Prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany their child

### **Emergency Procedures**

Staff will follow the school's normal emergency procedures (for example, calling 999). All pupils' IHPs will clearly set out what constitutes an emergency and will explain what to do.

If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent arrives, or accompany the pupil to hospital by ambulance.

### **Staff Training**

Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with staff at The Rowans. Training will be kept up to date. Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils
- Fulfil the requirements in the IHPs
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction if relevant to their role.

### **Record Keeping**

Accurate digital records will be kept of all medicine administered to pupils, including all medication administered, including the dose, time, date and supervising staff. Parents/carers will be informed if their child has been unwell at school.

IHPs are kept on an individual pupil's Arbor record.

### **Equal Opportunities**

Our school is clear about the need to actively support pupils with medical conditions to participate in accessing the curriculum, school trips and visits, or in sporting activities, and not prevent them from doing so. The school will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted.

### **Complaints**

Parents/carers with a complaint about their child's medical condition should discuss these directly with a member of the safeguarding team in the first instance. If the issue cannot be resolved, the parent/carer will be directed to the school's complaint procedures.

### **Monitoring and Review Arrangements**

This policy will be reviewed and approved by the Governors every year.