



Respect Responsibility Relationships Resilience

Hollydale School Pupils with Medical Condition Policy

Reviewed: September 2025

Next review date: September 2027

Hollydale Primary School

Supporting pupils in schools with medical conditions

1. Introduction

Purpose of the Policy

- To ensure all pupils with medical conditions are properly supported.
- To clarify roles and responsibilities of staff, pupils, and parents/carers.

Scope

- Applies to all staff, pupils, visitors, and volunteers.
- Covers both short-term and long-term medical needs.

Legal and Statutory Framework

- Children and Families Act 2014 – Section 100
- Equality Act 2010
- DfE Guidance: Supporting pupils with medical conditions at school (2015)
- Health and Safety at Work Act 1974
- Ofsted Education Inspection Framework (EIF 2019)
- Keeping Children Safe in Education (KCSIE 2023)

2. Aims and Objectives

- Ensure pupils with medical conditions are identified and their needs met.
- Enable full participation in education and school activities.
- Ensure minimal disruption to learning due to medical needs.
- Promote inclusive practice and safeguard children's welfare.

3. Roles and Responsibilities

3.1 Governing Body

"Governing Bodies - must make arrangements to support pupils with medical conditions in school, including making sure that a policy for supporting pupils with medical conditions in school is developed and implemented. They should ensure that a pupil with medical conditions is supported to enable the fullest participation possible in all aspects of school life. Governing bodies should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions."

- Supporting Pupils with Medical Conditions April 2014.

Governors will receive annual updates as to the effective working of the policy, including numbers of pupils and key issues arising from school health care plans and training provided.

3.2 Headteacher

This school's head teacher has a responsibility to:

- Ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks
- Liaise between interested parties including pupils, school staff, special educational needs coordinators, pastoral support/welfare officers, teaching assistants, school nurses, parents, governors, the school health service, the local authority transport service, and local emergency care services

- Ensure the policy is put into action, with good communication of the policy to all
- Ensure every aspect of the policy is maintained
- Ensure that information held by the school is accurate and up to date and that there are good information sharing systems in place using pupils' Care Plans.
- Ensure pupil confidentiality
- Assess the training and development needs of staff and arrange for them to be met
- Ensure all supply teachers and new staff know the medical conditions policy
- Delegate a staff member to check the expiry date of medicines kept at school and maintain the school medical conditions register
- Monitor and review the policy at least once a year, with input from pupils, parents, staff and external stakeholders
- Update the policy at least once a year according to review recommendations and recent local and national guidance and legislation
- Report back to all key stakeholders about implementation of the medical conditions policy.
- Assign a suitable staff member (e.g. SENCO or medical coordinator) to oversee pupils with medical conditions and ensure that their needs are met.

3.3 School Staff

All staff at this school have a responsibility to:

- be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency
- understand the school's medical conditions policy
- know which pupils in their care have a medical condition and be familiar with the content of the pupil's Healthcare Plan
- allow all pupils to have immediate access to their emergency medication
- maintain effective communication with parents including informing them if their child has been unwell at school
- ensure pupils who carry their medication with them have it when they go on a school visit or out of the classroom
- be aware of pupils with medical conditions who may be experiencing bullying or need extra social support
- understand the common medical conditions and the impact it can have on pupils (pupils should not be forced to take part in any activity if they feel unwell)
- + ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in
- ensure pupils have the appropriate medication or food with them during any exercise and are allowed to take it when needed.
- must not be given prescription medication or undertake a medical procedure without appropriate training / updated to reflect the individual care plan.

3.4 First Aiders

First aiders at this school have a responsibility to:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards with the school
- when necessary ensure that an ambulance or other professional medical help is called.

3.5 Inclusion Coordinator

The Inclusion Coordinator at this school has the responsibility to:

- help update the school's medical condition policy
- know which pupils have a medical condition and which have special educational needs because of their condition
- Keep the school's medical register up to date.
- ensure pupils who have been unwell catch up on missed schoolwork
- ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in exams or course work.

3.6 School Nurse and Healthcare Professionals

School Nursing will not necessarily be aware of all pupil's medical conditions, but there is a clear expectation from the school that school nursing services are involved in the care plan process as appropriate including the following:

They will seek consent from the parent.

Initiate and update health care plans regularly

Inform the school of pupils in need for a health care plan

- help update the school's medical conditions policy including recommending training
- help provide regular training for school staff in managing the most common medical conditions at school and advising training on less common conditions
- collate relevant health information to support pupil, family and school to inform the health care plan.
- provide information about where the school can access other specialist training.
- To ensure health care plans are designed to maximise attendance at school and engagement with learning, including effective reintegration to schools.

3.7 Parents and Carers

The parents of a child at this school have a responsibility to:

- tell the school if their child has a medical condition
- ensure the school has a complete and up-to-date Healthcare Plan for their child
- inform the school about the medication their child requires during school hours
- inform the school of any medication their child requires while taking part in visits, outings or field trips and other out-of-school activities
- tell the school about any changes to their child's medication, what they take, when, and how much
- inform the school of any changes to their child's condition
- ensure their child's medication and medical devices are labelled with their child's full name
- provide the school with appropriate spare medication labelled with their

- child's name
- ensure that their child's medication is within expiry dates
- keep their child at home if they are not well enough to attend school
- ensure their child catches up on any school work they have missed
- ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional
- Ensure their child has a written care/self-management plan from their doctor or specialist healthcare professional to help their child manage their condition.

3.8 Pupils

The pupils at this school have a responsibility to:

- treat other pupils with and without a medical condition equally
- tell their parents, teacher or nearest staff member when they are not feeling well
- let a member of staff know if another pupil is feeling unwell
- let any pupil take their medication when they need it, and ensure a member of staff is called
- treat all medication with respect
- know how to gain access to their medication in an emergency
- if mature and old enough, know how to take their own medication and to take it when they need it
- ensure a member of staff is called in an emergency situation.

4. Staff Training and Support

Staff understand and are trained in the most common medical conditions at our school.

- Staff understand their duty of care in emergencies and may need to administer medication.
- Staff working with pupils know what to do in an emergency, with training refreshed at least annually.
- Emergency actions for common conditions are clearly displayed in classrooms, kitchens, staff rooms, and other key areas.
- Care Plans inform all relevant staff, including supply teachers, about pupils needing emergency support.
- All staff understand general medical emergency procedures, including how to contact emergency services and internal contacts.
- New and supply staff receive induction on school processes.
- If a pupil requires hospital care, a staff member will accompany them until a parent arrives; staff should not use personal cars unless local authority guidance allows

5. Administration of Medication in School

Non-prescribed medicines

The school will not be able to store or administer medicines that have not been prescribed e.g. Calpol, Piriton or cough medicines. Parents/carers must make arrangements to come into school if they wish to administer these medicines.

Prescribed medicines

Hollydale School accepts the responsibility to administer prescribed medicine. It is recognised, however, that no member of staff can be required to administer medicines.

Medicines will be administered to children in the following circumstances:

- The child has a specific medical condition which makes it essential the medicine be administered within school hours e.g. 4 dose antibiotics
- This has been discussed with the parent/carers and the responsible member of staff
- An 'Administration of medicines' form has been completed in full and signed by the parent/carers. The request form includes
 - Name of child
 - Name of medicine
 - Dose
 - Method of administration
 - Time/frequency of administration

Administration –medication

- Pupils know where their medication is stored (locked in the first aid cupboard) and how to access it.
- Pupils are encouraged to self-administer medication when deemed capable, under adult supervision with records kept.
- Pupils not self-administering emergency medication are supported by staff.
- Controlled drugs are always administered under supervision of trained staff.
- Medication must be taken as prescribed.
- In some cases, medication is administered by an adult of the same gender, preferably with a second adult present.
- Parents must inform the school of any changes to their child's medication.
- Refusal of medication by a pupil is recorded and parents informed promptly.
- Staff on off-site visits are informed of pupils' medical needs, emergency procedures, and any additional medication or equipment; this is included in the risk assessment (**Appendix 3**)
- Class teachers ensure pupils have medication on trips, with a first-aid-trained staff member present
- Alternative arrangements are made if trained staff are unavailable.
- Misuse of medication is recorded, parents are informed, and school disciplinary procedures applied.

7. Storage

- Medication is **securely stored** in lockable cupboards in cool, dry areas; emergency medication (e.g., epipens, inhalers) is accessible, with spare sets placed strategically around the school.
- Pupils with medical conditions **know where their medication is stored and how to access it.**
- Medication is only accessible to the pupil for whom it is prescribed, following school procedures.

- A named staff member oversees storage, ensures controlled drugs are locked and only accessible to named staff, and checks **expiry dates three times a year**.
- Medication is supplied in **original containers**, clearly labelled with pupil name, medication name, dosage, frequency, and expiry date, and stored according to instructions, including refrigeration if needed.
- At the end of the school year, all medication is sent home; parents are responsible for providing fresh, in-date medication at the start of the new term.
- Expired or uncollected medication is **safely disposed of** via a local pharmacy; sharps are disposed of in lockable sharps boxes, with safe storage and collection arranged for off-site visits.

8. Record-keeping and care plans

Enrolment and Health Information

- Parents provide details of any health conditions on enrolment forms at the start of the year or when pupils join mid-year.

Healthcare Plans

- Care Plans record pupils' medical needs, triggers, symptoms, medication, and treatments.
- Care Plans are usually drawn up by healthcare professionals in a specialist clinic, but schools are able to create one if required. (See **Appendix 5** for a template.)
- Short-term conditions use an **Administration of Medications form** (Appendix 1); long-term conditions involve collaboration between the school, healthcare professional, parent, and pupil.
- Plans are used to create a **medical register**, overseen by the Inclusion Coordinator.

Recording Administration of Medication

- When a pupil is administered medication at school, the details are recorded in the **Administration of Medication book** kept in the first aid room. A **notification slip** (see Appendix 2) is also sent home to inform parents, ensuring they are aware of the medication given, the dosage, and the time of administration.

Communication and Review

- Parents are reminded to update plans after medical emergencies or changes in symptoms, medication, or treatment.

Storage and Access

- Healthcare Plans circulated to all staff who work with pupils.
- New staff or temporary staff are informed of relevant plans, while confidentiality is protected.
- Permission is sought before sharing medical information with external parties.

Use of Healthcare Plans

- Plans support pupils in accessing the curriculum and wider school life, managing health risks, and minimizing school absence.
- For absences over 15 days, plans may be reviewed with school nursing/GP to promote attendance.
- If a pupil cannot attend for medical reasons, a referral is made to the Local Authority Medical Provision.

Staff Training

The school provides training on common medical conditions, with staff receiving **certificates** and a **training log** reviewed annually to ensure competence. All staff who volunteer or are contracted to administer medication receive training from a healthcare professional, and a **register of trained staff** is maintained.

9. Accessibility

- All students with medical conditions are supported to participate fully in **all aspects of school life**, including lessons, **PE, PSHE, trips, excursions, and unstructured social time**. **Risk assessments** are conducted to ensure their participation is safe and any potential **social or health-related challenges** are appropriately managed.

10. Managing Medical Triggers and Risks

- The school is aware of common triggers that could worsen medical conditions and takes steps to **reduce or eliminate these risks**. **Healthcare Plans** identify pupils with sensitivities, and **risk assessments** are carried out for all school activities, including trips and residential visits, to ensure pupils' safety.

11. "Unacceptable practice:

The school will not:

- Prevent pupils from attending or participating due to a medical condition.
- Penalise pupils for medical-related absences.
- Require parents to administer medication.
- Ignore pupils' views or medical evidence.
- Restrict access to medication, toilets, or rest when needed.
- Create unnecessary barriers to school life, including trips.

12. The medical conditions policy is regularly reviewed evaluated and updated. Updates are produced every two years.

a. This school's medical condition policy is reviewed, evaluated and updated every 2 years in line with the school's policy review timeline.

b. New Department for Children, Families and Schools and Department of Health guidance will feed into the review.

c. In evaluating the policy, this school seeks feedback on the effectiveness and acceptability of the medical conditions policy with a wide-range of key stakeholders within the school and health settings. These key stakeholders include:

- pupils
- parents
- school nurse and/or school healthcare professionals
- headteacher
- teachers
- Inclusion coordinator
- first aider
- all other school staff
- local emergency care service staff (including accident & emergency and ambulance staff)

- local health professionals
- school governors.

d. The views of pupils with various medical conditions are actively sought and considered central to the evaluation process.

APPENDIX 1

REQUEST FOR STORAGE AND ADMINISTRATION OF MEDICINES IN SCHOOL

In order for your child to be supervised during the administration of any medicines at school, the following information is required to be completed by the parent/carer and sent to the head teacher or deputy. If there are any subsequent changes in medicines or doses to be given, then these must be notified immediately to the school. All doses given during school hours, whether by pupil or staff, will be recorded on the school medicine record sheet.

Name of pupil: _____

Class: _____

Name of medicine (to include full details as given on the container label issued by the pharmacist.) _____

Dosage: _____

When to be taken: _____

Duration (if applicable): _____

Any additional information (about the medicine) _____

Does your child have any allergies **Yes / No**

Details of Allergies _____

Contact telephone number _____

Any prescribed medicine must be supplied to the school in a container clearly labelled (by the Pharmacist) with the name of the medicine, all asthma pumps must be labelled with pupils name with full instructions of use, and name of the pupil. Any non-prescribed medicine should be in the original container bearing the manufacturer's instructions/guidelines.

The school may refuse to administer any medicines supplied in inappropriate containers.

This form should be renewed by the parent/carer at the beginning of each term for pupils on long-term medication.

Signed _____ Dated _____

APPENDIX 2- Notification Slip

Notification of Medicine Administered



Your child has been given one of their prescribed medications today.

Date	
Name and amount of medicine	
Time given	
Reason	
Staff member	
Signed	

APPENDIX 3- Risk Assessment

RISK ASSESSMENT



Risk Assessment-

Assessment Completed by:

Name:

Date:

Signature:

Hazard	Who is at risk?	Risk level without controls	Control Measures	Residual Risk (with controls)	Actions/Monitoring

Evelina school nursing

This leaflet gives more information about the Evelina London school nursing service, available for school-aged children across Lambeth or Southwark.

Dear Parent or Carer

We'd like to take this opportunity to promote our school nursing service. As a parent or carer of a child in education, you may have a worry about an aspect of their health or wellbeing and be unsure of how to get the help you need.

School nurses are here to help. We work across Lambeth and Southwark mainstream schools and some special schools. You can contact us for non-urgent or emergency advice, and support on a wide range of issues:

- Support with managing medical needs in school
- Bedwetting
- Sleep
- Emotional health and wellbeing
- Healthy weight, nutrition and physical activity
- Immunisation advice
- Healthy lifestyles
- Dental
- Keeping safe
- Puberty and relationships
- Parenting advice
- Emotional-based school avoidance

Where we can talk to you

We can discuss your child's needs:

- in person at school
- in person at a local health centre
- during a home visit
- on the phone
- via our text messaging service

Text-messaging service

You can text a school nurse on **07520 631 130**. We're available Monday to Friday, 9am to 5pm, except bank holidays. **We're available during the school holidays too!**

You should get an immediate reply to confirm we have received your text. We'll try to respond promptly or within 24 hours. If you message outside of working hours, we'll respond the next working day.

We might tell someone if we're concerned about your child's safety, or the safety of someone else, but we would try to speak to you first. Your information is stored on secure electronic health records and can be seen by other healthcare staff, who will follow the same confidentiality rules.

If you need help before you hear back from us, contact your GP, nearest walk-in centre, or dial 111. If it's an emergency, call 999 or go to your nearest emergency department (A&E).

Support and more information

Evelina London school nursing service, [web](https://www.evelinalondon.nhs.uk/our-services/community/school-nursing-service/overview.aspx)

<https://www.evelinalondon.nhs.uk/our-services/community/school-nursing-service/overview.aspx>

NHS information about immunisation, [web](https://www.nhs.uk/vaccinations/nhs-vaccinations-and-when-to-have-them/) <https://www.nhs.uk/vaccinations/nhs-vaccinations-and-when-to-have-them/>

Eric, bedwetting, [web](https://eric.org.uk/) <https://eric.org.uk/>

Parenting support, Lambeth, [web](https://www.lambeth.gov.uk/children-young-people-families/parenting-support-service/parenting-support-service-programmes) <https://www.lambeth.gov.uk/children-young-people-families/parenting-support-service/parenting-support-service-programmes>

Parenting Support Southwark, [web](https://www.southwark.gov.uk/children-young-people-and-families/parenting/help-parenting) <https://www.southwark.gov.uk/children-young-people-and-families/parenting/help-parenting>

Sleep – a guide for parents of autistic children, [web](https://www.autism.org.uk/advice-and-guidance/topics/physical-health/sleep/parents) <https://www.autism.org.uk/advice-and-guidance/topics/physical-health/sleep/parents>

Healthier families, [web](https://www.nhs.uk/healthier-families/) <https://www.nhs.uk/healthier-families/>

Southwark local offer, [web](https://localoffer.southwark.gov.uk/) <https://localoffer.southwark.gov.uk/>

Lambeth local offer, [web](https://www.lambeth.gov.uk/lambeths-send-local-offer) <https://www.lambeth.gov.uk/lambeths-send-local-offer>

Contact us

If you have any questions or concerns about your child, you can contact us Monday to Friday, 9am to 5pm, except bank holidays:

phone 0203 049 4777

email gstt.schoolnurseadmin@nhs.net

For more information on conditions, procedures, treatments and services offered at our hospitals, please visit [web](https://www.evelinalondon.nhs.uk/leaflets) www.evelinalondon.nhs.uk/leaflets

Evelina London medicines helpline

If you have any questions or concerns about your child's medicines, please speak to the staff caring for them or contact our helpline,

phone 020 7188 3003, Monday to Friday, 10am to 5pm

APPENDIX 5- School Healthcare Plan
School Health Care Plan:

Name:

Date of Birth:

Emergency Contact:

<u>Health Condition</u>
<u>Possible Triggers</u>
<u>Typical Signs/Symptoms</u>
<u>Emergency Action Plan</u>
<u>Management at School</u>

Signatures

Parent/Guardian:

Date:

Inclusion Lead:

Date:

Class Teacher:

Date: