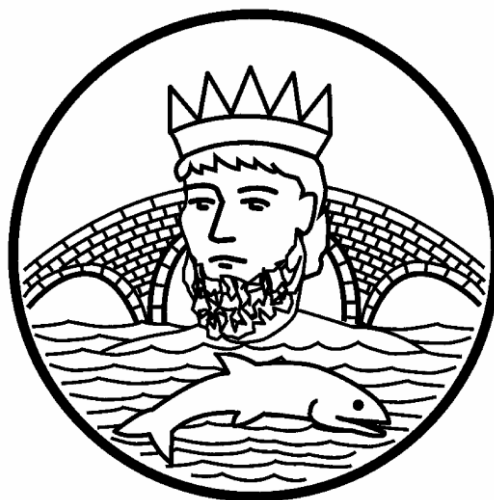


King Athelstan Primary School



Supporting pupils with medical conditions & medicine policy

King Athelstan Primary School - Inspiring Excellence

We believe in the relentless pursuit of excellence to achieve high standards.

We are driven to inspire our school community to be aspirational, ambitious and to "dream big."

We empower children with choices which prepare them for a life of opportunity.

We teach children that hard work delivers success; we encourage children to take risks and ask brilliant questions in order to inspire a love and passion for learning.

We teach children to think.

We put children's happiness and welfare at the heart of everything we do.

We value friendship, kindness and respect.

We celebrate the excellence in each individual.

We expect families to work with us to form a strong team around every child.

We teach children to be good citizens.

We are proud of our school: Come as you are and leave us great.

Responsibility: Welfare & Attendance Officer		Governors committee:
Status: Statutory		Review Cycle: 1 year
Date reviewed: 17 July 2026	Date agreed:	Next review: July 2027

Content

1. Aims.....	3
2. Legislation and statutory responsibilities.....	3
3. Roles and responsibilities	3
4. Equal opportunities.....	5
5. Being notified that a child has a medical condition	5
6. Allergies.....	5
7. Individual health care plans (IHCPs)	5
8. Managing medicines.....	6
9. Emergency procedures	8
10. Training.....	9
11. Record keeping	9
12. Liability and indemnity.....	10
13. Complaints	10
14. Monitoring arrangements.....	10
15. Links to other policies and forms.....	10
Appendix 1: Being notified a child has a medical condition.....	12
Appendix 2: Procedures for children who are sick or infectious.....	13

1. Aims

At King Athelstan we understand that medical conditions requiring support at school can affect quality of life and may be life-threatening.

Our school will support pupils with medical conditions so that they have full access to education, including school trips and physical education.

This policy aims to:

- Make sure that pupils, staff and parents/carers understand how our school will support pupils with medical conditions
- Set out the roles and responsibilities for everyone in the school community in regard to pupils with medical conditions
- Set out the procedure for creating, reviewing and managing individual health care plans (IHCPs)
- Set out how we will manage medicines in school
- Reassure parents/carers that the school will help their child feel safe, supported and included

The named person with responsibility for implementing this policy is Natali O'Farrell, Welfare & Attendance Officer.

2. Legislation and statutory responsibilities

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

It is also based on the statutory guidance on [supporting pupils with medical conditions at school](#) and the Early Years Foundation Stage statutory framework from the Department for Education (DfE).

3. Roles and responsibilities

3.1 The governing board

The governing board has ultimate responsibility for making arrangements to support pupils with medical conditions.

The governing board will:

- Review this policy in a timely manner, in line with the relevant legislation and requirements
- Make sure that the policy sets out the procedures to be followed whenever the school is notified that a pupil has a medical condition
- Monitor practice, and staff training, in regards to pupils with medical conditions, in line with this policy

The governing board delegates the implementation of this policy to Emily Newton, Headteacher. The day-to-day implementation of this policy is carried out by Natali O'Farrell, Welfare & Attendance Officer.

3.2 Persons in charge of implementing the policy

The headteacher will:

- Make sure all staff are aware of this policy and understand their role in its implementation

- > Make sure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual health care plans (IHCPs), including in contingency and emergency situations
- > Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way
- > Manage cover arrangements in the case of staff absence or turnover, to make sure a suitable staff member is always available, and supply staff are briefed appropriately about pupils' medical needs
- > Approve risk assessments for school visits and school activities outside the normal school timetable that involve provision for pupils with medical conditions

The Welfare & Attendance Officer will:

- > Make sure that all staff who need to know are aware of a child's condition
- > Take overall responsibility for the development and monitoring of individual health care plans (IHCPs)
- > Contact the school nursing service in the case of any pupil who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse
- > Make sure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date
- > Implement systems for obtaining information about a child's needs for medicines and keeping this information up to date

3.3 Staff

Supporting pupils with medical conditions during school hours is not the sole responsibility of 1 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.

Those staff who take on the responsibility to support pupils with medical conditions will 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.

3.4 Parents/carers

Parents/carers will:

- > Provide the school with sufficient and up-to-date information about their child's medical needs
- > Provide evidence of appropriate prescription and written permission for medicines to be administered by staff
- > Be involved in the development and review of their child's IHCP, and may be involved in its drafting
- > Carry out any action they have agreed to as part of the implementation of the IHCP, e.g. provide medicines and equipment, and ensure they or another nominated adult are contactable at all times

3.5 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 IHCPs. They are also expected to comply with their IHCPs.

3.6 School nurses and other health care professionals

Our 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. They may also support staff to implement a child's IHCP.

Health care professionals, such as GPs and pediatricians, will liaise with our school nurses and notify them of any pupils identified as having a medical condition. They may also provide advice on developing IHCPs.

4. Equal opportunities

The school will adhere to the legal responsibilities under the Equality Act 2010 and will not unlawfully discriminate against any pupils. Our school is clear about the need to actively support pupils with medical conditions to participate in 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/carers and any relevant health care professionals will be consulted.

5. Being notified that a child has a medical condition

When the school is notified that a pupil has a medical condition, the process outlined in Appendix 1 will be followed to decide whether the pupil requires an IHCP.

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.

EYFS settings: 5.1 Obtaining information about medicines

The EYFS framework states that settings must include how they obtain information about a child's need for medicine, and a system for keeping this information up to date (see section 10 of this policy).

We will:

- For new starters, send a form to all parent/carers of pupils after their place at the school has been confirmed, but before their first school year starts, to confirm any medicine(s) their child needs. Where a pupil has a new diagnosis and/or a pupil has moved to the school mid-term, we will send a form and put arrangements in place within 2 weeks
- Send a reminder to parents/carers at the start of each year in a newsletter, as well as a form to complete, if their child requires certain medicine(s)

We ask that parents/carers proactively inform us by either phone call to the school [020 8546 8210] or an email to [admin@kingathelstan.rbksch.org] if their child's medical needs change during the school year.

6. Allergies

See our separate Allergy Policy for details about allergies.

7. Individual health care plans (IHCPs)

The headteacher has overall responsibility for the development of IHCPs for pupils with medical conditions.

The day-to-day responsibility has been delegated to the Welfare & Attendance Officer.

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 IHCP. It will be agreed with a health care professional and the parents/carers when an IHCP would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the headteacher will make the final decision.

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

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

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The governing board and the headteacher/Welfare & Attendance Officer, will consider the following when deciding what information to record on IHCPs:

- > 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, 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 health care 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/carers 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/carer or 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

8. Managing medicines

Administration of Medicines

The school will only administer prescribed or non-prescribed (over-the-counter) medication where it would be detrimental to a pupil's health or school attendance if the medicine were not given during the school day.

Prescribed Medication

Prescribed medication will only be administered at school when all of the following conditions are met:

- The medication is required during school hours.
- It is in date and supplied in its original packaging, as dispensed by the pharmacist, with the prescription label clearly showing the pupil's name, dosage, administration instructions and any storage requirements.
- A completed **Medicine Form** has been submitted and signed by the parent/carer, giving written consent for administration.
- Prior agreement has been made with the Attendance & Welfare Officer or a member of the Senior Leadership Team.
- The medication is brought to the school office by a parent/carer or other responsible adult. Pupils should not bring medication into school themselves unless this has been agreed as part of an Individual Healthcare Plan.

Antibiotics

Antibiotics will normally only be administered in school where they have been prescribed to be taken **four or more times a day**. Where antibiotics are prescribed three times a day or fewer, doses should normally be given outside school hours.

Over-the-Counter (Non-Prescription) Medication

The school will only administer non-prescription medication where it is genuinely unavoidable for the medicine to be taken during the school day and where it would be detrimental to the pupil's health or school attendance not to do so.

The following conditions must be met:

- The medication is in its original packaging.
- It is administered in accordance with the manufacturer's instructions.
- A completed [Medicine Form](#) has been submitted, providing written parental/carer consent.
- Prior agreement has been made with the Attendance & Welfare Officer or a member of the Senior Leadership Team.
- The medication is brought to the school office by a parent/carer or other responsible adult. Pupils should not carry medication in school unless agreed as part of an Individual Healthcare Plan.

Medicines containing **aspirin** will not be administered to pupils under the age of 16 unless prescribed by a doctor.

Before administering any medication, staff will check the recommended dosage for the pupil's age, ensure that the maximum daily dose will not be exceeded, and confirm when the previous dose was given.

A new Medicine Form must be completed whenever there is a change to a pupil's medication or dosage.

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

Storage

All medicines will be stored safely. Pupils will be informed about 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 and not locked away.

Auto Adrenaline Injectors are stored in the school office medical cabinet. Other medication is stored in the pupil's class room. Medication stored in the class room will be taken by a member of staff to each class that the child attends. It will remain in the child's class room during break times.

Some medications that are taken on a regular basis are stored in the school medical room.

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

8.1 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/fridge in the school 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.

8.2 Unacceptable practice

Although school staff will use their discretion and judge each case on its merits with reference to the pupil's IHCP, they will keep in mind that it is not generally acceptable practice 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/carers
- > Ignore medical evidence or opinion
- > 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 IHCPs
- > Send an ill pupil to the school office or medical room unaccompanied or with someone unsuitable (e.g. a fellow pupil who is not old or responsible enough)
- > 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/carers, 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/carer 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/carers to accompany their child
- > Administer, or ask pupils to administer, medicine in school toilets

9. Emergency procedures

Staff will follow the school's normal emergency procedures (for example, calling 999). All pupils' IHCPs 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/carer arrives, or accompany the pupil to hospital by ambulance.

10. Training

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

The training will be identified during the development or review of IHCPs. Staff who provide support to pupils with medical conditions will be included in meetings where this is discussed.

The relevant health care professionals will lead on identifying the type and level of training required and will agree this with the Headteacher/Welfare & Attendance Officer. 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 IHCPs
- > Help staff to understand the specific medical conditions they are being asked to support with, their implications and preventative measures

Health care professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

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 that they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

11. Record keeping

The governing board will ensure that written records are kept of all medicine administered to pupils for as long as these pupils are at the school. Parents/carers will be informed if their child has been unwell at school.

IHCPs are kept in a readily-accessible place that all staff are aware of (Medical Room and class rooms).

11.1 Recording information about medicines

The EYFS framework states that settings must include how they obtain information about a child's need for medicine (see section 5 of this policy), and a system for keeping this information up to date.

We will:

- > Enter each pupil's medicine need in the school's system
- > Update our records when parents/carers of pupils inform us of changes to their child's needs
- > Keep a record of changes, labelling the most recent record for each child
- > Make sure that all staff have access to records so that they are informed about pupils' medical needs
- > Securely hold this information digitally in accordance with the UK GDPR

- › Inform parents/carers about how they can access their child's information (provided no relevant exemptions apply to their disclosure under the Data Protection Act 2018)

12. Liability and indemnity

The governing board will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

The details of the school's insurance policy are:

Policy no: QLA-01E220-0403

Insurers: Royal Borough of Kingston Upon Thames and Zurich Municipal

Commencement of insurance: 1 April 2026

Expiry of insurance 31 March 2027

13. Complaints

Parents/carers with a complaint about the school's actions in regard to their child's medical condition should discuss these directly with the Welfare & Attendance Officer in the first instance. If the [headteacher/ Welfare & Attendance Officer] cannot resolve the matter, they will direct parents/carers to the school's complaints procedure.

14. Monitoring arrangements

This policy will be monitored by the Welfare & Attendance Officer, School Business Manager and Headteacher].

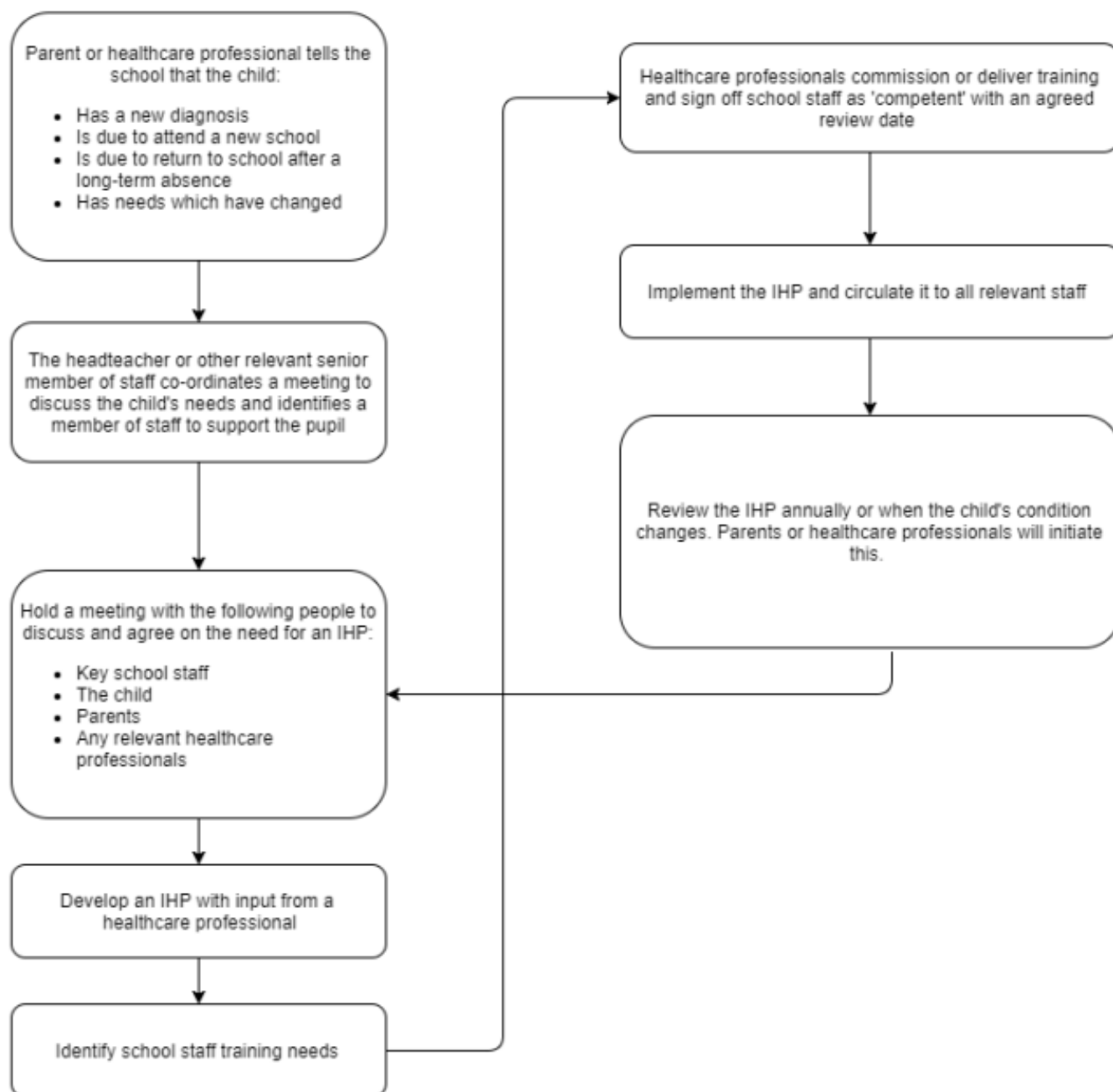
It will be reviewed and approved by the governing board annually.

15. Links to other policies and forms

This policy links to the following policies:

- › Accessibility plan
- › Complaints
- › Equality information and objectives
- › First aid
- › Allergy
- › Health and safety
- › Safeguarding
- › Special educational needs information report and policy
- › [Medicine form](#)
- › [Individual Health Care Plan](#)

Appendix 1: Being notified a child has a medical condition



Appendix 2: Procedures for children who are sick or infectious

- > Pupils who have an infectious disease shouldn't attend school/nursery
- > Parents should notify the school if their child has an infectious disease
- > If a pupil becomes unwell during the day - for example, they have a high temperature, sickness, diarrhoea or stomach pains - the parents or carers will be contacted to collect their child
- > Pupils with a high temperature (a high temperature is 38C or more) must remain home from school until the temperature has returned to normal
- > Pupils who have vomited or had diarrhoea should stay home from school for 48 hours after the last bout of illness.
- > Pupils who have an infectious disease should not attend school/nursery while they are sick. Depending on the sickness, staff may ask parents to take their child to the doctor before they return to school
- > NHS guidance for whether a pupil is well enough for school <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>
- > Staff will notify parents if a risk to other pupils exists

Children with specific infectious diseases set out in the [UK Health Security Agency's exclusion table](#) will not be allowed to return to school/nursery until the appropriate exclusion period has passed.

We will take the following steps to prevent the spread of infection:

- > Reducing or eliminating sources of infection through good hygiene practices
- > Good handwashing practice
- > Encouraging and facilitating healthy eating
- > Ensuring that regulated food hygiene standard requirements in the maintenance of food preparation areas and preparation of food are followed
- > Championing and educating staff, parents, carers and pupils on the importance of immunisation as a tool against infection (while recognising the individual's right to choose)
- > (EYFS) Establishing a daily cleaning routine for:
 - > Nappy changing facilities
 - > Play areas
 - > Toys, activities and equipment