



Christleton Primary School

Be the best you can be

Medicines and supporting children with medical conditions Policy

Document Name		Reviewed by	
Medicines and supporting children with medical conditions policy		Full Governing Body	
Author	Mr Mitchell	Version number	1.4
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September 2025		September 2027	
Signed Headteacher		<i>Mr Mitchell</i>	
Signed Chair of Governors			

Christleton Primary School

Supporting Children with Medical Conditions Policy

Rationale

Christleton Primary School wishes to provide a fully inclusive educational and pastoral system. In order to do this we need to ensure that correct procedures and protocols are in place to enable any pupil with a long-term medical condition to be able to attend school or have minimum disruption to their education.

The purpose of this policy is to:-

- Ensure that pupils with medical conditions are well supported in school and have full access to education, including schools trips and physical education.
- Ensure that there is clarity around the holding and administering of medication at school.
- Ensure that information about a child's needs is shared appropriately by health professionals, school staff, parents and pupils.
- To develop staff knowledge and training in all areas necessary for our pupils.

The Children and Families Act 2014, from September, 2014 places a duty on schools to make arrangements for children with medical conditions. **Pupils with special medical needs have the same right of admission to schools as other children and cannot be refused admission or excluded from school on medical grounds alone.** However, teachers and other staff in charge of pupils have a common law duty to act in loco parentis and may need to take swift action in an emergency. This duty also extends to teachers leading activities taking place off the school site. This could extend to a need to administer medicine.

The prime responsibility for a child's health lies with the parent who is responsible for the child's medication and should supply the school with information. The school takes advice and guidance from Cheshire and Chester West Council Medicines in Schools section of the Health and Safety Policy which encourages self-administration of medication when possible.

Aims

The school aims to:

- Assist parents in providing medical care for their children;
- Educate staff and children in respect of special medical needs;
- Adopt and implement the LA policy of Medication in Schools;
- Arrange training for staff to support individual pupils;
- Liaise as necessary with medical services in support of the individual pupil.
- Ensure access to full education if possible.
- Monitor and keep appropriate records.

Entitlement

- The school accepts that pupils with medical needs should be assisted if at all possible and that they have a right to the full education available to other pupils.
- The school believes that pupils with medical needs should be enabled to have attendance and receive necessary proper care and support.
- Where a child has SEN but does not have a Statement or Educational Health Care Plan, their Special Educational Needs are mentioned in their Individual Health Care Plan
- The school accepts all employees have rights in relation to supporting pupils with medical needs as follows:
 - Choose whether or not they are prepared to be involved;
 - Receive appropriate training;
 - Work to clear guidelines;
 - Have concerns about legal liability;
 - Bring to the attention of management any concern or matter relating to supporting pupils with medical needs.

Expectations

It is expected that:

- Parents will be encouraged to co-operate in training children to self-administer medication if this is practicable and that members of staff will only be asked to be involved when there is no alternative;
- Where parents have asked the school to administer medication for their child, they must ask the pharmacist to supply any such medication to be dispensed in a separate container, containing only the quantity required for school use. The prescription and dosage regime should be typed or printed clearly on the outside. The school will only administer medicines in which the dosage is required 4 times a day. The name of the pharmacist should be visible. Any medications not presented properly will not be accepted by school staff. Pupils should not bring their own medicine. This should be brought into school by the parents.
- Employees will consider carefully their response to requests to assist with the giving of medical needs, and will seek support from the relevant practitioners where necessary and in the interests of the pupil.
- Any medicines brought into school by the staff e.g. headache tablets, inhalers, prescribed medication etc, should be stored in an appropriate place and kept out of the reach of the pupils. Any staff medicine is the responsibility of the individual concerned and not the school.

Staff Responsibilities

The First aid lead is responsible for ensuring that:

- All medicines brought into school are kept appropriately either;
 - In a sealed labelled container in the appropriate classroom
 - In a locked cupboard or,
 - In the case of medicine that needs to be kept refrigerated, in a labelled container in the school kitchen cold store.
- All medicines are checked regularly.
- In the case of medical conditions requiring ongoing medication eg inhalers/ adrenaline auto-injectors etc, parents are notified of expiration date so new medicine can be provided as necessary.
- Replacement spacers are re-ordered and replaced after use
- Empty/out of date medicines are either;
 - Returned to parents
 - In the case of school purchased medicines, disposed of at the local Pharmacy (Name and Address of the Pharmacy are registered as lower-tier waste carrier)

Administration of Over the Counter Medicine

In April 2018 the BMA stated “It is appropriate for OTC (over the counter) medicines to be administered by a member of staff in the nursery or school, or self-administered by the pupil during school hours, following written permission by the parents, as they consider necessary. It is a misuse of GP time to take up an appointment just to acquire a prescription for a medicine wholly to satisfy the needs of a nursery/school.

MHRA licenses all medicines and classifies them as OTC when it considers it safe and appropriate that they may be used without a prescription. For this reason Christleton Primary will agree to administer a limited range of OTC medication (Paracetamol, Chlorphenamine Maleate/ Loratadine and Cinnarizine (or similar) ONLY)

Non-prescription medication will only be administered to a child where written permission for that particular medicine has been obtained from the child’s parent and/or carer. Christleton Primary will keep a written record each time a medicine is administered to a child, and inform the child’s parents and/or carers on the same day, or as soon as reasonably practicable.

Asthma – School Emergency Inhalers

From 1st October 2014 the Human Medicines Regulations 2014 have been allowed schools to keep a salbutamol inhaler for use in emergencies.

The emergency salbutamol inhaler should only be used by children, for whom written parental consent for use of the emergency inhaler has been given, who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication. Letters and consent forms are placed in the First Aid Book in reception area.

Anaphylaxis – School Emergency adrenaline auto-injector

Since 1 October 2017, schools in England have been allowed to purchase adrenaline auto-injector (AAI) devices without a prescription.

Schools may administer their “spare” adrenaline auto-injector (AAI), obtained, without prescription, for use in emergencies, if available, but only to a pupil at risk of anaphylaxis, where both medical authorisation and written parental consent for use of the spare AAI has been provided.

The school’s spare AAI can be administered to a pupil whose own prescribed AAI cannot be administered correctly without delay.

AAIs can be used through clothes and should be injected into the upper outer thigh in line with the instructions provided by the manufacturer.

In the event of a possible severe allergic reaction in a pupil who does not meet these criteria, emergency services (999) should be contacted and advice sought from them as to whether administration of the spare emergency AAI is appropriate.

Policy into Practice

- There is a need for proper documentation at all stages when considering the issue of support for pupils with medical needs in school.

Christleton Primary School – Asthma Healthcare Plan

Name	Year Group
Doctor's name and address	
Telephone	
Details of <u>Regular</u> Treatment Taken at Home	
Medication Name	Dose and when taken
Details of <u>Regular</u> Treatment Taken at School	
Medication Name	Dose and when taken
Known Triggers for Asthma Attack eg sport, allergies etc	
Details of <u>Relief Treatment to be administered in school</u> when needed for sudden chest tightness, wheeze, breathlessness or cough.	
Medication Name	Dose

- I can confirm that my child has been diagnosed with asthma and has been prescribed an inhaler.
- I will ensure my child has a functioning, in-date inhaler which is clearly labelled. I understand it will be kept in a secure place within their classroom/ bring to school every day (delete as appropriate)
- I understand that this is a service which the school is not obliged to undertake.

In the event of my child displaying the symptoms of asthma, and if their inhaler is not available or is unusable, I consent for my child to receive salbutamol from an emergency inhaler held by school for such emergencies.

Signed

Print name
Parent/Guardian

Date

Christleton Primary School – Healthcare Plan

Name	Year Group
Doctor's name and address	Consultant paediatrician;
	Health visitor/school nurse
Telephone	
Details of identified healthcare need;	
Additional Relevant Information	
Link person in education	

Details of Regular Treatment **Taken at Home**

Medication Name	Dose and when taken

Details of Regular Treatment **Taken at School**

Medication Name	Dose and when taken
A	
B	
C	

If allergy, known Triggers

Details of medication to be administered in school when needed

Medication Name	Dose
D	
E	
F	

Emergency Situation

What is considered an emergency situation?	
What are the symptoms?	
What are the triggers?	
What action must be taken?	
Are there any follow-up actions that are required?	

I can confirm that my child has been diagnosed with and has been prescribed medication.

I will ensure my child has, in-date medication which is clearly labelled. I understand it will be kept in a secure place.

I am happy for my details and photo of my child displayed to be displayed in the staffroom.

Yes / no (delete as appropriate)

I understand that this is a service which the school is not obliged to undertake.

Signed..... Print name
Parent/Guardian Date

Details of Medication Administered in School

Medication A,B C etc	Date	Given by	Medication A,B C etc	Date	Given by

Details of Medication Administered in School

[illegible][illegible]

Christleton Primary School

Request for School to administer Short Term Medication

Name	Year Group
Start Date	End Date
Name of Medication	
Name and Address of Prescribing Doctor	
Telephone	

Medication Name	Dosage	Time

I understand that the medicine must be taken to the school office and collected from there at the end of the day by myself or the following named responsible adult;

.....

I understand that this is a service which the school is not obliged to undertake.

In the event of any change to the information given e.g. time, dosage etc., I will inform the school immediately.

Signed.....Print name.....

Parent/Guardian

Date	Administered by

Date	Administered by