



The Federation of Stoke Hill Schools

Policy for Supporting Children with Medical Conditions & Administration of Medicines

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To be Reviewed: October 2026

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Federation of Stoke Hill Schools

Policy for Supporting Children with Medical conditions and for the Administration of Medicine



1 Introduction:

This policy needs to be read in conjunction with other school Policies including the First Aid Policy.

2 Aims

The staff of the Federation of Stoke Hill Schools wish to ensure that students with medical needs receive proper care and support. Our intention is to ensure that students with medical needs, both physical and mental health, should have full access to education including trips and PE. The governing body will ensure that staff are supported and trained and competent before they take on the responsibility of supporting students with medical conditions.

3 Insurance Liability

The school's insurance will cover liability relating to the administration of medication.

4 Procedures

Federation Heads of School, Claire McKimm and Jamie Sullivan will be responsible for ensuring the following:

- Procedures to be followed when notification is received that a student will be attending who has a medical condition (including transitional arrangements between schools, re-integration or when students' needs change; arrangements for staff training or support) Meetings will be held with parents and advice will be sought from relevant Healthcare professionals
- Procedures to be followed when a student moves to the school mid-term or when a student has a new diagnosis. Meetings will be held with parents and advice sought from relevant Healthcare professionals

- procedures for asthma inhalers/spacers - details will be kept in Individual Health Care Plans, where appropriate
- procedures for adrenaline auto-injectors - details will be kept in individual Health Care Plans

The above procedures will be monitored and reviewed by the Assistant SENDCo.

Where identified as being necessary, Individual Health Care Plans (IHCP) will be developed between the Federation of Stoke Hill Schools, healthcare professionals and parents so that the steps needed to help a student manage their condition and overcome any potential barriers to getting the most from their education are identified. The IHCP will include, where appropriate:

- a) The student's medical condition, its triggers, symptoms, medication needs and the level of support needed in an emergency and to manage the student's condition. It may be appropriate to include any treatments, time, facilities, equipment, testing and access to food or drink (where it is used to manage their condition), dietary requirements and environmental issues such as crowded corridors and travel time between lessons
- b) Specific support for the student's education, social and emotional needs, such as how will absences be managed, requirements for extra time to complete exams, use of rest periods or counselling sessions
- c) Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support from a healthcare professional
- d) Cover arrangements and who in the school needs to be aware of the student's condition and the support required including supply staff
- e) Arrangements for written permission from parents for medication
- f) Arrangements or procedures for school trips or other school activities outside the normal timetable; completion of risk assessments for visits and school activities outside the normal timetable
- g) The designated individuals to be entrusted with the above information
- h) Procedures in the event of the student refusing to take medicine or carry out a necessary procedure Heads of School will have the final decision on whether

an Individual Health Care Plan is required. Individual Health Care Plans will be reviewed regularly in consultation with parents and any appropriate health care professionals.

Students with asthma

The Federation of Stoke Hill Schools has decided to hold an emergency inhaler and (disposable) spacers for the treatment of an asthma attack.

Heads of School will be responsible for ensuring the following:

- Instructing all staff on the symptoms of an asthma attack
- Instructing all staff on the existence of this policy
- Instructing all staff on how to check the asthma register
- Instructing all staff on how to access the inhaler
- Making all staff aware of who are the designated staff and how to access their help

Heads of School will be responsible for ensuring that designated staff:

- Recognise the signs of an asthma attack and when emergency action is necessary
- Know how to administer inhalers through a spacer
- Make appropriate records of attacks

Ali King, as medical needs coordinator, will be responsible for managing and updating the Asthma Register and for the purchase of emergency inhalers.

SHINS: Asthma medication will be stored, and records of administration made, in the first aid room.

SHJS: Asthma medication to be kept in the child's bag, unless additional support is needed. Records of inhalers administered at SHJS to be made on the class inhaler administration log. These will be collected termly by Debbie Clyburn, and stored along with general medication record keeping.

The Assistant SENDCo will be responsible for ensuring that there has been written consent from parents for the administration of the emergency inhaler and (disposable) spacer. The emergency inhaler/spacer will only be available for students who have been diagnosed with asthma and have been prescribed reliever inhaler AND for whom parental consent has been given. This information shall be recorded on the Asthma register; and stored with the emergency inhaler.

First aiders will be responsible for the supervision of administration of medication, with support from class teachers, where appropriate.

Debbie Clyburn and Jo Hearle will be responsible for ensuring parents are informed in writing when the emergency inhaler/spacer has been used and for the storage, care, checking of expiry dates and disposal / return to parents of asthma medication.

Students with anaphylaxis

The Federation of Stoke Hill Schools has decided to hold an emergency adrenaline auto-injector for the treatment of an anaphylaxis attack for pupils who have been diagnosed with anaphylaxis and prescribed an auto-injector. There will be at least one held in each school, appropriate to the prescribed dosage needs of diagnosed pupils. Designated staff will be trained in the administration of auto-injectors.

Heads of School will be responsible for ensuring the following:

- Instructing all staff on the symptoms of an anaphylaxis attack
- Instructing all staff on the existence of this policy
- Instructing all staff on how to check the pupil medical register
- Instructing all staff on how to access the correct dose auto-injector
- Making all staff aware of who are the designated staff and how to access their help

Heads of School will be responsible for ensuring that designated staff:

- Recognise the signs of an anaphylaxis attack and when emergency action is necessary

- Know how to administer the correct dose auto-injectors
- Make appropriate records of attacks

Ali King, as medical needs coordinator, will be responsible for managing and updating the Anaphylaxis Register, and for the purchase of emergency injectors.

Ali King will be responsible for ensuring that there has been written consent from parents for the administration of the emergency auto-injector. The emergency auto-injector will only be available for students who have been diagnosed with anaphylaxis and have been prescribed an auto-injector AND for whom parental consent has been given. Where the needs of children require more than one dosage of emergency injector to be kept in school, this will be clearly noted on the anaphylaxis register. This information shall be recorded on the Anaphylaxis Register and kept with emergency auto-injectors. Younger or smaller children may need 0.15mg and as they grow, children will progress to 0.30mg injectors. Dosage reviews will be carried out as part of the annual Health Care Check review cycle.

If a pupil is having anaphylaxis but does not have the required medical authorisation and parent/guardian consent for a “spare” AAI to be used, the school should immediately call 999 and seek advice: If “spare” AAIs are available, mention this to the call handler/emergency medical dispatcher, as they can authorise its use if appropriate.

First aiders will be responsible for the supervision and administration of medication in accordance with the pupil's Allergy Management Plan. Ali King and Mel Yelland are responsible for the storage, care, checking of expiry dates and disposal / return to parents of adrenaline auto-injectors. Pupils at risk of anaphylaxis who have a prescribed injector, will require two injectors to be kept in school. One to be stored in the first aid room green boxes, and one to be stored for ease of access in the pupils' classroom cupboard or safe place. Both must accompany a pupil on all off site activities and then be returned to these locations on the pupil's return to school.

Debbie Clyburn and Jo Hearle will be responsible for ensuring parents are informed when an auto-injector has been used.

THE ADMINISTRATION OF MEDICINE

Federation Heads of School will accept responsibility in principle for members of school staff giving or supervising a student taking prescribed medication during the day, where those members of staff have volunteered to do so.

Any parent/carer requesting the administration of medication will be signposted to a copy of this policy, which can be found on the school website.

Prescribed medication will be accepted and administered in the establishment.

Non-prescription medication will only be accepted and administered in the following circumstance, and at the discretion of the Federation Headteachers :

- If parents have asked and have put details in writing (see Appendix 3)
- Prior written parental consent is required before any medication can be administered.
- Only reasonable quantities of medication will be accepted (no more than one week's supply).

Each item of medication should be delivered in its original dispensed container and handed directly to a school leader or a member of the admin team.

Each item of medication should be clearly labelled with the following information:

- Student's name
- Name of medication
- Dosage
- Frequency of dosage
- Date of dispensing
- Storage requirements (if important)
- Expiry date (if available)

The school will not accept items of medication which are in unlabelled containers or not in their original container.

Unless otherwise indicated, all medication to be administered in the school will be kept in the First Aid Room.

Staff administering medicines will record and sign each time a medicine is administered. Written records of all medication administered to every pupil will be held by the school in a secure location and may be made available to parents on request.

If a pupil refuses their medication, staff will record this, report to parents as soon as possible and follow the protocol laid down in the IHCP/Parent Agreement to administer medication.

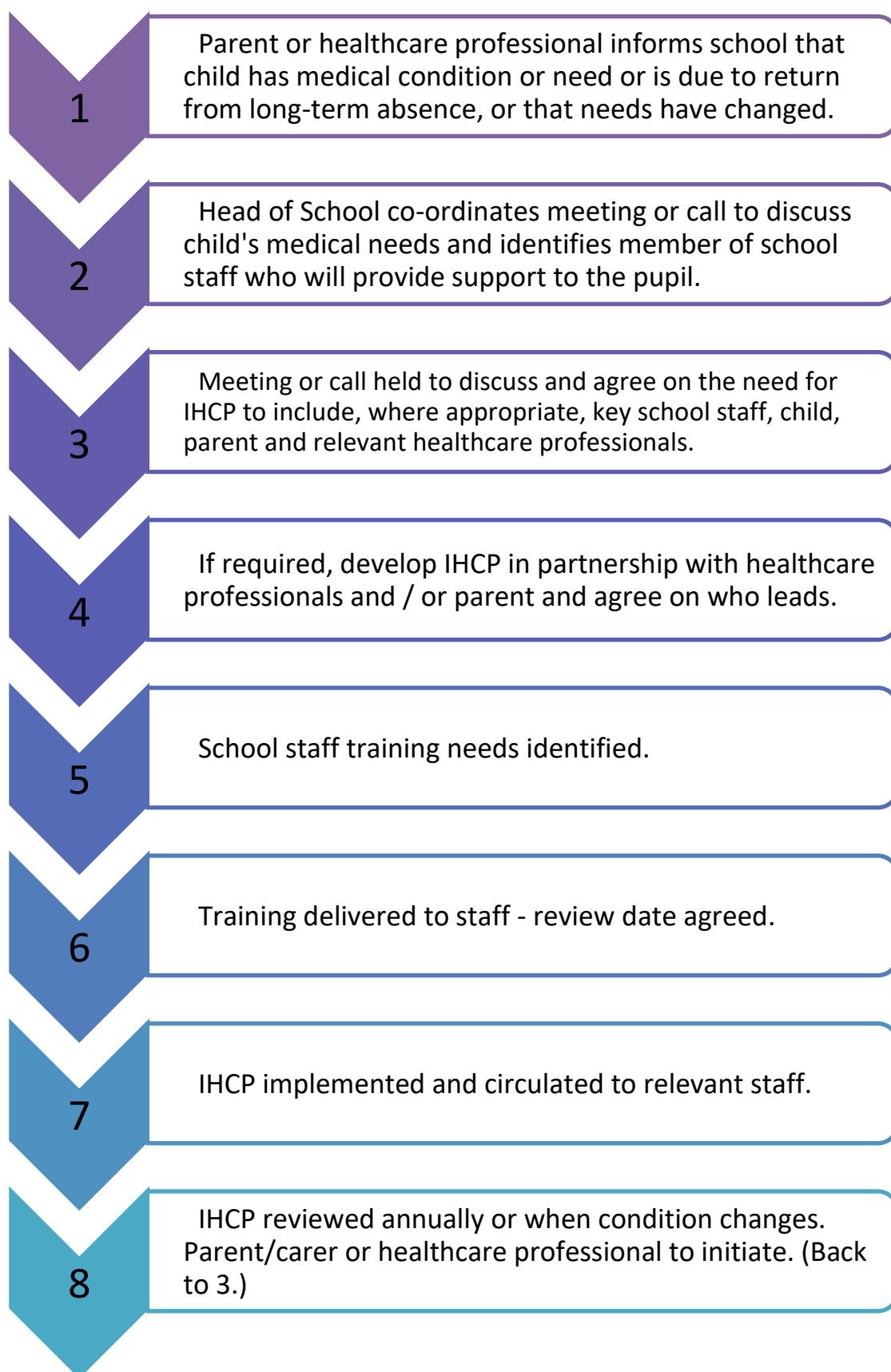
Where it is appropriate to do so, students will be encouraged to administer their own medication if necessary under staff supervision

It is the responsibility of parents/carers to notify the school if there is a change in medication, a change in dosage requirements, or the discontinuation of a student's need for medication. Appendix 3 Document

Staff who volunteer to assist in the administration of invasive medication will receive appropriate training/guidance through arrangements made with the school's Nurse Service or appropriate Paediatric Nurse Specialists. In pre-school settings arrangements will be made through Primary Care Health Visitors.

The school will make every effort to continue the administration of medication to a student whilst on activities away from the premises. Trip / offsite risk assessments will be carried out by the trip lead and include consideration of support for pupils with medical conditions.

Appendix 1 - Individual healthcare plan implementation procedure



Appendix 2

Individual Health Care Plan

<u>Child's Name:</u> <u>D.O.B:</u> <u>Address:</u> <u>Parents/Carers names:</u> <u>Class and teacher:</u> <u>Emergency Contact Details:</u> <u>Alternative Emergency Contact:</u>	<u>Photo of Child:</u> <u>Date written/reviewed</u> <u>Next Review Date:</u> <u>GP:</u>
<u>Short description of the condition (if necessary/helpful):</u>	
<u>Precautions (triggers, symptoms):</u>	
<u>Daily care requirements</u>	
<u>Health care will be provided by the following members of staff:</u>	
<u>Who needs to know about this medical condition to ensure their needs are met?</u> All school staff. Each class teacher will have access to their Class Medical Register and to the child's health care plan.	
<u>Specific support for the pupil's educational, social and emotional needs.</u>	
<u>What to do in an emergency (action, timescales, treatments, access to food / drink):</u>	<u>Things to look out for (environmental issues etc): .</u>
<u>Medication to be administered:</u> <u>What is the medication for:</u>	<u>Medication to be administered:</u> <u>What is the medication for:</u>

<u>Dose:</u> <u>Route of administration:</u> <u>What to do if child refuses</u>	<u>Dose:</u> <u>Route of administration:</u> <u>What to do if child refuses</u>
Absences for medical reasons will be monitored in line with the <u>Federation Attendance Policy</u> which allows for medical absences.	
<u>Any other information (eg. Rest periods, staff training needs, arrangements for trips, etc):</u> Medical conditions to be included in offsite risk assessment planning.	
<u>Contact Details of other professionals:</u>	<u>Parents Signature:</u> <u>Name of person responsible for health conditions in school:</u>

Parents are advised to read our Policy for Supporting Children with Medical Conditions and Administration of Medicines, which can be accessed on the school website.

Appendix 3

Record of medicine administered to an individual Young person

Name of Establishment Federation of Stoke Hill Primary Schools

Name of Young Person

Class

Date medicine provided by parent

Name and strength of medicine

Quantity received

Dose and frequency of medicine

Expiry date

Quantity returned

Parent Signature _____ Date _____

Staff signature _____ Initials _____

Log of Medicines Administered

Date	Time given	Dose given	Staff Name/Initials	Notes/ problems
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Appendix 4

Contacting emergency services

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

Your telephone number - 01392 258894 (SHINS) / 01392 667830 (SHJS)

Your name

Your location as follows: Stoke Hill Infant and Nursery School EX4 7DB / Stoke Hill Junior School EX4 7DP

The exact location of the patient within the school.

The name of the child and a brief description of their symptoms.

The best entrance to use and state that the crew will be met and taken to the patient.

Put a completed copy of this form by the phone.

Appendix 5 - The medical needs coordinator will call parents to discuss the process of co creating an individual healthcare plan the school may also use this template:

Model letter inviting parents to contribute to individual healthcare plan development

Dear Parent,

RE: DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting pupils at school with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership with the school, parents/carers, pupils, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's individual health care plan has been scheduled for xx/xx/xx. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will include (add details of team).

Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I (or add name of other staff lead) would be happy for you to contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely,

Head of School