

**BILLINGHAY CHURCH OF ENGLAND PRIMARY SCHOOL**  
**SUPPORTING PUPILS AT SCHOOL WITH MEDICAL CONDITIONS incorporating**  
**MANAGING MEDICINES ON SCHOOL PREMISES**  
**September 2026**

**1. Introduction**

- This policy sets out how pupils at Billingham Church of England Primary School with medical conditions will be properly supported so that they have access to education.
- It reflects the consensus of opinion of the teaching staff and has the full agreement of the staff and Governors.

**2. Aims**

- To ensure that all pupils with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.
- To ensure that pupils with medical conditions access and enjoy the same opportunities as any other child in school.
- Recognise that children's health needs may change over time in ways that cannot always be predicted, sometimes resulting in extended absences.
- In making decisions about the support which we provide, we will establish relationships with relevant health services to help. We will ensure that we as a school work together with the LA, health professionals and other support services to ensure children with medical conditions receive a full education.
- We will aim to receive and consider advice from health care professionals and listen to and value the views of parents and pupils.
- In making any arrangements we will ensure that the focus is on the needs of each individual child and how their medical condition impacts on their school life.
- Arrangements in place not only show an understanding of how medical conditions impact on a child's ability to learn but also aim to increase their confidence and promote self care.
- We will ensure that staff are properly trained to provide the support each child needs.

**3. Implementation**

- The Headteacher is responsible for ensuring that sufficient staff are suitable trained (in his absence this duty falls to the AHT).
- All relevant staff will be made aware of a child's condition.
- The class teacher is responsible for briefing a supply teacher on a child's medical condition. If this cannot take place due to long term absence then this role falls to the SENDCO or in her absence the HT.
- The Group Leader is responsible for compiling a risk assessment for school visits and other school activities outside the normal timetable, liaising with the CT. The EVC is responsible for monitoring the risk assessment.
- The SENDCO is responsible for monitoring any Individual Healthcare Plans.

**4. Procedures when notified a pupil has a medical condition**

- When a pupil leaves school their records will be passed to the next school and the SENDCO will contact the relevant professional at the new school to discuss the child's medical condition.
- The SENDCO will work with the HT and other health care professionals in ensuring a suitable reintegration plan is in place after periods of absence. This will also be carried out in consultation with the parents and if possible the pupil.
- For children starting a new school, arrangements should be in place in time for the start of the relevant school term.
- If there is a new diagnosis or the child is moving to a new school mid term, every effort should be made to ensure arrangements are in place within 2 weeks of their arrival at school.

- Schools do not have to wait for a formal diagnosis before providing support to pupils. In cases where a pupil's medical condition is unclear, or where there is a difference of opinion, judgements will be needed about what support to provide based on the available evidence. This would normally involve some form of medical evidence and consultation with parents. Where evidence conflicts, some degree of challenge may be necessary to ensure that the right support can be put in place.

## **5. Individual Healthcare Plans (IHP)**

- The SENDCO is responsible for developing an IHP in supporting pupils with medical conditions.
- The school, healthcare professionals and parents should agree, based on evidence, when a healthcare plan would be inappropriate or disproportionate. If consensus cannot be reached then the Headteacher has the final decision.
- The IHP will be drawn up in partnership between the school, parents and relevant healthcare professional. Pupils can also be involved whenever appropriate. The aim should be to capture the steps which a school should take to help the child manage their condition and overcome any potential barriers to getting the most from their education and how they might work with other statutory services. The responsibility for ensuring the plan is finalised and implemented rests with the school.
- The Governing Body should ensure that plans are reviewed at least annually or earlier if evidence is presented that the child's needs have changed. They should be developed with the child's best interests in mind and ensure that the school assesses and manages risks to the child's education, health and social well being and minimises disruption.
- A template for an IHP is included as Appendix 4.

## **6. Roles and Responsibilities**

- Governing Body- Must make arrangements to support pupils with medical conditions in school. They must ensure that sufficient staff have received suitable training and are competent before they take responsibility to support children with medical conditions.
- Headteacher- Must ensure that the policy is developed and effectively implemented with partners. Also that all staff who need to know are aware of a child's condition. Ensure sufficient trained members of staff are available to implement the policy and deliver against IHPs.
- School Staff - Any member of school staff may be asked to support pupils with medical conditions, including the administration of medicines, although they cannot be required to do so. Although administering medicines is not part of teachers' professional duties they should take into account the needs of pupils with medical needs that they teach. School staff should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions.
- Healthcare professionals - Responsible for notifying the school nurse when a child had been identified as having a medical condition which will require the support of the school. They may be able to provide advice on developing IHP and providing support for children with particular conditions (eg asthma, diabetes).
- Pupils - Pupils with medical conditions will often be best placed to provide information about how their condition affects them. They should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan. Other pupils will often be sensitive to the needs of those with medical conditions.
- Parents- should provide the school with sufficient and up-to-date information about their child's medical needs. They may in some cases be the first to notify the school that their child has a medical condition. Parents are key partners and should be involved in the development and review of their child's individual healthcare plan, and may be involved in its drafting. They should carry out any action they have agreed to as part of its implementation, eg provide

medicines and equipment and ensure they or another nominated adult are contactable at all times.

- Providers of health services - should co-operate with schools that are supporting children with a medical condition, including appropriate communication, liaison with school nurses and other healthcare professionals such as specialist and children's community nurses, as well as participation in locally developed outreach and training. Health services can provide valuable support, information, advice and guidance to schools, and their staff, to support children with medical conditions at school.

## **7. Staff Training and Support**

- Any member of school staff providing support to a pupil with medical needs should have received suitable training.
- The relevant healthcare professional would normally lead on identifying and agreeing with the school the type and level of training required and how this can be obtained.
- Staff who provide support to pupils with medical conditions should be included in meetings where this is discussed.
- Training should be sufficient to ensure that staff are competent and have confidence in their ability to support pupils with medical conditions, and to fulfil the requirements as set out in individual healthcare plans. They will need an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures.
- Staff must not give prescription medicines or undertake health care procedures without appropriate training. In some cases, written instructions on the medication container dispensed by the pharmacist may be considered sufficient, but ultimately this is for the school to decide, having taken into consideration the training requirements as specified in pupils' individual health care plans.
- All school staff will be made aware of this policy and their role in implementing it. Any new members of staff will have this policy included in induction arrangements. Parents will be asked for their views and to provide relevant information to school staff as to how their child's needs can be met.
- After discussions with parents, children who are competent should be encouraged to take responsibility for managing their own medicine and procedures.
- Wherever possible children are allowed to carry their own medicine (such as inhalers and for diabetes) and relevant devices or should be able to access their medicines for self medication quickly and easily. Children who can take medicines themselves or manage procedures may require an appropriate level of supervision.
- If a child refuses to take a medicine or carry out necessary procedure, staff should not force them to do so, but follow the procedure agreed in the IHP. Parents should be informed so that alternative options can be considered.

## **8. Managing Medicines on School Premises.**

- Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so.
- No child under 16 should be given prescription or non-prescription medicines without their parent's written consent - except in exceptional circumstances where the medicine has been prescribed to the child without the knowledge of the parents. In such cases, every effort should be made to encourage the child or young person to involve their parents while respecting their right to confidentiality. The use of non prescription medicines will normally be limited to a 24 hour period and in all cases will not exceed 48 hours. See Appendix 1 – Parents agreement for our staff to administer Medicine. It only requires one parent to agree or request that medicines be administered.
- A child under 16 should never be given medicine containing aspirin unless prescribed by a doctor. Medication, eg for pain relief, should never be administered without first checking maximum dosages and when the previous dose was taken. Parents should be informed.

- Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.
- Schools should only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container.
- All medicines should be stored safely. Children should know where their medicines are at all times and be able to access them immediately. All non emergency medicines will be kept in the AHT/SENDSCO office. Where relevant, they should know who holds the key to the storage facility (Mrs Sedlan/Mrs Woolerton or in their absence the Headteacher). Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available to children and not locked away. These would usually be kept in the classroom in a container. This is particularly important to consider when outside of school premises eg on school trips. Any medicines kept in the refrigerator will be kept in the staffroom fridge in a separate box for medicines, clearly labelled and in an airtight container.
- A child who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so, but passing it to another child for use is an offence. Monitoring arrangements may be necessary. Schools should otherwise keep controlled drugs that have been prescribed for a pupil securely stored in a non-portable container and only named staff should have access. Controlled drugs should be easily accessible in an emergency. A record should be kept of any doses used and the amount of the controlled drug held in school.
- School staff may administer a controlled drug to the child for whom it has been prescribed. Staff administering medicines should do so in accordance with the prescriber's instructions. Schools should keep a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school should be noted.
- When no longer required, medicines should be returned to the parent to arrange for safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps.

## **9. Day trips, residential visits and sporting activities**

- Teachers should be aware of how a child's medical condition will impact on their participation, but there should be enough flexibility for all children to participate according to their own abilities and with any reasonable adjustments. Schools should make arrangements for the inclusion of pupils in such activities with any adjustments as required unless evidence from a clinician such as a GP states that this is not possible.
- Schools should consider what reasonable adjustments they might make to enable children with medical needs to participate fully and safely on visits. It is best practice to carry out a risk assessment so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. This will require consultation with parents and pupils and advice from the relevant healthcare professional to ensure that pupils can participate safely.

## **10. Record keeping**

- Governing bodies should ensure that written records are kept of all medicines administered to children. Records offer protection to staff and children and provide evidence that agreed procedures have been followed. Parents should be informed if their child has been unwell at school.
- Appendix 1 – Parental agreement for school to administer medicine

- Appendix 2 – Record of medicine administered to an individual child
- Appendix 3 – Record of medicine administered to all children
- Appendix 4 – Template for an Individual Health Care Plan

## **11. Emergency Procedures**

- Where a child has an individual healthcare plan, this should clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other pupils in the school should know what to do in general terms, such as informing a teacher immediately if they think help is needed.
- If a child needs to be taken to hospital, staff should stay with the child until the parent arrives, or accompany a child taken to hospital by ambulance. Schools need to ensure they understand the local emergency services cover arrangements and that the correct information is provided for navigation systems.
- Please see Appendix 5 for information on contacting emergency services. A copy of this appendix will be kept in the top draw of the cupboard under the main school phone.

## **12. Home to School Transport**

- Home-to-school transport is the responsibility of local authorities, who may find it helpful to be aware of a pupil's individual healthcare plan and what it contains, especially in respect of emergency situations. This may be helpful in developing transport healthcare plans for pupils with life-threatening conditions.

## **13. Unacceptable Practice**

- Although school staff should use their discretion and judge each case on its merits with reference to the child's individual healthcare plan, it is not generally acceptable practice to:
  - Prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
  - Assume that every child with the same condition requires the same treatment;
  - Ignore the views of the child or their parents; or ignore medical evidence or opinion, (although this may be challenged);
  - Send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
  - If the child becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable;
  - Penalise children for their attendance record if their absences are related to their medical condition eg 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 child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs; or
  - Prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, eg by requiring parents to accompany the child.

## **14. Complaints**

- Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school's complaints procedure.

Making a formal complaint to the Department for Education should only occur if it comes within scope of section 496/497 of the Education Act 1996 and after other attempts at resolution have been exhausted.

#### **15. Publications and Review**

- This policy has been devised taking into account the DfE advice in the publication 'Supporting Pupils at School with Medical Conditions – December 2015'.
- This policy will be reviewed in Term 1 2027. Any suggested amendments will be presented to the Governors for discussion at their first meeting of Term 2 2027

## Appendix 1

### Parental agreement for school to administer medicine

Staff at Billingham Church of England Primary School will not give your child medicine unless you complete and sign this form.

Child's Name \_\_\_\_\_ Date \_\_\_\_\_

Date of Birth \_\_\_\_\_ Class \_\_\_\_\_

### Medicine

Medical Condition/Illness \_\_\_\_\_

Name of Medicine/Type \_\_\_\_\_

Expiry Date \_\_\_\_\_

Dosage and Method \_\_\_\_\_

When to be given \_\_\_\_\_

Any other instructions/  
Special precautions \_\_\_\_\_  
\_\_\_\_\_

Are there any side effects which we need to know about? \_\_\_\_\_  
\_\_\_\_\_

Procedures to take in an emergency \_\_\_\_\_

Self Administration Yes / No (Delete as appropriate)

***Note: Medicines must be in original container as dispensed by the pharmacy.***

### Contact Details

Name \_\_\_\_\_ Relationship to child \_\_\_\_\_

Contact tel nos \_\_\_\_\_

Name and phone no. of GP \_\_\_\_\_

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to Billingham Church of England Primary School staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent's signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

If more than one medicine is to be given a separate form should be completed for each one.

Appendix 2

**Record of Medicine Administered to an Individual Child at Billingham Church of England Primary School**

|                                  |  |
|----------------------------------|--|
| Name of Child                    |  |
| Date Medicine Provided by Parent |  |
| Class                            |  |
| Quantity Received                |  |
| Name and Strength of Medicine    |  |
| Expiry Date                      |  |
| Quantity returned                |  |
| Dose and Frequency of Medication |  |

Staff Signature \_\_\_\_\_

Signature of Parent \_\_\_\_\_

|                      |  |  |  |
|----------------------|--|--|--|
| Date                 |  |  |  |
| Time Given           |  |  |  |
| Dose Given           |  |  |  |
| Name of staff member |  |  |  |
| Staff Initials       |  |  |  |

|                      |  |  |  |
|----------------------|--|--|--|
| Date                 |  |  |  |
| Time Given           |  |  |  |
| Dose Given           |  |  |  |
| Name of staff member |  |  |  |
| Staff Initials       |  |  |  |

|                      |  |  |  |
|----------------------|--|--|--|
| Date                 |  |  |  |
| Time Given           |  |  |  |
| Dose Given           |  |  |  |
| Name of staff member |  |  |  |
| Staff Initials       |  |  |  |

## Appendix 4 – Individual Health Care Plan

Name of school/setting

Child's name

Class

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

### Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

### Clinic/Hospital Contact

Name

Phone no.

### G.P.

Name

Phone no.

## **Appendix 5 – 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.**

1. your telephone number
2. your name
3. your location as follows - Billingham Church of England Primary School, Fen Road, Billingham, Lincs.
4. state what the postcode is – LN4 4HU.
5. provide the exact location of the patient within the school setting
6. provide the name of the child and a brief description of their symptoms
7. inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
8. put a completed copy of this form by the phone