

# Whickham Parochial C of E Primary School



## Support for Pupils with Medical Conditions Policy

**‘Let your light shine before people, that they may see the good things you do and praise your Father in Heaven.’**

Matthew 5:16

### **Mission Statement**

At our Parochial school we aim to provide a stimulating and caring environment with Christianity at the heart of all we do, in which every child has the opportunity to let their light shine - for themselves, for their community and for the world.

### **Aims**

At Whickham Parochial we believe that every child is entitled to enjoy their childhood, celebrate their individuality and reach their full potential. We aim to do this through:

- Creating a caring school family living by Christian values.
- Celebrating everyone’s strengths and efforts.
- Valuing the opportunities we have to contribute to our community and the wider world.
- Offering wide ranging, quality experiences that stimulate children’s minds.
- Encouraging respect for others, positive behaviour and good manners, enabling all children to feel secure and valued.
- Building strong links between school, home and church.
- Preparing children for future challenges in a changing world.

We wish every child to take with them happy memories of Whickham Parochial into their future life.



## Aims and objectives

Whickham Parochial Church of England Primary School is aware that children who attend may have medical needs, either long term – which will require a health plan, or from time to time. We wish to ensure that pupils with medical needs receive appropriate care and support at school and during school activities. This policy has been produced to ensure the safe administration of medication or medical procedures. It is supported by the Gateshead Council Education H&S Policy '*Administration of Medication and Management of Health Needs*' [EDU-HS-01](#).

## School Policy

At Whickham Parochial C of E Primary School, employees are not legally required to administer medicine or supervise a child taking it or to undertake medical procedures. The primary responsibility for a pupil's health rests with the parents; ***(the term 'parents' in this policy includes guardians and carers)*** who are responsible for making sure their children are well enough to attend school. However, this school takes on this duty in order to support children with medical conditions to play a full and active role in school life, remain healthy and achieve their academic potential. This includes those pupils being able to access school trips, experience days and physical education

Each request to support a pupil with a medical need will be considered on an individual basis. Parents should liaise with the school to reach an agreement on the school's role in supporting their child's medical needs.

***No medication will be administered without prior written permission from the parents.***

Children should remain at home when they are unwell. Medicines will only be administered when it would be detrimental to a child's health if the medicine is not administered during the school day. Where it is possible, parents should organise the timing of medications so that they are given before and after school.

**Under no circumstances will aspirin or other preparations containing aspirin be given to children under the age of 16.**

The Head Teacher will ensure that there is adequate insurance in place to cover the administration of medicines and medical procedures undertaken in the school. In some cases, additional cover will be provided.

## Procedures to be followed (in circumstances where a health care plan is not required)

Parents must complete and sign a medications form (available from the office and in our appendices) giving the dose, method of administration, the time and frequency of administration, other treatment and any special requirements.

All essential medication should be brought to school by the parent. It should be delivered personally to the school office. When another member of staff is approached, they will redirect parents to the office.

Medication that is prescribed by a GP or other medical professional must be as originally dispensed, with the correct child's name on. Instructions provided on our medications for must match that on the prescription label.

Pain relief (not aspirin) and anti-histamine that is not prescribed will be given by written arrangement with the parent and school. For trips and residential visits, staff will be able to administer travel sickness medication, again with the written agreement of the parent.

Where appropriate; information, instruction and training will need to be provided by health professionals for employees who volunteer or are contractually involved in the administration of medicines or supporting pupils with medical needs. Other staff should also be trained, for example, to recognise symptoms or early warning signs of an asthma attack or epilepsy.

Where practicable, the school will ensure that alternative arrangements are in place for those occasions when employees who provide support for pupils with medical needs are absent or unavailable.

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

### Responsibility of Parents

Parents must provide the school with detailed information about their child's medical condition, whether this is **before** the child starts school or if a **condition develops** whilst the child is attending school.

Prescribed medication will not be accepted in school without written and signed instructions from the parent. A form can be requested from the school office.

All medication must be delivered to the school office by a parent in a secure and labelled container as originally dispensed. Each item of medication must be clearly labelled with the following information:

- Pupil's name
- Name of medication
- Dosage
- Frequency of administration
- Date of dispensing



- Storage requirements
- Expiry date

**The school will not accept prescribed medication that has been removed from the original container, any medication that is not labelled, or any medication that is out of date.**

**Parents should:-**

- Request that the prescriber where clinically appropriate, prescribes in dose frequencies which enable the medicine to be taken outside school hours
- Provide the school with comprehensive information regarding their child's condition or medical need and about the medication or support their child needs whilst in school
- Inform the school in writing of any changes to the prescription, the administration regime or the support required. This should be provided in conjunction with the GP or other medical professional as appropriate.
- Collect and dispose of any unused or expired medicine at the end of each school year
- Ensure that medicines have not passed the expiry date
- Where appropriate, provide written permission for their child to self-administer medicine
- Renew the medication when supplies are running low and ensure that the medication supplied is within expiry date

### **Individual Health Care Plans**

Where appropriate, a personal Health Care Plan (HCP) will be drawn up in consultation with the school, parents and health professionals. The HCP will outline the child's needs and the level of support required in school. Health care plans are appropriate for long term conditions and / or conditions where school staff may be required to make judgements about medication i.e. for allergic reactions or for Type 1 diabetes. Health care plans will be written in consultation with parents and healthcare professionals. The health care plan should provide clarity on actions but be sufficiently detailed that decisions can be made confidently. Healthcare plans must provide emergency contact details for at least one qualified person for if a child becomes very unwell and or further advice is required.

A health care plan over-rides the need for a medical form for the medications named on the plan. For all unplanned medications, the usual procedure must be followed.

In all cases, the HCP must be the responsibility of more than one staff member, and training can be requested by them if they feel the HCP requires it.

### **Refusal of medication or medical procedure**

If a child refuses to take their medication, staff will not force them to do so. Parents will be informed as soon as possible and contacted to administer the medicine or medical procedure



themselves. The school will contact the emergency services if necessary. Refusal to take medication will be recorded and dated on the child's record sheet.

### **Storage**

Medication will be kept in a secure place, out of reach of pupils, including, if necessary, within a fridge.

### **Educational Visits**

To ensure that as far as possible, all children have access to all activities and areas of school life, this school will make every effort to continue the administration of medication to children whilst on educational outings or residential visits. This is however something that will be discussed with parents on an individual basis. A risk assessment will be undertaken to ensure the safety of all children and staff.

### **Emergency Procedures**

The Head Teacher will ensure that all staff are aware of the school's planned emergency procedures in the event of a medical emergency. A medical emergency could involve (but is not limited to) a child becoming unconscious, struggling to breathe, having an uncontrolled allergic reaction, unmanageable bleeding. In all cases, emergency services would be called while first aiders administered to the child in question. Parents would be informed as soon as possible.

## **Unacceptable Practice**

Although Parochial staff will need to 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 for reasons associated with their medical condition 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, 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 (these requirements will need to be brought to the attention of our staff);



- prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips.

## 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 existing complaints procedure.

## Policy Review

This policy was based on a model policy (EDU-MOD-02) produced by Gateshead Council for its schools. It will be reviewed in 2025 (or earlier in respect of appropriate guidance).

<b>Headteacher</b>	Mrs Rachel Walton
<b>Chair of Governors</b>	Mrs Lorraine Ferguson
<b>Date of Approval</b>	September 2025
<b>Date of Review</b>	September 2026

## Conclusion

This policy is in line with other school policies and therefore should be read in conjunction with the following:

Special Educational Needs Policy

Allergy and Nut Policy

Health and Safety Policy

Equal Opportunities statement

Inclusion policy



**Whickham Church of England Parochial Primary School**  
**Admission of Prescribed Medication**



PUPIL NAME: ..... YEAR: .....

Medical Condition/Illness: .....

Medicine to be given: .....

Dose of Medicine to be given at **lunchtime**: (Please circle below)

2.5ml – ½ spoonful      5ml – 1 spoonful      7.5ml - 1 ½ spoonful      10ml – 2 spoonful

This medicine needs to be given: BEFORE food, AFTER food.

Other medicine (not oral solution) e.g. nasal spray, tablets, drops etc please give exact instructions:

.....

Duration of course: .....

I confirm that this medicine is in the original packaging, is clearly labelled with my child's name and is within the use-by date.

Signed: ..... Date:.....

