



Everyone is equal, everyone is different, everyone is welcome and everyone achieves their best.

Linthorpe Community Primary School

Supporting Children with Medical Conditions Policy

	Term	Year
Last Review Date/Policy Adopted	Autumn	2025
Next Review Date	Autumn	2026
Lead	Mrs McDonough	

This school is an academy within The Legacy Learning Trust.



Appendix:

1. Individual Health Care Plan
2. Parental agreement for school to administer medicine
3. Staff Training Record
4. Contacting Emergency Services
5. Written record of medication administered

Supporting Children with Medical Conditions

Rationale:

A number of pupils attending Linthorpe Community Primary School have specific medical needs. Many children and young people have their participation in school affected by illness or a specific medical condition. Most children with medical needs are able to attend school regularly, and with appropriate support from family and school, can take part in the normal school activities. However, for children with long term, complex or very individualised medical needs, there needs to be careful planning by school, parents/carers, medical and other professionals and where appropriate the child, to maximise curriculum access, their inclusion and to safeguard the child's health and safety. It is crucial that all involved have an understanding of the policy and procedures the school is operating.

Guidelines:

Our school will do all it can to encourage, support and care for children with medical needs in order to ensure they maintain maximum attendance at school and have full access to the curriculum. We recognise that there are an increasing number of conditions such as hay fever, allergies and asthma affecting many school age children and positively welcome all pupils with these conditions. A copy of the procedures around administration of medication and support for pupils with these conditions will be available for staff and parents. We will work with parents/carers of children with complex or long term medical needs to agree and implement individual healthcare plans. We will provide whole school training on health issues affecting all children and appropriate training for staff volunteering to support individual healthcare plans.

Our school will review its procedures around the administration of medication, the development of healthcare plans and support for pupils with asthma, epilepsy and anaphylaxis in consultation with parents/carers and staff on a regular basis.

Key roles and responsibilities

The Local Authority (LA) is responsible for:

- Promoting cooperation between relevant partners and stakeholders regarding supporting pupils with medical conditions.
- Providing support, advice and guidance to schools and their staff.
- Making alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a medical condition.

The Local Governing Body is responsible for the overall implementation of the Supporting Pupils with Medical Conditions Policy and procedures of Linthorpe Community Primary School:

- Ensuring that the Supporting Pupils with Medical Conditions Policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Ensuring that complaints regarding this policy are handled as outlined in the school's Complaints Policy.
- Ensuring that all pupils with medical conditions are able to participate fully in all aspects of school life.
- Ensuring that relevant training provided by the LA is delivered to staff members who take on responsibility to support children with medical conditions.
- Ensuring that information and teaching support materials regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy.
- Ensuring that written records are kept of all medicines administered to [individual pupils](#).
- Ensuring the level of insurance in place reflects the level of risk.

The Headteacher is responsible for:

- Policy development and implementation.
- Ensuring all staff are aware of the policy and understand their role in implementation.
- Liaising with healthcare professionals regarding the training required for staff.
- Making staff who need to know aware of a child's medical condition.
- Delegating the development of Individual Healthcare Plans (IHCPs).
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.

- Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.
- Ensure the school nursing service is contacted in the case of any child who has a medical condition.

Staff members are responsible for:

- Taking appropriate steps to support children with medical conditions
- Where necessary, making reasonable adjustments to include pupils with medical conditions into lessons.
- Administering medication, if they have agreed to undertake that responsibility.
- Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, if they have agreed to undertake that responsibility.
- Familiarising themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help.

School nurses are responsible for:

- Notifying the school when a child has been identified with requiring support in school due to a medical condition.
- Liaising locally with lead clinicians on appropriate support.

Parents and carers are responsible for:

- Keeping the school informed about any changes to their child/children's health.
- Completing a [parental agreement for school to administer medicine](#) form before bringing medication into school.
- Providing the school with prescribed medication for their child if needed and keeping it up to date.
- Collecting any leftover medicine at the end of the course or year.
- Discussing medications with their child/children prior to requesting that a staff member administer the medication.

- Where necessary, contributing to an [Individual Healthcare Plan](#) (IHCP) for their child in collaboration with the Medical Officer, other staff members and healthcare professionals.

Definitions:

- “Medication” is defined as any prescribed medicine.
- “Prescription medication” is defined as any drug or device prescribed by a doctor.
- A “staff member” is defined as any member of staff employed at Linthorpe Community Primary School, including teachers.

Training of staff:

- Teachers and support staff will receive training on the Supporting Pupils with Medical Conditions Policy as part of their induction.
- Teachers and support staff will receive regular and ongoing training as part of their development.
- Teachers and support staff who undertake responsibilities under this policy will receive the following training

Epi-pen Training – Provided by School Nurse

Epilepsy Training – Epilepsy Nurse (James Cook Hospital)

Diabetes Training – Diabetic Nurse

- No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering
- No staff member may administer drugs by injection unless they have received training in this responsibility
- A record will be kept a record of training undertaken and a list of teachers qualified to undertake responsibilities under this policy.

The role of the child:

- If pupils refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.
- Named Inhalers will be kept in class provided by parents for children with Asthma (parental consent form to be completed)

Individual Healthcare Plans (IHCPs)

- Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with PSA, school nurse and parents/carers,
- IHCPs will be easily accessible whilst preserving confidentiality.
- IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- Where a pupil has an Education, Health and Care plan or special needs statement, the IHCP will be linked to it or become part of it.
- Where a child is returning from a period of hospital education or alternative provision or home tuition, we will work with the LA and education provider to ensure that the IHCP identifies the support the child needs to reintegrate.

Medicines:

- Where possible, it is preferable for medicines to be prescribed in frequencies that allow the pupil to take them outside of school hours.
- If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental agreement for a school to administer medicine form.
- Medicines MUST be in date, labelled, and provided in the original container. Medicines, which do not meet these criteria, will not be administered.
- A maximum of four weeks supply of the medication may be provided to the school at one time.
- Non-Prescription medicines (over the counter medicines) will not be administered to a child in school, unless prior arrangements have been put in place.
- Medicines will not be accepted if not in prescribed packaging.
- No child will be given any prescription medicines without written parental consent.
- Medications will be stored in the front office.
- Any medications left over at the end of the course will be returned to the child's parents.
- Written records will be kept of any medication administered to children by trained members of staff

- Linthorpe Community Primary School cannot be held responsible for side effects that occur when medication is taken correctly.

Emergencies:

- Medical emergencies will be dealt with under the school's emergency procedures.
- Where an Individual Healthcare Plan (IHCP) is in place, it should detail what to do in an emergency
- Pupils will be informed in general terms of what to do in an emergency such as telling a teacher.
- If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive



School Name: Linthorpe Community Primary School

Emergency Health Care Plan:

General Information:

Child's Name	
Class	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date health care plan initiated	
Date health care plan to be reviewed	
Parent/ carer information	
Contact 1	
Name/relationship	
Phone number - work	
Phone number - home	
Phone number - mobile	
Contact 2	
Name/relationship	
Phone number - work	
Phone number - home	
Phone number - mobile	
Clinic/Hospital	
Doctor's Name	

Clinic/Hospital Name	
Phone Number	
G.P Name	
Practice Name	
Phone Number	

Child's Symptoms:

Action required:

Follow up Care:

Parent/Guardian consent:

IParent/Guardian of.....give consent for school to speak to any professionals involved in my child's health and wellbeing.

This form has been copied to:

Parent/Carer.....

Parent signature.....

Parental agreement for school to administer medicine



The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that staff can administer medicine

Name of school: Linthorpe Community Primary School

Name of child:
Date of Birth: Group/class:

Medical condition or illness

Name/type of medicine
(as described on the container)

Date dispensed Expiry date

Dosage and method

Timing

Are there any special precautions/
side effects School needs to know about?

Self administration Yes/No *(delete as appropriate)*

Procedures to take in an emergency

Agreed review date to be initiated
by *[name of member of staff]*

Contact Details:

Name

Relationship to child

Daytime telephone no.

Address

I understand that I must deliver the medicine personally to *[agreed member of staff]*

I accept that this is a service that the school/setting is not obliged to undertake.

I understand that I must notify the school/setting of any changes in writing.

Signed Date

Staff training record – Administration of medicines

Name of school/setting:

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Name:

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Type of training received:

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Date of training completed:

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Training provided by:

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Profession and title:

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I confirm that _____ has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated by _____.

Trainer's signature _____

Date _____

I confirm that I have received the training detailed above.

Staff signature _____

Date _____

Suggested review date _____

Contacting emergency services

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

Clearly and slowly and be ready to repeat information if asked.

- Your telephone number – **01642 885222**
- Your name.....
- Your location as follows: Linthorpe Community Primary School Roman Road TS5 6EA
- 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.
- Inform the child's parent/Carer

Put a completed copy of this form by the phone.

