



Supporting Pupils with Medical Conditions Policy

Approved on:	16 th March 2026
FGB/Committee:	FGB
Responsibility:	Headteacher
Review Date:	March 2028
Signed by Headteacher:	
Signed by Chair of Governors:	Claire Sarr

School Ethos

Many pupils will at some time have a medical condition that may affect their participation in school activities. For most this will be short term. Other children may have medical conditions, including mental health that, if not managed properly, could limit their access to education. Such pupils are regarded as having medical needs. Wootton Primary School understands that it has a responsibility to welcome and support pupils with medical needs and conditions. We provide all children with the same opportunities:

- Pupils with medical conditions or needs are encouraged to take control of their condition subject to their age and understanding and where responsible will do so.
- The school aims to include all children with medical conditions or needs in all activities as far as reasonably practical.
- We ensure that all staff understand their duty of care to children in the event of an emergency and that all staff know what to do in an emergency.
- The school understands that certain medical conditions or needs which are serious and can be potentially life-threatening and put safety measures in place as a result of this.
- All relevant staff know about and are, if necessary, trained to provide additional support that pupils with medical conditions may need (long or short term).

The Children and Families Act (2014) places a duty on schools to make arrangements for children with medical conditions. Pupils with medical needs have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone. However, teachers and other school 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.

Parents

The prime responsibility for a child's health lies with the parent who is responsible for providing the school with up to date sufficient information about their child's medical condition, treatment or special care needed in school. Parents are responsible for making sure their child is well enough to attend school. For children with long term medical needs, the Headteacher or SENDco will meet with the parents to reach an agreement on the school's role in supporting their child's medical needs. Working with the attached school nurse, a health care plan will be written for the child. Parents must ensure that the school is provided with sufficient medication and that this remains in date. No pupil will be given medication without the parent/carer's written consent. The consent form must clearly outline the specification of the illness, name of medication and frequency of administration. School staff are able to administer prescribed medication, and this should be provided in the original packaging containing the prescription label and instruction leaflet.

School's Responsibility

The Headteacher and School Business Manager ensure that all medicines are stored in the locked cabinet within each classroom or the fridge located in staff room if the medication must be refrigerated. Day to day administration is delegated to competent and trained members of staff. A few children, whilst fit to attend school, may require to take medicines during school hours. In addition, it may be necessary for children with long term complaints or chronic illnesses such as asthma, diabetes or certain allergies to receive medicine. No teacher can be routinely required to administer medicines. All staff need to:

- Support pupils with medical conditions so that they have full access to education, including physical education and educational visits.
- Comply fully with the Equality Act (2010) for pupils who may have special education needs or disabilities (SEND).

- Write, working alongside healthcare professionals, individual healthcare plans where required.
- Respond sensitively, discreetly and quickly to situations where a child with a medical condition requires support.
- Keep, monitor and review appropriate records.

In the event of an emergency, an ambulance is to be called. Children will be accompanied to hospital by a member of staff if this is deemed appropriate. Parents must always be called in a medical emergency, but do not need to be present for a child to be taken to hospital. If an ambulance is not available, the Headteacher and another member of staff may transport the child to hospital with the consent of the parents provided that they have a valid UK driving licence and are driving a vehicle that has a current MOT certificate, insurance and tax.

Staff must use their professional discretion in supporting individual pupils but must ensure that they **do not**:

- Prevent children from accessing their medication.
- Assume that every child with the same condition requires the same treatment.
- Ignore the views of the child, parents or medical advice.
- Prevent the child from accessing the curriculum.
- Penalise children for their attendance record where it is related to their medical condition.
- Prevent children from eating or drinking or taking toilet breaks where this is a part of effective management for their condition.

First Aiders have a responsibility to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards within the school. In the case of an accident at school, a First Aider must complete an accident form and ensure that they have given their account of the incident.
- When necessary, ensure that an ambulance or other professional medical help is called and as prescribed as stated in the healthcare plan.

Record Keeping

When enrolling a child at Wootton Primary School, parents/carers are asked if their child has any health conditions, needs or health issues and to indicate this on their child's enrolment form. Parents are then asked to update their child's records on Arbor with any new conditions or significant changes, which should be reported immediately. Parents are required to check and update their child's records where required at least annually. The school is responsible for keeping individual logs of medication administered in school.

Records are monitored by the SBM and Health and Safety Governor. Teaching Assistants are required to monitor regular medication of children in their class and notify parents when these are due to be replaced.

Children with serious medical conditions or allergies will have their photo and brief description of condition in the staffroom and First Aid room. Information outlining urgent medical care will also be included. All other medical information can be found in on Arbor.

Storing and Administering Medication

No pupil will be given regular or short-term medication without the parent/carer's written consent. The consent form must clearly outline the specification of the illness, name of medication(s) and frequency of administration. School staff are able to administer prescribed medication if this is provided in the original packaging containing the prescription label and instruction leaflet. The

label on the medication must be checked against the medical form. Staff will complete and sign the child's form each time the medication is given.

Epi-pens can be located with the child it is prescribed to. Any member of staff can administer an epi-pen in an emergency. An ambulance must be called for the child if the epi-pen has been administered. The child's parents must then be contacted.

Children who require an inhaler will keep one in school in their classroom medical cabinet.

All other medication is stored in the locked cabinet in the classroom or in the medical fridge in the staffroom. All staff working in each classroom will be made aware of the location of the key.

Calpol and Ibuprofen are stored in the First Aid room medical cabinet. If a child becomes unwell during the day, the school may contact the parents and obtain verbal consent to administer these medicines. A record of the child's name, date, dosage, time, person giving consent and staff member administering the medication will be recorded.

Sporting Activities

Any restrictions on a pupils' ability to participate in PE or sports activities will be included in the child's health care plan. All children will be encouraged to take part with precautionary measures put in place before and after the activity if required. All staff should be aware of relevant conditions and emergency procedures, ensuring inhalers, epi-pens etc. are taken to any event/session.

Educational visits/residential activities

Staff supervising activities away from the school site must be aware of any medical needs and the relevant emergency procedures. Details must be recorded on risk assessments and documentations (EVOLVE) before leaving the school site. Additional adult support may be required to increase the pupil teacher ratio. Medication must be taken to ensure that children who require this can have access to it if required.

Parents must complete the electronic consent form on Arbor prior to any residential trip taking place. They must also ensure up-to-date health and medical information is provided to ensure staff can manage any health condition whilst they are away. This information must be taken with the staff and records kept during the visit if medication is administered. The school will take every reasonable measure to ensure that off-site visits are available and accessible to all, irrespective of medical needs, but that this should not encroach unduly on the overall objectives of the activity or rest of the group. Under the Disability Discrimination Act (DDA) if, after reasonable adjustments have been planned, the risk assessment indicates there is an unacceptable risk to the health and safety of the individual or group, then this facts overrides the DDA. Where required, a personal risk assessment will be completed.

Complaints procedure

Should parents or carers be unhappy with any aspect of their child's care at Wootton Primary School, they must discuss their concerns with the school. This will be with the child's class teacher in the first instance, with whom any issues should be managed. If this does not resolve the problem or allay the concern, the problem should be brought to the Headteacher. In the unlikely event of this not resolving the issue, the parents must make a formal complaint using the Wootton Primary School complaints procedure.



WOOTTON COMMUNITY PRIMARY SCHOOL

REQUEST FOR MEDICINE TO BE ADMINISTERED IN SCHOOL

In line with our school supporting pupils with medical conditions policy, we are only able to administer prescribed medication which is labelled for your child.

Pupil's Name

Class

My child has been diagnosed as suffering from.....(name of illness).

He/She is considered fit to attend school but requires the following ***prescription*** medicine to be administered under supervision during school hours.

.....(name of medicine)

Could you please therefore administer:

Medication	Dosage	Time	Duration

I shall inform the school of any change in medicine and I also understand that I am responsible for replenishing medicines where necessary and checking the expiry date.

For Year 4, 5 and 6 children that walk home unaccompanied by an adult, I give permission for my child to carry their medicine home of which they are responsible for collection of from the school office at the end of the day. (please tick) ☐

Signed.....Parent/Carer

Date.....

[illegible][illegible]