KING EDWARD VI FOUNDATION BIRMINGHAM

Educational excellence for our City

KING EDWARD VI ACADEMY TRUST BIRMINGHAM

Supporting Pupils with Medical Needs and Medicines in School Policy

Responsible Board/Committee	School Governing board
Policy Type	School
Policy Owner	School Business Manager
Statutory	No
Publish Online	Yes
Last Review Date	April 2026
Review Cycle	*2 years* This policy will not expire but will be reviewed as per its designated cycle. This policy remains effective whilst the review is taking place and will only become non-applicable once the updated version has been approved.
Next Review Date	April 2028
Version	2

Date Agreed:	**Date for review:**
Chair of Governing body:	**Date signed:**

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Statement of intent

King Edward VI Northfield School for Girls wishes to ensure that children with medical conditions receive appropriate care and support at school. The aim of this policy is to ensure that all children with medical conditions, in terms of both physical and mental health, receive appropriate support allowing them to play a full and active role in school life, remain healthy, have full access to education, (including school trips and physical education), and achieve their academic potential.

Some children with medical conditions may be considered to be disabled under the definition set out in the Equality Act. The school has a duty to comply with the Act in all such cases.

In addition, some children with medical conditions may also have special educational needs and disabilities (SEND), for which they may have an education, health and care plan (EHCP), collating their health, social and SEND provision. For these children, compliance with the DfE's 'Special Educational Needs and Disability Code of Practice: 0 to 25 years and the school's Special Educational Needs Policy will ensure compliance with legal duties.

To ensure that the needs of our children with medical conditions are fully understood and effectively supported, we consult with health and social care professionals, pupils and their parents/carers.

School ethos regarding children with medical conditions

King Edward VI Northfield School for Girls aims to ensure that children with medical conditions receive appropriate care and support at school. This policy has been developed in line with Department for Education's guidance – "Supporting students at school with medical conditions".

The school aims to be an inclusive community, providing support to all children in order that they remain safe, healthy and are able to achieve. We recognise that children may, from time to time, experience episodes of illness, which may mean additional support is needed from school. Similarly other children arrive with pre-existing conditions, which can have an impact on their academic progress.

As an inclusive community that aims to support children with medical conditions, the school aims to provide all young people with all medical conditions the same opportunities as others at school. We will support them in order that they can:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well – being

Children with medical conditions are encouraged to take control of their condition and feel confident in the support they receive from the school to help them do this.

The Children and Families Act places a duty on schools to make arrangements for children with medical conditions. Children with medical conditions 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 children

have a common law duty to act ‘in loco parentis’ and must ensure the safety of all children in their care. To this end, we reserve the right to refuse admittance to a child with an infectious disease, where there may be a risk posed to others or to the health of the child involved. This duty also extends to teachers leading activities taking place off the school site.

The prime responsibility for a child's health lies with the parent/carer, who is responsible for the child's medication and must supply the school with all relevant information needed in order for proficient care to be given to the child. The school takes advice and guidance from a range of sources, including the School Nurse, health professionals and the child’s GP in addition to the information provided by parents/carers in the first instance. This enables us to ensure we assess and manage risk and minimise disruption to the learning of the child and others who may be affected, (for example, fellow pupils).

Our Aims in supporting children with medical needs

- To support children with medical conditions, so that they have full access to education, including physical education and educational visits.
- To ensure that school staff involved in the care of children with medical needs are fully informed and annually trained by a professional with relevant expertise in order to administer or support pupils with certain medication.
- To comply fully with the Equality Act for pupils who may have disabilities or special educational needs.
- To write, in association with healthcare professionals, Individual Healthcare Plans where necessary.
- To respond sensitively, discreetly and quickly to situations where a child with a medical condition requires support.
- To keep, monitor and review appropriate records.

1. Key roles and responsibilities

The school may access support from the Academy Trust in the following instances:

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

The Local Governing Body is responsible for:

- Ensuring that this policy is reviewed every 2 years and kept up to date in line with current external guidance, statutory expectations and the school’s aims.

- Ensuring that the policy is being fully implemented, and that the school has robust systems for monitoring procedural compliance and effectiveness, through the governing body meetings.
- Ensuring that any barriers to full implementation of the policy are identified and addressed by the school. This includes ensuring the provision of relevant training and support for staff with responsibilities under this policy and the maintenance of records of all medicines administered within school.

The Senior Leadership Team overseen by the Headteacher are responsible for:

- The day-to-day implementation and management of the policy and procedures, ensuring there is effective working with partner agencies.
- Making staff aware of this policy.
- Liaising with healthcare professionals regarding the training required for staff.
- Making staff who need to know, aware of a child's medical condition.
- Developing 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.
- The maintenance of records of all medicines administered both to individual pupils and across the school population.
- Ensuring the correct level of insurance is in place for teachers who support children in line with this policy.
- Contacting the school nursing service where required 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 children with medical conditions into lessons.
- Administering medication if they have agreed to undertake that responsibility and have been suitably trained (e.g. EpiPen). A record should be made of any medication administered.
- Undertaking training to achieve the necessary competency for supporting children 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 child with a medical condition needs help.
- Staff should **NEVER** administer non-prescribed medicines unless there is specific prior written permission from parents/carers.
- If a child refuses to take medicine, staff should not force them to do so but should note this in the records.
- Parents should be informed of the refusal on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures should be followed.

Parents and carers are responsible for:

- Keeping the school informed about a medical condition and any changes to their child/children's health.
- Completing a medicines form before bringing prescribed medication (Medicines MUST be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered) into school.
- Providing the school with the medication their child requires 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 administers the medication.
- Where necessary, developing an Individual Healthcare Plan (IHCP) for their child in collaboration with the SENDCO, other staff members and healthcare professionals.

2. Definitions

- "Medication" is defined as any prescribed or over the counter medicine, or controlled drugs.
- "Prescription medication" is defined as any drug or device prescribed by a medical practitioner.
- A "staff member" is defined as any member of staff employed at King Edward VI Northfield School for Girls.

3. Training of staff

- Teachers and support staff will receive regular and ongoing training as part of their development.
- 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 central record will be kept of training undertaken along with a list of all staff qualified to undertake responsibilities under this policy.

4. The role of the child

- Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- Where possible, children will be allowed to carry their own medicines e.g. emergency medication and medical related devices. Where this is not possible, their medicines will be located in an easily accessible location.
- If children refuse to take medication or to carry out a necessary procedure, parents/carers will be informed on the same day so that alternative options can be explored.

- Where appropriate, children will be encouraged to take their own medication under the supervision of a staff member.
- If a child with a controlled drug passes it to another child for use, this is an offence and appropriate disciplinary action is taken.

5. Individual Healthcare Plans (IHCPs)/Care Plans

- Where necessary, an Individual Healthcare Plan (IHCP)/care plan will be developed in collaboration with the child, parents/carers, Headteacher, Special Educational Needs Coordinator (SENCO) and medical professionals.
- IHCPs will be easily accessible whilst preserving confidentiality. IHCPs may include information such as:
  - The medical condition; its triggers, signs, symptoms and treatments.
  - The child's resulting needs, including medication and adjustments.
  - Specific support for the child's educational, social and emotional needs.
  - The level of support required.
  - The person that will provide the support, including training requirements and proficiency confirmation.
  - The people in the school that need to be aware of the child's condition.
  - Written permission from parents/carers for medication to be self-administered or administered by a qualified member of staff.
  - Separate arrangements for school trips and extra-curricular activities.
  - Designated individuals to be entrusted with confidential information.
  - What to do in an emergency situation and contingency arrangements.
- IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- Where a child 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

6.1 Prescribed Medicines

- It should be the exception rather than the rule for medicines to be brought into school. Where possible, parents/carers should ensure that medicines prescribed in dose frequencies are administered outside 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 Medicines form for a school to administer medicine form.
- Any request for medicine to be administered to a child in school must be considered on an individual basis.
- No child will be given any prescription or non-prescription medicines without written

parental consent except in exceptional circumstances.

- Where a child who is 16 years or older is prescribed medication without their parents'/carers' knowledge, every effort will be made to encourage the child to involve their parents while respecting their right to confidentiality.
- No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- Medicines MUST be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.
- Any medication may only be taken on school premises by the individual to whom they have been prescribed. Passing such drugs to others is an offence which will be dealt with accordingly.
- The school shall store the medicines in an appropriate way. This includes secure storage in a locked steel cabinet. Some medicines may require refrigerated storage whilst emergency medication such as EpiPens will need to be stored in easily accessible but moderately secure locations.
- Parents/carers will be contacted if any medication is left over at the end of the course for this to be collected. Any uncollected medication will be disposed of accordingly.
- Written records will be kept of any medication administered to children.
- Children will never be prevented from accessing their medication. In exceptional circumstances verbal consent may be obtained, followed by the immediate return of the appropriate forms, (within 24 hours), and at the discretion of the school. The time and date of such conversations will be noted.
- King Edward VI Northfield School for Girls cannot be held responsible for side effects that occur when medication is taken correctly.
- All reasonable care will be taken but the school does not accept any responsibility for the loss of any medicine
- All staff are indemnified against claims of alleged negligence provided that they adhere to the appropriate guidelines.

6.2 Non-Prescribed Medicines

- Staff should not administer non-prescribed medicines unless consent has been provided by the parent/carer for a residential trip.
- In some circumstances, parents/carers will be contacted to bring in paracetamol or other relevant pain relief. Medication will need to be administered by the parent/carer.
    - If a child suffers from pain regularly, the parents / carers will be encouraged to seek medical advice.

6.3 Storage of Medicines

- As outlined in 6.2, the school shall store the medicines in an appropriate way.
- Emergency inhalers and EpiPens kept for pupils will be stored in the school office and will be easily accessible to the pupils concerned and members of staff.

- A record of any doses given will be kept on the appropriate pro-forma (Appendix 3), and stored in the main school office.

7. Educational Visits and Trips

- If medication is required during a school trip it should be carried by the child if this is normal practice e.g. inhalers or EpiPens. If not, then the medication should be carried by a member of staff who would be responsible for administering the medication, or the parent/carer if present. If a child requires a travel sickness remedy, then parents / carers must provide written consent and a suitable medication in its original container.
- Emergency inhalers and EpiPens are taken on all day and residential visits.
- A trained first aider must accompany all day visits if a pupil on the trip has a care plan in place.
- Trip leaders must liaise with the SENDCO in regard to pupils with medical needs and be provided with relevant information for pupils in their care.

8. Emergencies

- Medical emergencies will be dealt with under the school's first aid policy. (A copy is available on the school website).
- Where an Individual Healthcare Plan (IHCP)/Care Plan is in place, it may contain:
  - What constitutes an emergency.
  - What to do in an emergency.
  - Children will be informed in general terms of what to do in an emergency such as telling a member of staff.
  - If a child needs to be taken to hospital, a member of staff will remain with the child until their parents/carers arrive.

9. Emergency inhalers

- King Edward VI Northfield School for Girls keeps a supply of inhalers for use in emergencies when a child's own inhaler is not available. These are kept in 'emergency asthma kits which contain the following:
  - A metered dose inhaler
  - Disposable spacers
  - Instructions on storing/using the inhaler and spacer
  - The manufacturer's information
  - A checklist, identifying inhalers by their batch number and expiry date
  - A list of pupils with parental consent is held in reception permitting them to use the emergency inhaler
  - A record of administration showing when the inhaler has been used
- The emergency inhaler should only be used by pupils, for whom written parental consent has been received and who have been either diagnosed with

asthma or prescribed an inhaler as reliever medication.

- When not in use, emergency inhalers are stored **in the school office** in the temperate conditions specified in the manufacturer's instructions, out of reach and sight of pupils, but not locked away.
- Spacers are disposed of after use.
- Emergency inhalers may be reused by using the disposable spacer.
- Whenever the emergency inhaler is used, the incident must be recorded in the corresponding **record of administration.**
- Whenever the emergency inhaler is used, the incident must also be recorded **on the school's records**, indicating where the attack took place, how much medication was given, and by whom, and the pupils parents/carers will be informed in writing.
- Notify parents/carers when the emergency inhaler has been administered to the pupil.

10. EpiPens

- King Edward VI Northfield School for Girls keeps a supply of EpiPens for use in emergencies when a child's own EpiPen is not available or if a second dose is required.
- Call 999 immediately when an EpiPen has been administered.
- The EpiPen must be handed over to the ambulance including the time any dosage was administered.
- Whenever the emergency EpiPen is used, the incident must be recorded in the corresponding **record of administration.**
- Replace the used EpiPen as soon as possible.
- Notify parents/carers when the emergency EpiPen has been administered to the pupil.

11. Avoiding unacceptable practice

- King Edward VI Northfield School for Girls understands that the following behaviour is unacceptable:
  - Preventing pupils from easily accessing prescribed medicine.
  - Assuming that pupils with the same condition require the same treatment.
  - Ignoring the views of the pupil and/or their parents/carers.
  - Ignoring medical evidence or opinion.

- Sending pupils home frequently or preventing them from taking part in activities at school.
- Penalising pupils with medical conditions for their attendance record where the absences relate to their condition.
- Creating barriers to children participating in school life, including school trips
- Refusing to allow pupils to eat, drink or use the toilet when they need to, in order to manage their condition

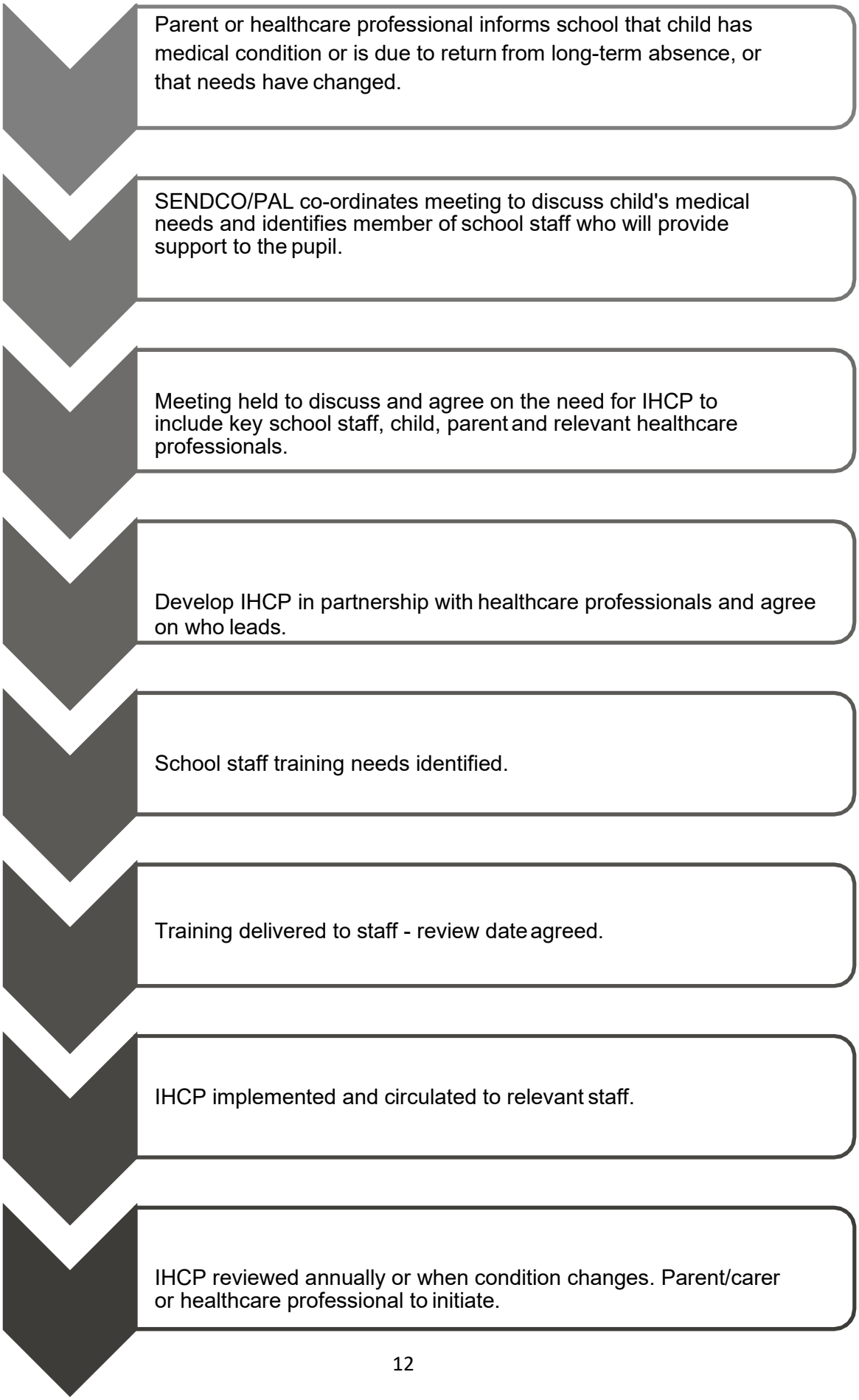
12. Insurance

- All staff who undertake responsibilities within this policy are covered by the school's insurance.
- Full written insurance policy documents are available to be viewed by members of staff who are providing support to pupils with medical conditions. Those who wish to see the documents should contact the Headteacher.

13. Complaints

Any complaints in relation to this policy should be made in accordance with the procedure set out in the Academy Trust Complaints Policy.

Appendix 1 - Individual healthcare plan implementation procedure



Appendix 2 - Individual Health Care Plan

Individual Health Care Plan (IHCP)

Name of School:	King Edward VI Northfield School for Girls
Name of child:	
Form:	
Date of Birth:	
Child's Address:	
Medical Diagnosis:	
Date:	
Review Date:	
Family Contact Information:	
Name:	
Relationship to child:	
Contact Number:	
Contact Number:	
Name:	
Relationship to child:	
Contact Number:	
Contact Number:	
Medical Contact:	
Name:	
GP Surgery:	
Number:	
Who is responsible for providing support in school:	

Describe medical needs and give details of child's symptoms/triggers/ signs/treatment/facilities/equipment or devices/environmental issues etc
Daily care requirements
Specific support for the student's educational, social and emotional needs/Arrangements for school visits / trips etc

Other information

Parent/Carer Signature:_____
Date:_____

Staff Signature:_____
Date:_____

Appendix 3 - Medicines form – Template B and C

Template B: Parental agreement for setting 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 the staff can administer medicine.

Date for review to be initiated by	
Name of school/setting	
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

Medicine

Name/type of medicine *(as described on the container)*	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

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

Contact details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	[agreed member of staff]

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

Signature(s) _____ Date _____

Template C: Record of medicine administered to an individual child

Name of school/setting	
Name of child	
Date medicine provided by parent	
Group/class/form	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature _____

Signature of parent _____

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

C: Record of medicine administered to an individual child (Continued)

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Appendix 4 - Use of emergency inhaler/EpiPen/emergency medication consent form

KING EDWARD VI NORTHFIELD SCHOOL FOR GIRLS

CONSENT FORM: USE OF EMERGENCY SALBUTAMOL INHALER/EPIPEN/EMERGENCY MEDICATION

Child showing symptoms of asthma/having asthma attack.

Please tick the boxes to confirm each statement.

1. I can confirm that my child has been diagnosed with asthma ☐
2. My child has a working, in-date inhaler, prescribed by her GP and labelled with their name which they bring to school each day ☐
3. In the event of my child displaying symptoms of asthma and if their inhaler is not available or is unusable, **I consent** for my child to receive salbutamol from an inhaler held by the school for such emergencies ☐
4. I understand that this consent form shall be valid for the period that my child attends KEVI VI School for Girls. If my child's diagnosis for this condition changes I shall inform the School immediately ☐
5. I understand that it is **my responsibility** to ensure that my child carries an in-date inhaler for their condition and that the school shall only provide an inhaler in an emergency if my child's inhaler is unavailable or unusable ☐

USE OF EMERGENCY EPIPEN

Child prescribed Epipen.

Please tick the boxes to confirm each statement.

1. Does your child use an Epipen that is prescribed? ☐
2. Do they carry an Epipen on their person? ☐
3. Please give reason for use of Epipen …… ☐
4. In the event of my child showing symptoms relating to their condition requiring the use of their Epipen and theirs is not available I give permission to receive the Epipen held by the school for emergencies ☐
5. I understand that this consent form shall be valid for the period that my child attends KEVI VI School for Girls. If my child's diagnosis for this condition changes I shall inform the school immediately ☐
6. I understand that it is my responsibility to ensure that my child carries an in-date Epipen for their condition and that the school shall only provide an Epipen in an emergency if their Epipen is unavailable or unusable ☐

……. Continued overleaf

ANY OTHER EMERGENCY MEDICATION

DOES YOUR CHILD USE ANY OTHER EMERGENCY MEDICATION, PLEAE GIVE DETAILS:

……..

Signed:……. (Parent/Carer) Date: …….

Name:……..... (Print please)

CHILD'S NAME:

…….. (Print please)

Parent/Carer address:

……

……

Telephone contact details: Home: …… Mobile: ……..

Email address: ……

Additional mobile numbers (Please state relationship to child)

Number: …….. Relationship: ……..

Number: …….. Relationship: ……..

Template F: 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.
- Your name.
- Your location as follows [King Edward VI Northfield School for Girls].

  What Three Words location – idea.ready.shades
- State what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code.
- Provide the exact location of the patient within the school setting.
- Provide the name of the child and a brief description of their symptoms.
- Inform Ambulance Control of 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 6 - 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 students 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 student needs and how this will be provided. Individual healthcare plans are developed in partnership with the school, parents/carers, students, 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 contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely,

Name of Headteacher