



# Inspire Education Trust

Together we achieve, individually we grow

## Supporting Pupils with Medical Conditions and Administration of Medicines Policy

Blue Coat CE Secondary School

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**Policy Date:** June 2025

**Review Date:** June 2026

## Document History

Version	Status		Date	Author	Summary Changes
V1			January 2022	V.Shelley	Pg 3 – Introduction. Pg 3 – COVID19 guidance Pg 4 – Amendment of roles Pg 11 – Updated insurer
			June 2023	V Shelley	Pg 3 – deleted COVID19 guidance as this is now coded as illness like any other p.8 – point 4. Parents do not send in an EpiPen spare to the office; the office will endeavour to keep a small number of spares for emergency use p.8 point 4 – out of date medicine not collected by parents/carers will be disposed of at the pharmacy and a record kept at the end of the academic year
			June 2024	V Shelley	No changes required
			May 2025	D Bedford	Updated SIMS to Arbor

## 1. Context

At Blue Coat Church of England School, our vision is “Living life in all its fullness”. We exist to equip our students to ‘live life in all its fullness’ by providing excellent education, which is distinctively Christian and inclusive of all. At the heart of this education are the values of Care, Hard Work, Respect, Integrity and Servanthood, working Together for the good of all individuals, the school and wider communities. The conviction that we are created and sustained by God for living together in families and communities is at the root of our dedication to educating for life together.

**Blue Coat is committed to the support of children with medical conditions and to ensuring that arrangements are in place so that any child with medical needs can access and enjoy the same opportunities at school as any other child.**

The Academy will ensure the safe and appropriate administration of medication to students with special provision for students with medical needs. Most children will at some time have short-term medical needs, perhaps entailing finishing a course of medicine such as antibiotics. Some children may have longer term medical needs and may require medicines on a long-term basis to keep them well, for example children with cystic fibrosis. Other children may require medicines in particular circumstances, for example severe allergies or asthma. Allowing students to take medication at school will minimise the time that they need to be absent and look after their wellbeing.

The Academy complies with current legislation Section 100 of The Children and Families Act 2014, which places a duty on schools to make suitable arrangements for children with medical conditions. This policy is in conjunction with other relevant legislation including the Equality Act 2010 and also includes pupils with Special Educational Needs and Education Health Care plans. **Pupils with special medical needs have the same right of admission to the Academy as other children and cannot be refused admission or excluded on medical grounds. However, in line with their safeguarding duties, the Academy governing body should ensure that a pupils’ health is not put at unnecessary risk from, for example, infectious diseases. The Academy therefore does not have to accept a child in school at times where it would be detrimental to the health of that child or others to do so.**

## 2. Responsibility

Supporting a child with a medical condition during school hours is not the sole responsibility of one person. To enable the Academy to provide effective support, it will depend to an appreciable extent, on working co-operatively with other agencies. Partnership working between school staff, healthcare professionals (and, where appropriate, social care professionals), local authorities, and parent/carers/carers and pupils will be critical.

The person with overall responsibility for ensuring this policy is implemented effectively is the Headteacher. The following groups have responsibility:

**Responsibilities include the following:**

### 2.01 Ofsted

- Inspectors must consider how well a school meets the needs of the full range of pupils,

including those with medical conditions. Key judgements will be informed by the progress and achievement of these children alongside those of pupils with special educational needs and disabilities, and also by pupils' spiritual, moral, social and cultural development.

## 2.02 Local Authority

- The Local Authority (LA) are commissioners of school nurses for maintained schools and academies. Under Section 10 of the Children Act 2004, they have a duty to promote co-operation between relevant partners – such as governing bodies of maintained schools, proprietors of academies, clinical commissioning groups and NHS England – with a view to improving the wellbeing of children with regard to their physical and mental health, and their education, training and recreation.
- The LA and clinical commissioning groups (CCGs) must make joint commissioning arrangements for education, health and care provision for children and young people with SEN or disabilities (Section 26 of the Children and Families Act 2014).
- The LA should provide support, advice and guidance, including suitable training for Academy staff, to ensure that the support specified within individual healthcare plans can be delivered effectively.
- The LA should work with the Academy to support pupils with medical conditions to attend full-time.

## 2.03 Local Governing Body

- Local Governors must ensure arrangements are in place to support pupils with medical conditions in school, including making sure that a policy for supporting pupils with medical conditions in school is developed and also including a named person who has overall responsibility for policy implementation. In this case the Headteacher.
- Governors should check that the Headteacher/ senior team have sufficient staff who have received suitable training and are competent before they take on responsibility to support children with medical conditions.
- Governors should check that academy/ Trust policies enable pupils with medical conditions to be fully supported to participate in all possible aspects of school life.
- Governors will ensure that any members of Academy staff who provide support to pupils with medical conditions are able to access information and other teaching support materials as needed.

## 2.04 Headteacher

- The Headteacher should ensure that policy is developed and effectively implemented with partners and understand their role in its implementation. This includes ensuring that all staff are aware of the policy for supporting pupils with medical conditions.
- The Headteacher should ensure that all staff who need to know are aware of the child's condition. They should also ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations. This may involve recruiting a member of staff for this purpose.

- The Headteacher has overall responsibility for the development of individual healthcare plans and should contact the school nursing service in the case of any child who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse.
- The Headteacher should also make sure that school staff are appropriately insured and are aware that they are insured to support pupils in this way.

## 2.05 Academy Staff

- The responsible person or other appropriately trained and competent staff, will produce an individual healthcare plan (IHP) which details exactly what care a child needs in school, when they need it and who is going to give it. An IHP will also include information on the impact any health condition may have on a pupil's learning, behaviour or classroom performance.
- The responsible person or other appropriately trained and competent staff, will produce an IHP with input from the child (if appropriate) their parent/carer, relevant school staff and healthcare professionals, ideally a specialist if the child has one.
- The responsible person or other appropriately trained and competent staff, will undertake risk assessments for visits, holidays and other school activities outside of the normal timetable.
- Any member of school staff may be asked to provide support to pupils with medical conditions, although they cannot be required to do so. Identified staff will receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions.
- Staff can administer a controlled drug to a pupil once they have had specialist training. Although administering medicines is not part of teachers' professional duties, they should take into account the needs of pupils with medical conditions that they teach.
- When administering medication, for example pain relief, all staff will check the maximum dosage and when the previous dose was given. Parent/carers will be informed. Staff will not give a pupil under 16 aspirin unless prescribed by a doctor.
- All staff will keep an accurate record of all medication administered, including the dose, time, date and supervising staff.
- All staff will have access to this policy and to students' IHP via Arbor and it is the responsibility of school staff to inform parents/carers if they suspect any student is not taking medication at the correct times or if the student is sharing medication with other students.
- All staff, including temporary or supply staff, know what action to take in an emergency and receive updates at least yearly.
- If a pupil needs to attend hospital, a member of staff will stay with them until a parent/carer arrives, or accompany a child taken to hospital by ambulance. No member of staff will take pupils to hospital in their own car.
- Staff will ensure the IHP accompanies a pupil should they need to attend hospital. Parental/carer permission will be sought and recorded in the IHP for sharing the IHP within

emergency care settings.

## 2.06 Pupils

- In line with DfE guidance, and after discussion with parents/carers, pupils with medical conditions will provide information about how their condition affects them.
- Pupils with medical conditions will 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.
- Pupils with medical conditions will learn what to do in an emergency through a PEEP assessment. The pupil should tell the responsible person of a change in their condition or medication/equipment and the PEEP will then be reviewed as appropriate.
- In line with DfE guidance, and after discussion with parents/carers, pupils with medical conditions may carry their own medication/equipment if they are competent and is suitable, or they should know exactly where to access it.
- It is the responsibility of each individual student to follow the instructions of their parents/carers and health care professional relating to their medication.
- It is the responsibility of the student to take their medication unsupervised (unless a written agreement – recorded within the IHP, has been put in place by the Academy/parents and carers for supervision to take place).
- It is the responsibility of the student to ensure they do not share medication with other students.
- Other pupils will often be sensitive to the needs of those with medical conditions.

## 2.07 Parents/Carers

- Parents/carers are requested to inform school of any medical needs relating to any individual student and abide by the protocols contained within this policy.
- Parents/carers should ensure that their child has a sufficient supply of medication on their person, including medication needed for before and after-school activities.
- Parents/carers are responsible for updating health care plans and providing correct, in-date medication and informing the school, in writing, of any changes to the health care plan or medication. It is the responsibility of parents/carers to ensure that the school has spare, in-date emergency medication and that their son/daughter carries with them, each day, any medication they might need.

## 2.08 School Nurses

- School nurses are responsible for notifying the school when a child has been identified as having a medical condition which will require support in school. Wherever possible, they should do this before the child starts at the school.
- School nurses will not usually have an extensive role in ensuring that the schools are taking appropriate steps to support children with medical conditions, but may support staff on implementing a child's individual healthcare plan and provide advice and liaison, for example on training.

- School nurses can liaise with lead clinicians locally on appropriate support for the child and associated staff training needs.
- Community nursing teams are a valuable resource for the Academy when seeking advice and support in relation to children with a medical condition.

## 2.09 Other Healthcare Professionals

- Other healthcare professionals, including GPs and paediatricians, should notify the school nurse and the school when a child has been identified as having a medical condition that will require support at school. They may provide advice on developing individual healthcare plans.
- Specialist local health teams may be able to provide support in schools for children with particular conditions (e.g. asthma, diabetes, epilepsy).

Whole school awareness of this policy will be achieved by inclusion in Teacher Training programs and will form part of the Induction arrangements for all new staff.

## 3. Prescription and Non-prescription Medicines

### 3.01 Non-prescription medicines

- Academy staff will not give non-prescription medicines to students in school. However, if a student regularly suffers from acute pain (e.g. migraine, toothache etc.) parents/carers may give their child sufficient medication which they will self-administer.
- Only in very exceptional circumstances will Academy staff supervise the student taking non-prescription medication and that will be agreed in advance with the parent, Academy and in some cases, the school nurse and recorded in an IHP. The administration of this medication will be recorded.

### 3.02 Prescription medicines

- Prescribed medicines or controlled substances which have not been prescribed by a medical practitioner will not be administered in school.
- Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside of school hours.
- The Academy will only accept prescribed medicines that are in-date, labelled and intact, 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.
- Medicines will not be administered by school staff, unless a specific agreement is made in advance by parents, Academy and school nurse. With such an agreement in place, medication will only be administered according to the instructions on the pharmacy label and with written parental consent. Our Academy policy is that students should be responsible for administering their own medication, in most cases.
- Parents/carers may give the Academy Administration Office spare medication in case the student loses their own. It should be noted that the Academy Administration Office is only open and accessible between the hours of 8am-4pm.

- In certain circumstances school staff will supervise the student taking prescription medication and that will be agreed in advance with the parent, Academy and in some cases, the school nurse and recorded on a health care plan.

#### 4. Storage of Medication and Equipment

- The Academy makes sure that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication/equipment is readily available wherever the child is in the school and during off-site activities, and is not locked away.
- The Academy will make sure that all medication is stored safely, and that pupils with medical conditions know where they are at all times and have access to them immediately.
- The Academy will store medication that is in date and labelled in its original container where possible, in accordance with its instructions.
- Where medicines need to be refrigerated they will be stored in a fridge within the school's Administration Office.
- Pupils can carry controlled drugs if they are competent, otherwise the Academy will keep controlled drugs stored securely, but accessibly, with only named staff having access. Staff can administer a controlled drug to a pupil once they have had specialist training.
- Parents are asked to collect all medications/equipment at the end of the school term, and to provide new and in-date medication at the start of each term. Prescription drugs will be returned to parents/carers when no longer required, or out of date.
- It is the parent's responsibility to collect and dispose of out of date or unused medication.
- The Academy will aim (where possible) to inform parents when there is one month until the expiry date of the medication, to leave plenty of time for a repeat prescription to be fulfilled. Although, it should be noted that overall responsibility for providing in-date prescription medication and medical supplies is that of parents and carers.
- EpiPen's should always be carried by the student. It is the parent's/carers' responsibility to ensure their child has their EpiPen with them each day. The Academy office will keep endeavour to keep a small number of spares for use in an emergency.
- Asthma medication should be kept with the student with labelled spare inhalers and equipment held in the Academy Administration Office. It is the parent's/carers' responsibility to ensure their child has their asthma medication with them each day, and an in-date spare, is given to the Academy Administration Office.
- The Academy disposes of needles and other sharps in line with local policies. Sharps boxes are kept securely and will accompany a child on off-site visits. They are collected and disposed of in line with local authority procedures.
- The Academy holds a small stock of asthma inhalers for emergency use only.
- The Academy has invested in an on-site Defibrillator for emergency use and an appropriate number of staff have been trained on its use. The Academy has also informed the local NHS ambulance service of its location.
- If parents/carers have not collected out of date medication following an Academy request, these medicines will be taken to a pharmacy at the end of the summer term by a member of the First Aid team to be safely disposed of. A record of the medication that is disposed of is kept in line with this policy.



## 5. Managing Medicines During the School Day and Self-Management

### 5.01 Managing medicines during the school day

- Medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so. Students will be encouraged to self-administer where possible, in the main.
- Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside of school hours.
- No student under 16 will 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.

### 5.02 Self-Management

- During school hours students who are deemed capable of managing their own medication, should do so. Students suffering from asthma/diabetes/certain allergic reactions should carry their own medication as long as it is clearly labelled with their full name and dose required.
- The Academy still requires parents/carers to complete an individual healthcare plan (IHP) and they will be asked to review the information on this record as necessary.
- Students will not be prevented from eating, drinking or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively.

## 6. Procedures for offsite learning and school trips

- It is the responsibility of parents/carers to provide adequate emergency medication if the student goes out on a trip or visit.
- It is the responsibility of parents/carers to inform the trip leader that their son/daughter has medication with them and when the medication needs to be taken.
- It is the responsibility of the student themselves to take the medication, unless arrangements have been made, in advance between the trip leader and parents, to hand this responsibility to the Academy.
- Students will be encouraged to participate in these activities if it is deemed safe to do so. Risk assessments will be carried out by the trip leader. Trip Leaders will have access to the student's IHP via Arbor.

## 7. Record Keeping

- Parents/carers are asked if their child has any medical conditions on the enrolment form.
- The Academy has a centralised register of IHPs, and an identified member of staff has the responsibility for this register.
- IHPs are regularly reviewed, at least every year or whenever the pupil's needs change.
- The pupil (where appropriate), parents/carers, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the IHP. Other school staff are made aware of and have access to the IHP for the pupils in their care on Arbor.

- The Academy makes sure that the pupil's confidentiality is protected.
- The Academy seeks permission from parents before sharing any medical information with any other party.
- Records of all healthcare plans and medicine administered to pupils will be kept in line with current legislation.

## 8. Medical Emergency Procedures

- The IHP will specify what constitutes an emergency and all relevant staff, including First Aiders, will be made aware of the pupil's triggers and symptoms. All relevant staff will be aware of how to make sure the pupil remains safe throughout the whole school day and on out-of-school activities.
- Risk assessments are carried out on all out-of-school activities, taking into account the needs of pupils with medical needs. Where appropriate, other pupils will also be informed in general terms, such as informing a teacher if they think help is required.
- The Academy reviews all medical emergencies and incidents to see how they could have been avoided, and change Academy policies according to these reviews.

## 9. Unacceptable Practices

The Academy recognises that the following points are not generally acceptable practices:

- Require parent/carers, 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/carer should have to give up working because the school is failing to support their child's medical needs.
- 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 parent/carers: 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 e.g. hospital appointments.
- Prevent pupils from drinking, eating or taking toilet breaks whenever they need to in order to manage their medical condition effectively.
- Prevent children from participating, or create unnecessary barriers to children partaking in any aspect of school life, including school trips, e.g. by requiring the parent/carer to accompany the child.

## 10. Liability and Indemnity

The Academy is a member of the DfE's Risk Protection Arrangement (RPA) and this includes cover

for liability arising through staff providing support to pupils with medical needs. Copies of the policy are available by request to staff providing such support.

## **11. Complaints**

If any parent/carers or pupil is dissatisfied with the support provided, they should discuss their concerns directly with the Academy. If for any reason this does not resolve the issue, they may make a formal complaint via the Academies complaints procedure to the Blue Coat CofE Academy Governing Body. Making a formal complaint to the Department of Education should only occur if it comes within the scope of section 496/497 of the Education Act 1996 and only after other attempts at resolution have been exhausted. In the case of Blue Coat CofE Academy, it will be relevant to consider whether the Academy has breached the terms of its Funding Agreement, or failed to comply with any other legal obligation placed on it.

## Appendix A

### Notification to the school of a pupil with medical needs

Upon being notified of a pupil with a medical condition, the responsible person should be notified and should take the following steps or delegate to suitably trained staff:

1. Invite the parent/carer for a meeting and include key school staff, relevant healthcare professionals and any other medical/health clinician where appropriate.
2. Develop the IHP and complete a Medication register in partnership with the key people involved. Obtain all signatures as required.
3. Discuss and agree a review date
4. Photocopy the IHP and give a copy to the parent/carer
5. Scan the original IHP and attach to the pupil record on Arbor
6. Email all relevant staff including First Aiders, medication administrators, teachers and any support staff involved with the pupil. Arrange to deliver any staff training identified in the meeting.
7. Email scanned copy to the responsible person who will also email the school nurse
8. Complete the IHP spreadsheet located within Pool Drive/Medical/IHPS (password needed)
9. Put a review date in the diary and remind the parent/carer nearer the time.

For a new pupil to the Academy, arrangements should be in place in time for the start of the relevant school term. In other cases, such as a new diagnosis or pupils moving to a new school mid-term, every effort should be made to ensure that arrangements are put in place within two weeks.

The Academy does not have to wait for a formal diagnosis before providing support to a pupil. 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.

Consideration may also be given to how children will be reintegrated back into school after periods of absence.

## Appendix B

### Administration of Medicine Procedure

The Academy Lead and Responsible person must be informed of any request to administer medication. If this does not form part of an Individual care plan (for a headache or other short-term condition) then a parental/carer Agreement for the school to administer medicine (Appendix C) MUST be completed and signed by the parent/carer. Information included with the form includes:

- Name of child
- Name of medicine
- Dose
- Method of administration
- Time/frequency of administration
- Whether the medication is prescribed or non-prescribed

**Under no circumstances must staff give Aspirin to a child aged under 16 without written medical advice.**

### Administering Medication

Any member of staff who administers medication will follow the agreed procedure:

- Confirm the pupils name and the name on the medication.
- Check the written instructions provided by the doctor/parent/carer
- Check the prescribed dose
- Check the expiry date on the medication
- Administer the medicine
- Record the date, time and dosage given and sign the record sheet
- If there are any doubts about the details, staff will double check with parents/carers/doctor before giving the medication.

Records are located near to the medicine cupboard and are kept until the medication is no longer required. The completed record will then be placed in the pupil file.

If a pupil refuses the medication, staff will not enforce the dose. Parents/carers will be informed as soon as possible.

### Confidentiality

Medical and health information will be treated confidentially and information about pupils only shared with relevant staff.

## Appendix C

### Parental/carers agreement for school to administer medicine

The Academy will only administer medicine when this form is fully completed and signed by the parent/carers and in accordance with the Administration of Medication Policy

#### Blue Coat CofE Academy

Date \_\_\_\_\_

Childs Name \_\_\_\_\_

Class \_\_\_\_\_

**Prescribed / Non-prescribed** (please circle)

Name and strength of medicine \_\_\_\_\_

Expiry date \_\_\_\_\_

How much to give (i.e. dose to be given) \_\_\_\_\_  
(NEVER exceed the recommended dose as stated on the original packaging)

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

Any other instructions \_\_\_\_\_

Number of tablets/quantity to be given to school \_\_\_\_\_

**NOTE: Medicines must be in the original container as purchased / dispensed by the pharmacy.**

Daytime phone no. of parent/carers \_\_\_\_\_

Agreed review date to be initiated by \_\_\_\_\_  
(name of staff member)

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

Parent/Carer/Guardian signature \_\_\_\_\_ Print name: \_\_\_\_\_

If more than one medicine is to be given, a separate form should be completed for each one. Note that Aspirin must NEVER be given to a child under sixteen unless with written medical advice.

Reviewed by:

David Bedford

May 2025

Next Review Date:

May 2026

Approved by Directors:

07.07.25

Signed:



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Lois Whitehouse  
CEO



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Nicky Aston  
Chair of Standards