



POLICY FOR SUPPORTING STUDENTS WITH MEDICAL CONDITIONS AND FOR THE ADMINISTRATION OF MEDICINE

Reviewed – November 2025

Due for review – November 2028

1. The staff of Offwell Primary wishes to ensure that students with medical needs receive proper care and support. Our intention is to ensure that students with medical conditions should have full access to education including trips and PE. The governing body will ensure that staff are supported and trained and competent before they take on the responsibility of supporting students with medical conditions.
2. The school's insurance will cover liability relating to the administration of medication.
3. The Headteacher will be responsible for ensuring the following:
 - Procedures to be followed when notification is received that a student will be attending who has a medical condition (including transitional arrangements between schools, re-integration or when students' needs change; arrangements for staff training or support) including reviewing and updating the Individual Health Care Plan.
 - Procedures to be followed when a student moves to the school mid-term or when a student has a new diagnosis – Individual Health Care Plan reviewed and revised.
 - *Asthma inhalers/spacers are held in the child's classroom and always accessible. They are always taken with the child when offsite including PE lessons at the village hall.*
 - *Adrenaline auto-injectors are held in the office (in the same building as the children) and always accessible. They are always taken with the child when offsite including PE lessons at the village hall.*
4. The above procedures will be monitored and reviewed by the Chair of Governors.
5. Where identified as being necessary, Individual Health Care Plans (IHCP) will be developed between Offwell Primary School, healthcare professionals and parents so that the steps needed to help a student manage their condition and overcome any potential barriers to getting the most from their education are identified. The IHCP will include:
 - a) The student's medical condition, its triggers, symptoms, medication needs and the level of support needed in an emergency. Also it must include any treatments, time, facilities, equipment, testing and access to food or drink (where it is used to manage their condition),

dietary requirements and environmental issues such as crowded corridors and travel time between lessons

- b) Specific support for the student's education, social and emotional needs, such as how will absences be managed, requirements for extra time to complete exams, use of rest periods or counselling sessions
 - c) Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support from a healthcare professional
 - d) Cover arrangements and who in the school needs to be aware of the student's condition and the support required including supply staff
 - e) Arrangements for written permission from parents for medication
 - f) Arrangements or procedures for school trips or other school activities outside the normal timetable; completion of risk assessments for visits and school activities outside the normal timetable
 - g) The designated individuals to be entrusted with the above information
 - h) Procedures in the event of the student refusing to take medicine or carry out a necessary procedure
6. *Mrs Legg* will have the final decision on whether an Individual Health Care Plan is required.

Students with asthma

7. *Offwell Primary School* has decided to hold an emergency inhaler and spacer for the treatment of an asthma attack.
8. *Mrs Legg* will be responsible for ensuring the following:
- Instructing all staff on the symptoms of an asthma attack
 - Instructing all staff on the existence of this policy
 - Instructing all staff on how to access the inhaler
 - Making all staff aware of who are the designated staff and how to access their help
9. *Mrs Legg* will be responsible for ensuring that designated staff:
- Recognise the signs of an asthma attack and when emergency action is necessary
 - Know how to administer inhalers through a spacer
 - Make appropriate records of attacks
10. *Mrs Holohan and Mrs Davey* will be responsible for the storage, care and disposal of asthma medication.
11. *Mrs Davey* will be responsible for ensuring that there has been written consent from parents for the administration of the emergency inhaler

and spacer. The emergency inhaler/spacer will only be available for students who have been diagnosed with asthma and have been prescribed reliever inhaler AND for whom parental consent has been given. This information shall be recorded in the student's IHCP plan.

12. *Mrs Davey* will be responsible for the supervision of administration of medication and for maintaining the medical register.
13. *Mrs Legg* will be responsible for ensuring parents are informed in writing when the emergency inhaler/spacer has been used.
14. **Students with anaphylaxis**
15. Offwell School has decided to hold an emergency adrenaline auto-injector for the treatment of an anaphylaxis attack when instructed to do so by the emergency services.
16. *Mrs Legg* will be responsible for ensuring the following:
 - Instructing all staff on the symptoms of an anaphylaxis attack
 - Instructing all staff on the existence of this policy
 - Instructing all staff on how to check the pupil medical register
 - Instructing all staff on how to access the auto-injector
 - Making all staff aware of who are the designated staff and how to access their help
17. *Mrs Legg* will be responsible for ensuring that designated staff:
 - Recognise the signs of an anaphylaxis attack and when emergency action is necessary
 - Know how to administer the auto-injectors
 - Make appropriate records of attacks
18. *Mrs Davey and Mrs Holohan* will be responsible for the storage, care and disposal of the adrenaline auto-injector.
19. *Mrs Davey* will be responsible for the supervision of administration of medication and for maintaining the pupil medical register.
20. *Mrs Legg* will be responsible for ensuring parents are informed when the auto-injector has been used.

THE ADMINISTRATION OF MEDICINE

21. The Headteacher will accept responsibility in principle for members of school staff giving or supervising a student taking prescribed medication during the day, where those members of staff have volunteered to do so.

22. Any parent/carer requesting the administration of medication will be offered the opportunity of viewing this policy.
 - Prescribed medication will be accepted and administered in the establishment
 - Non-prescription medication will only be accepted and administered at the headteacher's discretion.
23. Prior written parental consent is required before any medication can be administered.
24. Although, if staff feel a child would benefit from liquid paracetamol, an age appropriate medicine and dose can be given following a phone call to the parent/carer. A record will be made which will be copied and sent home. The time will be recorded to ensure parent/carer knows when the child can have another dose.
25. Only reasonable quantities of medication will be accepted.
26. Each item of medication should be delivered in its original dispensed container and handed directly to the Headteacher or Mrs Davey authorised by the Headteacher.
27. Each item of medication should be clearly labelled with the following information:
 - Student's name
 - Name of medication
 - Dosage
 - Frequency of dosage
 - Date of dispensing
 - Storage requirements (if important)
 - Expiry date (if available)
28. The school will not accept items of medication which are in unlabelled containers or not in their original container.
29. Unless otherwise indicated, all medication to be administered in the school will be kept in the office.
30. Staff administering medicines will record and sign each time a medicine is administered. Written records of all medication administered to every pupil will be held by the school in a secure location and may be made available to parents on request.
31. If a pupil refuses their medication, staff will record this, report to parents as soon as possible and follow the protocol laid down in the IHCP.

32. It is the responsibility of parents/carers to notify the school if there is a change in medication, a change in dosage requirements, or the discontinuation of a student's need for medication.
33. It is the parents'/Carers' responsibility to ensure the asthma plan is updated.
34. Staff who volunteer to assist in the administration of invasive medication will receive appropriate training/guidance through arrangements made with the school's Nurse Service. In pre-school settings arrangements will be made through Primary Care Health Visitors.
35. The school will make every effort to continue the administration of medication to a student whilst on activities away from the premises.