



# SUPPORTING STUDENTS WITH MEDICAL NEEDS POLICY

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## Introduction

This policy has been developed by Rotherham Aspire PRU and reflects guidance produced by Child and Young People's Service. It is written in accordance with the Department for Health and Department for Education and Employment's guidance, 'Managing Medicines in Schools and Early Years Settings'.

This policy sets out how the school intends to manage the arrangements for supporting children with medical needs, personal care where additional staff training is required, and those who require medication to be given in school/setting. Most children with medical needs are able to attend school regularly and, with support from the school, take part in most routine activities, whilst others with more significant medical needs require an Individual Health Care Plan (IHCP) to be drawn up.

## School Responsibility

The Headteacher accepts responsibility, in principle, for school staff administering or supervising the taking of prescribed medication or medical care during the school day. The acceptance of responsibility may depend, however, upon the nature of any individual needs.

Where the Headteacher decides that he/she cannot meet the medical needs in individual cases, this decision will be notified to the parents/carers promptly.

The Headteacher will seek staff volunteers to administer medicine. However, teachers' conditions of service do not allow for Headteachers to require teachers to give medication or supervise the taking of medicine.

Provided that correct procedures are followed, staff will normally be fully covered by their employer's public liability insurance in the event of a claim. If legal action over an allegation of negligence were pursued, the employer rather than the employee is likely to be held responsible.

SLT take key responsibility for medicines/medical care within the school. Designated Staff will initiate Individual Health Care Plans where this is recommended by a Health professional and arrange for staff training as necessary. Designated Staff will oversee liaison with Health professionals. Any arrangements for children with medical needs participating in off-site school activities will be overseen by Staff in charge of Visit/Activity.

Notes from parents/carers concerning the administration of medicines will be received by administration team, who will keep a record of medicines administered and will ensure medicines are stored appropriately. Designated Staff will maintain a register of all pupils at the school who have significant medical needs. Designated Staff will notify parents/carers where their child refuses to take medication prescribed. Designated Staff will inform parents/carers if any expired/unwanted medicine has been left in school and requires collection.

Where a Health professional advises that an Individual Health Care Plan is required for a child with significant medical needs, for reasons of confidentiality details are likely to be kept in the Student file.

All medicines should be handed in to Designated Staff at school, based in Student Reception Office, who will supervise the taking or administering of all medicines.

Ordinarily, the school policy does not allow for children to carry their own medicines, except where children self-medicate in an emergency, e.g. asthma, inhalers, Epipens. Children should be advised to hand in any medicines to Designated Staff.

Where a parent/carer considers their child to be capable and mature enough to self-medicate prescription or non-prescription medicine, e.g. commercially available pain killers, the parent/carer should send a note to Rotherham Aspire PRU giving their permission.

Where children exceptionally carry their own medicine, they should never give their medicine to other children.

In some circumstances, e.g. severe allergic reaction, which may require the immediate administration of medicines, those staff who have volunteered will receive training.

Ordinarily, all medicines including those that require refrigerated storage will be stored in secure cabinet.

Any pupil under 16 years will not knowingly be given medication containing Aspirin unless it is prescribed by a doctor, as it may cause severe illness in young people.

**The Responsibilities of Parents/Carers**

Whilst we encourage regular school attendance, children who are acutely unwell should not be sent to school.

Parents/carers should try to ensure that their child's medication is taken out of school hours wherever possible.

Where children are required to take medicines during school time, parents/carers should send a note with the medication to Designated Staff providing the details of the dose and frequency.

If parents/carers prefer to administer medication themselves to their children during school time, they should discuss this with Designated Staff.

Parents/carers should ensure that they provide the school with emergency contact(s) where they or a nominated person can be contacted should their child become ill.

Parents should regularly check the expiry date of medicines; the responsibility for collecting expired or unwanted medicine lies with the parent/carer. School will periodically check medicines held at the school - parents/carers will be contacted and they should make arrangements to collect and dispose of such medicines.

Where a parent/carer considers their child to be capable and mature enough to self-medicate prescription or non-prescription medicine, e.g. commercially available pain killers, the parent/carer should send a note to Designated Staff giving their permission.

Where a pupil has a significant medical need and health professionals advise that an Individual Health Care Plan is required, parents/carers will be expected to fully participate in providing information in relation to the medical condition, agreeing and signing the plan for their child.

Parents/carers should inform the school as soon as possible of any changes in their child's condition or treatment.

Whilst we will endeavour to maintain confidentiality, in some cases in the interests of the pupil's safety, information about their condition and treatment will be made available to staff in areas where pupils do not normally have access. In these cases, the permission of the parents/carers and pupil will be sought.

## **The Responsibilities of Pupils**

Whilst we encourage regular school attendance, children who feel very poorly before leaving home in the morning should ensure that they tell their parent/carer, who can then decide whether they are well enough to attend school.

Prescribed medicine should be taken out of school hours if possible. However, if with their parent/carer's permission they need to bring medicine into school, this should be accompanied by a note from home, which should be handed in to Designated Staff in school.

All medicine (except that which may be required to be taken in an emergency needs to be handed in to the Student Reception Office, and Designated Staff will supervise the taking of it. Children should never give their medicine to anyone else.

Where a child of sufficient understanding has a significant medical need which requires an Individual Health Care Plan, the child will be invited to participate in drawing up and agreeing the plan.

Whilst the school will try to maintain confidentiality, in the interests of safety, some medical information relating to the condition and treatment may be required to be made available to staff at school. This will be discussed when drawing up the Individual Health Care Plan.

Pupils should take care in carrying medicines to and from school. They should never give their medicine to other children.

Where it is clear that a child requires urgent medical attention, an ambulance will be called.

The caller will try to provide details of the child's known condition and symptoms. Where possible, they will give the name and date of birth of the child etc.

Where urgent medication is required, e.g. EpiPen, the school will endeavour to administer the medication and call for an ambulance simultaneously.

The caller will give their name and provide details of the school's location to aid the Ambulance Service. Parents/carers will be contacted as soon as possible where emergencies arise.

A pupil taken to hospital by ambulance should be accompanied by a member of staff who should remain until the parents/carers arrive.

## **Training**

Staff who volunteer to administer medication will receive training by a suitably qualified medical professional.

Request for school training will be notified to the Health Education Nurse Advisor, C&YPS, who will arrange for this to take place.

A record of who delivered the training and who received the training will be kept by the school. A date for review of further training will be agreed at the first training session.

If a serious medical incident occurs in school, a debriefing session will be arranged in school.

## **Record Keeping**

The school will keep records of the following:-

Medication administered or supervised.

Individual Health Care Plan.

Notification from parents/carers giving consent regarding medication issued.

Training records in staff files.

These records will be transferred with the child to subsequent schools throughout their school career.

Secondary schools will retain these records for Y11 leavers for a further 5 years.

## **Confidentiality**

Whilst the school will endeavour to maintain confidentiality, in the interests of safety some medical information relating to the child's condition and treatment may be required to be made available to staff at school. This will be discussed at the meeting to arrange an Individual Health Care Plan.

Sometimes it will be appropriate for a photograph to be kept with the child's Individual Health Care Plan. Normally these will be displayed in areas where pupils have restricted access, e.g. staffroom/school office. This will be discussed with parents/carers and pupils as appropriate.

## **Monitoring and Reviewing the Policy**

The Headteacher will ensure that this policy is implemented and monitored and is made known to parents/carers, staff and pupils.

## **USEFUL CONTACTS**

Epilepsy Nurse Specialist Diabetic Nurse

Rotherham General Hospital Rotherham General Hospital

01709 307525 01709 307525

## **RELATED DOCUMENTS**

### **Managing Medicines in Schools and Early Years Settings**

Dept. for Education & Skills / Dept of Health

Available [www.teachernet.gov.uk/publication](http://www.teachernet.gov.uk/publication)

Ref. 1448-2055DCL-EN

### **Disability Discrimination Act 1995**

Disability Rights Commission 2002

Available [www.drc-gb.org/thelaw.practice.asp](http://www.drc-gb.org/thelaw.practice.asp)

### **Code of Practice for Schools – Disability Discrimination Act 1995: Part 4**

Available [www.drc-gb.org/thelaw.practice.asp](http://www.drc-gb.org/thelaw.practice.asp)

### **Drugs: Guidance for Schools**

Dept for Education & Skills

Available [www.teachernet.gov.uk/drugs](http://www.teachernet.gov.uk/drugs)

Ref DfES/0092/2004

### **The Medicines Act 1968**

### **The Misuse of Drugs Act 1971 and associated regulations**

### **The Controlled Drugs (Penalties) Act 1985**

### **The Health and Safety at Work Act 1974**

### **Management of Health and Safety at Work Regulations 1999**

### **Control of Substances Hazardous to Health Regulations 2002**

### **The School Premises (England) Regulations 2012 Regulation 5 (as amended)**

### **The Special Education Needs Code of Practice 2014**

**The NHS Act 2006: Section 3**

**Supporting pupils at school with medical Conditions (DfE Statutory guidance April 2014 0 Effective from 1 September 2014)**

All Acts of Parliament since 1998 can be viewed