



BITTERNE
C of E PRIMARY

Managing Medical Needs in School Policy

Headteacher: Mrs. Jen Johnson

Reviewed by	Headteacher	Authorised by	Governing Body
Date	November 2025	Next Review	November 2026
Review Cycle	Annually	Signed by Chair of Governors	Reverend Tony Palmer



Together we soar...

Important contacts

Academic Year	Headteacher	Senior Assistant Headteacher & Inclusion Leader	Members of the wider team	Chair of Governing Body
2025-2026	Jen Johnson	Clare Bailey (Senior Assistant Headteacher)	Natalie Gear (SENDCo) Clare Horan (Business Manager)	Tony Palmer

1. Policy Statement

Section 100 of the Children and Families Act 2014 places a duty on the Governing Body and Senior Leadership Team to make arrangements for supporting pupils at school with a medical condition.

Bitterne CE Primary School is an inclusive community that aims to support and welcome pupils with medical conditions. We aim to provide all children with all medical conditions and the same opportunities as others at the school. Our aim is to ensure that all children with medical conditions in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

Pupils' medical needs may be broadly summarised into two categories:

- Short term- affecting their ability to participate in school activities because they are unwell or on a course of medication.
- Long term- potentially limiting their access to education and requiring extra care and support.

Some children with medical conditions may have a disability, where this is the case the Governing Body will comply with its duties under the Equality Act 2010. This policy should be read in conjunction with the school's Inclusion policy, SEN policy and The SEN code of practice 2014.

This policy sets out the steps which the school will take to ensure that children who have medical needs are able to attend school and will have full access to learning. This policy will operate within the context of the school's Health & Safety Policy. The school will provide, where necessary, individual risk assessments for pupils or groups with medical needs. The school will be aware of the health and safety issues relating to dangerous substances and infection.

Bitterne CE Primary School:

- Will ensure all staff understand their duty of care to children and young people in the event of an emergency.
- Will ensure all staff feel confident in knowing what to do in an emergency.
- Understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.
- Understands the importance of medication being taken as prescribed.
- Will ensure all staff understand the common medical conditions that affect children at this school.
- Allow adequate time for staff to receive training on the impact medical conditions can have on pupils.
- Ensures staff receive additional training about any children they may be working with who may have complex health needs supported by an individual health plan.

"It is therefore important that parents feel confident that schools will provide effective support for their child's medical condition and that pupil's feel safe"

Supporting Children at school with medical conditions

DFE, April 2014

2. Bitterne CE Primary School is an inclusive community that aims to support and welcome pupils with medical conditions.

Bitterne CE Primary School understands that it has a responsibility to make the school welcoming for all pupils and to be supportive to pupils with medical conditions who currently attend and those who may attend in the future.

- The school aims to provide all children with medical conditions the same opportunities as others at school. All children have a right to access the full curriculum, adapted to their medical needs and to receive the on-going support, medicines or care that they require at school to help them manage their condition and keep them well.
- We recognise that medical conditions may impact on social and emotional development as well as having educational implications.
- Pupils are encouraged where possible to take control of their condition, with the support of staff where needed.
- The school aims to include pupils with medical conditions in all school activities.
- Parents of pupils with medical conditions should feel secure in the care their children receive at this school and are aware of the care and support their child receives.
- The school ensures all staff understand the duty of care to children and young people, with regard to medical conditions.
- The school will ensure that all staff understand their duty of care in the event of an emergency. All staff have access to information about what to do in an emergency. (See appendix 1) These are laminated and kept in the office area.
- This school understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.
- All staff understand the medical conditions that affect children at Bitterne CE Primary School. Staff will receive training on the impact this can have on pupils and this will be regularly updated. One member of staff is contracted to oversee the provision of medicines.
- The medical conditions policy is understood and supported by the whole school and local health authority.
- This policy should be read alongside the First Aid Policy.

3. The school's medical conditions policy has been drawn up in consultation with a wide-range of local key stakeholders within both the school and health settings.

Stakeholders should include parents, pupils, school nurse, school staff, governors, the school employer and relevant local health services.

4. The medical conditions policy is supported by a clear communication plan for staff, parents and other key stakeholders to ensure its full implementation.

Pupils, parents, relevant local healthcare staff, and other external stakeholders are informed of and reminded about the medical conditions policy through clear communication channels.

The policy will be available on the school's website for public view and a paper copy can be requested from the office. All staff will be reminded of the policy and how it is implemented at induction and on an annual basis.

Parents are informed and regularly reminded about the medical needs policy:

- By including the policy statement in the school's prospectus and signposting access to the policy.
- At the start of the school year, when communication is sent out about Healthcare Plans.
- In the school newsletter at several intervals in the school year.

- When their child is enrolled as a new pupil.
- Via the school's website, where it is available all year round.

School staff are informed and regularly reminded about the medical needs policy:

- Through copies handed out at the first staff meeting of the school year and before Healthcare Plans are distributed to parents.
- At scheduled medical needs training
- Through the key principles of the policy being displayed in several prominent staff areas at this school.
- All supply and temporary staff are informed of the policy and their responsibilities.

5. All staff understand and are trained in the school's general emergency procedures.

- All staff know what action to take in the event of a medical emergency. This includes:
 1. **How to contact emergency services and what information to give.**
 2. **Who to contact within the school.**
- Training is refreshed for all staff linked to need on an on-going basis
- Action to be taken in a general medical emergency is displayed in prominent locations for staff. These include classrooms, the staff room, food preparation areas.
- If a pupil needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. The school tries to ensure that the staff member will be one the pupil knows.
- Generally, staff should not take pupils to hospital in their own car. This school has clear guidance from the local authority on when (and if) this is appropriate.

6. All staff understand and are trained in what to do in an emergency for the most common serious medical conditions at Bitterne CE Primary School

- All staff at Bitterne CE Primary School are aware of the most common serious medical conditions at the school.
- Staff will be given further information on other serious conditions that may affect children within the school.
- Staff at Bitterne CE Primary School understand their duty of care to pupils in the event of an emergency. In an emergency situation, school staff are required under common law duty of care to act like any reasonably prudent parent (in loco parentis). This may include administering medication, or calling an ambulance
- All staff who work with groups of pupils at the school receive training and know what to do in an emergency for the pupils in their care with medical conditions. This will be regularly reviewed and training records maintained.
- Staff receive updates at least once a year for asthma and epilepsy and know how to act in an emergency. Additional training is prioritised for key staff members who work with children who have specific medical conditions supported by an Individual Health Plan.
- Training will be sufficient to ensure that staff are competent and have confidence in their ability to support pupils with medical conditions, and to fulfil the requirements as set out in individual healthcare plans
- Action for staff to take in an emergency for the common serious conditions at this school is displayed in prominent locations for all staff
- This school uses Medical Information Plans to inform the appropriate staff (including supply teachers and support staff) of pupils in their care who may need emergency help.
- Medical Information Plans will be updated as necessary and reviewed annually with parents
- This school has procedures in place so that a copy of the pupil's Medical Information Plan is sent to the emergency care setting with the pupil. On occasions when this is not possible, the

form is sent (or the information on it is communicated) to the hospital as soon as possible. This school has clear guidance on the administration of medication at school.

- If a pupil needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. This school will try to ensure that the staff member will be one the pupil knows.
- **Offsite visits** - Staff will be aware of any pupils on a visit who have a medical condition and how this will impact on their participation. They will receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed.

7. This school has clear guidance on the administration of medication at school.

Schools are not required to manage pupils' medicines but where they are they must be managed safely. Schools are referred to Managing Medicines in Schools and Early Years

Settings (DFE current guidance) and SCC's Safe Working Practice for

<https://www.southampton.gov.uk/schools-learning/guidance-for-schools/health-and-safety/health-and-safety-manual/>

Staff should never give a non-prescribed medicine to a child unless there is specific prior written permission from the parents.

This school will keep an accurate record of each occasion an individual pupil is given or supervised taking medication. Details of the supervising staff member, pupil, dose, date and time are recorded. (See Appendix 2)

Administration – Emergency Medication

- Bitterne CE Primary School will seek to ensure that pupils with medical conditions have **easy access to their emergency medication**.
- Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will be always readily available and not locked away.
- This school will ensure that all pupils and parents understand the arrangements for a member of staff (and a reserve member of staff) to assist in helping a child take their emergency medication safely.
- Parents will be informed when any medication is administered, the time and amount given.
- **Inhalers and Adrenaline Pens will be stored in the medical room next to the main office. A further adrenaline pen will be stored in the child's classroom clearly labelled in a yellow PE bag, in a safe place (unlocked) away from the children.**
- **Emergency medication will be taken with the children when they go for PE lessons or school trips.**

Administration – General Medication

- Bitterne CE Primary School understands the importance of medication being taken as prescribed.
- All use of medication, even if the pupil can administer the medication themselves, is administered under the supervision of staff, unless there is an agreed plan for self-medication. Staff should be aware if pupils are using their medication in an abnormal way and should discuss this with the parents.
- All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication unless they have been specifically contracted to do so or unless the situation is an emergency and falls under their regular duty of care arrangements.
- For medication where no specific training is necessary, any member of staff may administer medication to pupils under the age of 16.

- Written consent is required from parents before any medication can be administered. (Appendix 4).
- Medication can only be administered if it is in its original container.
- The school will ensure that specific training and updates will be given to all staff members who agree to administer medication to pupils if necessary.
- In some circumstances, medication is only to be administered by an adult of the same gender as the pupil, and preferably witnessed by a second adult. This will be agreed in the Individual Health Plan.
- **Parents/carers at this school should understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately. Parents/carers should provide the school with any guidance regarding the administration of medicines and/or treatment from the GP, clinics or hospital.**
- If a pupil at the school refuses their medication, staff will record this and follow the defined procedures. Parents/carers will be informed of this non-compliance as soon as possible.
- If a trained member of staff, who is usually responsible for administering medication, is not available, the school will make alternative arrangements to provide the service. This needs to be addressed in the risk assessment for off-site activities.
- If a pupil misuses medication, either their own or another pupil's, their parents/carers are informed as soon as possible. School will seek medical advice by contacting the emergency services, if this situation arises.
- It is expected that in normal circumstances the child requiring medication will be known to the member of staff administering it. There is a mechanism in place which enables staff administering medication to positively identify the child at the time of administration e.g. by confirming with the child where possible their name, date of birth and/or comparing with a recent photo or with another member of staff who knows the child.
- As part of the Medical Information Plans for children with asthma and severe allergies, school will hold spare emergency medication, if these have been prescribed for children within the school. Salbutamol Inhalers for asthma and Auto Injectors for children with anaphylactic allergies. Consent to use these forms part of the care plans that parents will sign.
- These medications should only be used for a child that has been prescribed for them and where written consent has been given.
- **If an emergency inhaler has been used, parents will be informed.**
- **If an emergency Auto injector has been used, then an ambulance should be called and the medication container should be given to the paramedic. Parents should also be informed.**

Management of medicines –Administration of controlled drugs

Some medicines prescribed for children are controlled by the Misuse of Drugs Act. In the first instance the Headteacher will need to approve the medication to be administered during the school day.

On advice from the Managing Medicines in Schools and Early Years Settings guidance

- A controlled drug can be administered, where it is agreed only for the child for whom it has been prescribed.
- Any member of staff may administer a controlled drug to the child for whom it has been prescribed.
- Administering controlled medicine must be carried out in accordance with the prescriber's instructions.
- School will keep controlled drugs in a locked non-portable container and only named staff will have access. Controlled drugs must be handed into the office by an adult.
- A written record of the administration of controlled drugs will be kept for audit and safety purposes

Use of 'over the counter' i.e. non-prescription medications

- Where the Headteacher agrees that staff may administer a non-prescribed medicine, it must be in accordance with this policy.
- Parents are required to complete a short-term medication form (appendix 5).
- There must be written parental consent for recurring 'over the counter' medications e.g. paracetamol for hay fever.
- Where a non-prescribed medicine is administered to a child it should be recorded and the parents informed.
- Medication e.g. for pain relief, should never be administered without first checking the following
 1. Contact parents to ascertain when the last dose was taken and check if a further dose can be administered.
 2. the label for the appropriate dosage and the age of the child.
- **A child under 16 should never be given aspirin unless prescribed by a doctor.**

Guidelines for administering Paracetamol

Paracetamol is a widely used drug for controlling pain and reducing temperature. Despite its prevalence, it can be very dangerous if taken inappropriately. Overdose requires immediate medical attention.

The Local Authority, in consultation with health practitioners, has carefully considered the benefits and dangers of administering this non-prescription drug in schools and settings

'Medicines must not usually be administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist (EYFS Statutory Guidance 2012).'

It is sometimes appropriate to give paracetamol to control specific pain such as toothache or ear ache. Schools administering paracetamol to children should adhere to the following conditions:

- The member of staff responsible for giving medicines must be wary of routinely giving paracetamol to children.
- Paracetamol should not be given unless it has been established that;
 - No more than 4 doses have been given in a 24-hour period.
 - When the last dose of paracetamol or remedy containing paracetamol was given, there should be four hours between doses.
 - Parents have been contacted to confirm this information.
- Where possible written consent should be obtained before giving paracetamol to a child.
- Always consider whether the child may have been given a dose of paracetamol before coming to school. Other medications contain paracetamol. It is important to check whether these have also been given to avoid an unintended overdose. If a child needs paracetamol, staff will always check with parents before administering any medication to establish when previous doses were given.
- A member of school staff must speak to the parent for consent to administer paracetamol, when written consent is not possible, the form in appendix 3 should then be completed with parents
- If a child needs paracetamol, **staff will always check with parents before administering any medication to establish when previous doses were given.**
- Paracetamol must be administered according to the instructions on the box or label. (Stronger doses or combination drugs, which contain other drugs besides paracetamol, must not be administered.)
- Children should only be given one dose during the school day. If this does not relieve the pain, contact the parent or the emergency contact.

- The member of staff giving the medication must witness the child taking the paracetamol, and make a record of it. The school must notify the parent on the day, stating the time and the amount of the dose.
- Paracetamol must be stored securely and should not be kept in first aid boxes.

Record Keeping

When a member of staff administers medication to a child a record of this is recorded in the medications log file which is kept in the main office. The following is recorded on the log;

- Name of the child.
- Medication administered
- The name and quantity of the drug/medication administered.
- One signature for each dose of medicine given.
- Register entries are made in ink and in chronological order.
- This register is kept for at least two years from the last entry made.

8. This school has clear guidance on the storage of medication at school.

Safe Storage – Emergency Medication

- Emergency medication is readily available to pupils who require it at all times during the school day or at off-site activities. It will be kept in a safe, accessible location, not in a locked cupboard.
- If the emergency medication is a controlled drug and needs to be stored in a locked non portable unit, the keys are readily available and not held personally by members of staff.
- If the pupil concerned is involved in extracurricular activities then specific arrangements and risk assessments should be agreed with the parent and appropriate staff involved.

Safe Storage – Non-Emergency Medication

- All non-emergency medication is kept in a secure place, in a lockable cupboard in a cool dry place. Pupils with medical conditions know where their medication is stored and how to access it.
- Staff ensure that medication is accessible only to those for whom it is prescribed.
- Keys are readily available and not held by one person.

Safe Storage – General

- This school has an identified member of staff/designated person who ensures the correct storage of medication at school. This will be checked regularly.
- All controlled drugs are kept in a locked cupboard and only named staff have access.
- The identified member of staff checks the expiry dates for all medication stored at school each month.
- The identified member of staff, along with the parents/carers of pupils with medical conditions, ensures that all emergency and non-emergency medication brought into school is clearly labelled with the pupil's name, the name of the medication, route of administration, dose and frequency, an expiry date of the medication.
- All medication is supplied and stored in its original containers. All medication is labelled with the pupil's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.
- Medication is stored in accordance with the manufacturer's instructions, paying particular note to temperature
- Some medication for pupils at this school may need to be refrigerated. A separate, securely located fridge is available for storage of medication in the main office.
- All medication (including blue inhalers) and equipment such as spacers or blood sugar monitoring kits are sent home with pupils at the end of the school term.

- It is the parent's/carer's responsibility to ensure adequate supplies of new and in date medication comes into school at the start of each term with the appropriate instructions and ensures that the school receives this.

9. Bitterne CE Primary School has clear guidance about record keeping for pupils with medical conditions.

Enrolment Forms

All parents / carers at this school are asked if their child has any medical conditions.

All parents/carers will be asked to complete Medical Information Plans forms for their child when they start at Bitterne CE Primary School. These forms will then be sent out on a yearly basis for parents to update as necessary. Parents will be asked to update the forms as needed at other times during the year, should the child's medical condition change. (See appendix 4)

If a pupil has a short-term medical condition that requires medication during school hours (e.g. antibiotics to cover a chest infection) parents will need to complete a consent form before the school can administer the medication.

Medical Information Plans

Bitterne CE Primary School uses Medical Information Plans for children with complex health needs to record important details about the individual children's medical needs at school.

Further documentation can be attached to the Individual Health Plan if required (Appendix 6).

Medical Information Plans are used by the school to:

- Inform the appropriate staff and supply teachers about the individual needs of a pupil with a medical condition in their care.
- Identify common or important individual triggers for pupils with medical conditions at school that bring on symptoms and can cause emergencies.
- Ensure that the school have a timely and accurate summary of a pupil's current medical management and healthcare in the event of an emergency
- Inform staff of actions to take in the event of an emergency.
- The school uses this information to help reduce the impact of common triggers
- Ensure that all medication stored at school is within the expiry date.
- Ensure this school's local emergency care services have a timely and accurate summary of a pupil's current medical management and healthcare in the event of an emergency
- Remind parents of pupils with medical conditions to ensure that any medication kept at school for their child is within its expiry dates. This includes spare medication.

Examples of complex health needs which may be included within an Individual Health Plan

The child has:

- diabetes
- gastrostomy feeds
- a tracheostomy
- anaphylaxis
- a central line or other long-term venous access
- severe asthma that has required a hospital admission within the last 12 months
- epilepsy with rescue medication

A medical Information Plan, accompanied by an explanation of why and how it is used, is sent to all parents/carers of pupils with a complex health need.

- at the start of the school year
- at enrolment
- when a diagnosis is first communicated to the school
- transition discussions
- new diagnosis

It is the parents/carers responsibility to fill in the Plan and return the completed form to the school. If the school does not receive a plan, all school staff should follow standard first aid measures in an emergency. The school will contact the parent/carer if health information has not been returned.

This school ensures that a relevant member of school staff is present, if required, to help draw up a Medical Information Plan for pupils with complex health or educational needs.

Medical Information Plan Register

Medical Information Plans are used to create a centralised register of pupils with medical needs. An identified member of staff has responsibility for the register at this school.

The responsible member of staff follows up with the parents any further details on a pupil's healthcare Plan required or if permission for administration of medication is unclear or incomplete.

On-going communication and review of Medical Information Plans

Parents at this school are regularly reminded to update their child's information if their child has a medical emergency or if there have been changes to their symptoms (getting better or worse), or their medication and/or treatments change.

Staff at the school use opportunities such as teacher–parent interviews and via general communication with parents regarding their child's needs and to check that information held by the school on a pupil's condition is accurate and up to date. Plans are updated accordingly as and when required. Complex changes to a child's plan or needs may require a face to face meeting with parents / carers.

Every pupil with a Medical Information Plan at this school has their plan sent home for parents to review and add any required changes. Any plans that do not require any changes have to be resigned and dated by the parent / carer.

Storage and access to Healthcare Plans

- Parents and pupils at Bitterne CE Primary School are provided with a copy of the pupil's current agreed plan.
- Medical Information Plans are kept in a secure central location at school on the school server. They are also scanned and saved on the secure server with restricted staff access.
- Apart from the central copy, specified members of staff (agreed by the pupil and parents) securely hold copies of pupils' of the plans. The plans are kept in the Class Information Folders. These copies are updated at the same time as the central copy.
- All members of staff who work with groups of pupils have access to the plans of pupils in their care.
- Healthcare plans will be shared with local authority transport as necessary
- When a member of staff is new to a pupil group, for example due to staff absence, the school makes sure that they are made aware of (and have access to) the Healthcare Plans of pupils in their care.

- The school ensures that all staff protect pupil confidentiality.
- The school seeks permission from parents to allow the Medical Information Plans to be sent ahead to emergency care staff, should an emergency happen during school hours or at a school activity outside the normal school day. This permission is included on the plan.
- This school seeks permission from the pupil and parents before sharing any medical information with any other party

10. Consent to administer medicines

If a pupil requires regular prescribed or non-prescribed medication at school, parents are asked to provide consent on their child's Medical Information Plan giving the pupil or staff permission to administer medication on a regular/daily basis, if required. A separate form is used for parents to give consent for pupils taking short courses of medication.

All parents of pupils with a medical condition who may require medication in an emergency are asked to provide consent on the Medical Information Plan for staff to administer medication.

If a pupil requires regular/daily help in administering their medication, then the school will outline its agreement to administer this medication on the pupil's plan.

11. Offsite Visits

Staff will be aware of any pupils on the visit who have medical needs. They will receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed. This information will be updated as necessary and form part of the risk assessment for the visit. The risk assessment will also outline the medical needs of the children in attendance.

In addition to the above;

- Parental views and advice from health professionals will be sought if there are concerns about a child's safety or the safety of other children on a visit.
- The school will support children wherever possible in participating in physical activities and extra-curricular sport.
- Some children may need to take precautionary measures before or during exercise, and may for example, need access to inhalers. Staff supervising the activity are made aware of the relevant conditions.
- The Trip Leader needs to check that the staff that are going on the trip are willing to administer medication to children and have received appropriate training to do so.
- A full medical kit must be taken on any off-site visit. Before any item is administered
- (medical wipe/ bandage) the medical list must be consulted for allergies. The incident must be recorded and parents informed. The Trip Leader will return the minor injuries form to the office at the end of the trip so that a text can be sent to parents. For more serious injuries and where the child is able to continue on the trip, parents will be contacted via telephone to inform them of the injury.
- All medicines required by children on such undertakings will be part of the overall risk
- assessment for the visit.
- Medicines will be in the safe care of a nominated member of the support staff. This colleague should be one who is willing to carry this responsibility.
- Complex medical needs for a specific pupil may necessitate a health plan for the visit. If any member of staff is concerned they should seek advice from the senior management team.
- If a sharps box is needed when off site, the senior staff member is responsible for its safe storage until it can be returned to a pharmacy or to school sharps box.

12. Residential Visits

- Prior to the residential trip, parents/carers are sent a medical form to be completed and returned to school before their child leaves for an overnight or extended day visit. This form requests information about the pupil's current condition and their overall health. This then provides essential and up-to-date information to relevant staff and school supervisors to help the pupil manage their condition while they are away. It should also include information about medical needs or medication not normally taken during school hours.
- All medical forms are taken by the relevant Trip Leader and copies of the forms are available to all staff who are supporting on the trip. Where necessary, these are accompanied by a copy of the pupil's Medical Information Plan.
- Parents/carers of pupils that require medication to be administered during an overnight visit are asked to complete a medication consent form to give permission for staff to administer or supervise administration of medication when required.
- The medication consent form also details the medication, the dosage and the frequency the pupil is currently taking. It helps to provide up-to-date information to relevant staff and supervisors to help the pupil manage their condition while they are on the residential visit.
- A copy of any Medical Information Plans and equipment/medication must be taken on off-site activities.

13. Off-site Risk Assessments

Risk assessments are carried out by this school prior to any out-of-school visit or off-site provision and medical conditions are considered during this process.

This school considers:

- how all pupils will be able to access the proposed activities;
- how routine and emergency medication will be stored and administered,
- where help can be obtained in an emergency,
- any other relevant matters.

The school understands that there may be additional medication, equipment

14. Record of Awareness Raising Updates and Training

- Bitterne CE Primary School holds updates on common medical conditions on an on-going basis. A record of the content and attendance of the medical condition training is kept by the school and reviewed every 12 months to ensure all new staff receive updates. The School Nursing Service will provide updates if the school request this.
- All school staff who volunteer or who are contracted to administer emergency medication are provided with training, if needed, by a specialist nurse, doctor or school nurse. The school keeps a register of staff who have had the relevant training; it is the school's responsibility to arrange this
- School risk assesses the number of first aiders it needs and ensure the first aiders are suitably trained to carry out their responsibilities. This school has least one first aider who has undertaken the paediatric first aid course.
- This school keeps an up-to-date list of members of staff who have agreed to administer medication and have received the relevant training.

15. Bitterne CE Primary School ensures that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

Physical Environment

- The school is committed to providing a physical environment that is as accessible as possible to pupils with medical conditions.

- Schools should be encouraged to meet the needs of pupils with medical needs to ensure that the physical environment at this school is as accessible as possible.
- The school's commitment to an accessible physical environment includes out-of-school visits. Staff at the school recognise that this may sometimes mean changing activities or locations.

Social Interaction

- The school ensures that the needs of pupils with medical needs are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after school.
- The school ensures the needs of pupils with medical conditions are adequately considered so they have access to extended school activities such as school discos, breakfast club, school productions, after school clubs and residential visits.
- All staff at the school are aware of the potential social problems that pupils with medical needs may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the school's anti-bullying and behaviour policies.
- Staff use opportunities such as personal, social and health education (PSHE) lessons to help create a positive social environment.

Exercise and Physical activity

- Bitterne CE Primary School understands the importance of all pupils taking part in sports, games and activities.
- The school seeks to ensure all classroom teachers, PE teachers and sports coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils.
- Bitterne CE Primary School seeks to ensure that all classroom teachers, PE teachers and sports coaches understand that if a pupil reports they are feeling unwell, the teacher should seek guidance before considering whether they should take part in an activity.
- Teachers and sports coaches are aware of pupils in their care who have been advised, by a healthcare professional, to avoid or to take special precautions with particular activities.
- The school ensures all PE teachers, classroom teachers and school sports coaches are aware of the potential triggers for pupils' medical conditions when exercising and how to minimise these triggers.
- The school seeks to ensure that all pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed.
- The school ensures all pupils with medical conditions are actively encouraged to take part in out-of-school clubs.

Education and Learning

- Bitterne CE Primary School ensures that pupils with medical conditions can participate fully in all aspects of the curriculum and ensures that appropriate adjustments and extra support are provided.
- If a pupil is missing a lot of time at school, they have limited concentration or they are frequently tired, all teachers at this school understand that this may be due to their medical needs.
- The school will consult with parents and the pupil's healthcare professionals to ensure the effect of the pupil's condition on their schoolwork is properly considered
- School ensures that pupils have the opportunity to discuss common medical conditions.
- Pupils at this school experience how to respond to common medical conditions.

Bitterne CE Primary School is aware of the triggers that can make medical conditions worse or can bring on an emergency. The school is actively working towards reducing these health and safety risks.

- The school is committed to working towards reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits.
- School staff are regularly updated on medical conditions. This update includes information on how to avoid and reduce exposure to triggers for common medical conditions.

- The school has a list of common triggers for the common medical conditions at this school.
- Written information about how to avoid common triggers for medical conditions has been provided to all school staff.

16. Roles & Responsibilities

Bitterne CE Primary School works in partnership with all interested and relevant parties including the school's Governing Body, school staff, and community healthcare professionals and any relevant emergency practitioners to ensure the policy is planned, implemented and maintained successfully.

The following roles and responsibilities are used for the medical conditions policy at this school. These roles are understood and communicated regularly.

Employer

This school's employer has a responsibility to:

- Ensure the health and safety of their employees and anyone else on the premises or taking part in school activities (this includes all pupils). This responsibility extends to those staff and others leading activities taking place off-site, such as visits, outings or field trips
- Ensure health and safety policies and risk assessments are inclusive of the needs of pupils with medical conditions
- Make sure the medical needs policy is effectively monitored and evaluated and regularly updated
- Report to parents, pupils, school staff and the local authority about the successes and areas for improvement of this school's medical needs policy
- Provide indemnity for staff who volunteer to administer medication to pupils with medical conditions.

Governors

Have a responsibility to:

- Ensure the health and safety of their staff and anyone else on the premises or taking part in school activities (this includes all pupils). This responsibility extends to those staff and others leading activities taking place off-site, such as visits, outings or field trips.
- Ensure that pupils with medical conditions are supported to enable the fullest participation possible in all aspects of school life.
- Ensure the school's health and safety policy and risk assessments are inclusive of the needs of pupils with medical conditions and reviewed annually.
- Make sure the medical needs policy is effectively implemented, monitored and evaluated and regularly updated.
- Ensure that the school has robust systems for dealing with medical emergencies and critical incidents at any time when pupils are on site or on out of school activities.

Headteacher

Has a responsibility to:

- Ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks.
- Ensure the policy is put into action, with good communication of the policy to all staff, parents/carers and governors.
- Ensure that all staff who need to know are aware of a child's medical needs.
- Ensure every aspect of the policy is maintained.
- Ensure that if the oversight of the policy is delegated to another senior member of staff that the reporting process forms part of their regular supervision/reporting meetings.
- Monitor and review the policy at regular intervals, with input from governors, parents/carers, staff and external stakeholders.
- Report back to governors about implementation of the health and safety and medical needs policy.
- Through consultation with the governors that the policy is adopted and put into action.

All school staff at Bitterne CE Primary School have a responsibility to:

Have a responsibility to:

- Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency.
- Understand the school's medical needs policy.
- Know which pupils in their care have a medical condition and be familiar with the content of the pupil's Individual Healthcare Plan.
- Allow all pupils to have immediate access to their emergency medication.
- Maintain effective communication with parents including informing them if their child has been unwell at school.
- Ensure pupils who need medication have access to it when they go on a school visit or out of the classroom.
- Be aware of pupils with medical conditions who may be experiencing bullying or need extra social support.
- Understand the common medical conditions and the impact it can have on pupils (pupils should not be forced to take part in any activity if they feel unwell).
- Ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in.
- Ensure pupils have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

Teaching staff

Teachers at Bitterne CE School have a responsibility to:

- Be aware that medical needs can affect a pupil's learning and provide extra help when pupils need it.
- Liaise with parents, the pupil's healthcare professionals, special educational needs coordinator and welfare officers if a child is falling behind with their work because of their condition.
- Use opportunities such as PSHE and other areas of the curriculum to raise pupil awareness about medical conditions.

First aider

First aiders at Bitterne CE School have a responsibility to:

- Give immediate help to casualties with common injuries or illnesses.
- When necessary ensure that an ambulance or other professional medical help is called.

Office staff

At Bitterne CE School they have the responsibility to:

- Help update the school's medical needs policy.
- Know which pupils have a medical condition and which have special educational needs because of their condition.
- Ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in.
- Provide support to children with medical conditions, including administering medication as according to this policy.
- Support other staff members to ensure that Medical Information Plans are implemented.
- Ensure Medical information Plans are completed and regularly updated for children that require one.
- Ensure medications are stored correctly and if necessary returned to parents when the course is completed or at the end of each academic year.
- Ensure that medications are checked on a monthly basis to ensure they are in date. Contact parents / carers, where necessary to seek replacements.

- Ensure first kits year group kits are checked and restocked on a monthly basis.
- Ensure messages or communications are sent to parents / carers regarding any medical information or pupil injuries.

Parents/ Carers

The parents of a child at Bitterne CE Primary School have a responsibility to:

- Tell the school if their child has a medical condition.
- Ensure the school has a complete and up-to-date Medical information Plan for their child.
- Inform the school about the medication their child requires during school hours.
- Inform the school of any medication their child requires while taking part in visits, outings or field trips and other out-of-school activities.
- Tell the school about any changes to their child's medication, what they take, when, and how much.
- Inform the school of any changes to their child's condition.
- Ensure their child's medication and medical devices are labelled with their child's full name and are in original containers.
- Provide the school with appropriate spare medication labelled with their child's name
- Ensure that their child's medication is within expiry dates.
- Keep their child at home if they are not well enough to attend school.
- Ensure their child catches up on any school work they have missed.
- Ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional
- Ensure their child has a written care/self-management plan from their doctor or specialist healthcare professional to help their child manage their condition.

17. Review & Evaluation

- The school's medical condition policy is reviewed, evaluated and updated every year in line with the school's policy review timeline.
- Department for Education guidance is actively sought and fed into the review.
- In evaluating the policy, this school seeks feedback on the effectiveness and acceptability of the medical conditions policy with a wide-range of key stakeholders within the school and health settings.

Dial 999, ask for an ambulance and be ready with the following information:

1. Your telephone number:

023 80499494

2. Give your location as follows:

**Bitterne CE Primary School
Brownlow Avenue
Bitterne
SO19 7BX**

3. Give exact location in the school of the person needing help.
4. Give your name.
5. Give the name of the person needing help.
6. Give a brief description of the person's symptoms (and any known medical condition).
7. Inform ambulance control of the best entrance and state that the crew will be met at this entrance and taken to the pupil.
8. Do not hang up until the information has been repeated back to you.
9. Ideally the person calling should be with the child, as the emergency services may give first aid instruction
10. Never cancel an ambulance once it has been called.

Speak clearly and slowly

Bitterne CE Primary School

Register of medication administered in school

[illegible]

VERBAL CONSENT FROM PARENT/CARER TO GIVE PARACETAMOL

Name of parent/carer:	
Relationship to child:	
Telephone number contacted on:	
Date and Time of phone conversation:	

Questions to be read out and answered by parent/carer	Yes/No
Has the child had paracetamol before?	
Has the child ever had problems with paracetamol? (If yes, refer to GP)	
Has the child had any doses of paracetamol in the last 24 hours? If yes, what times and how much was given? Leave 4 hours between doses	
Has the young person had any other medication that contains Paracetamol in the last 4 hours such as cold or flu remedies? If yes, do not give any paracetamol	
What dose of paracetamol does the child usually take? Check dose on bottle or label before administering	
Parent/Guardian fully aware of what they are consenting to and knows why you wish to give Paracetamol, please state reason:	

Declaration by the person contacting the parent/carer I have completed the above assessment questionnaire. I have assessed there are no contraindications to giving the Paracetamol. Time and date Dose..... Signature.....

Appendix 4 Long term medical condition form

Bitterne CE Primary School

Parental agreement for school/setting to administer medicine (Long-term)

The school will not give your child medicine unless you complete and sign this form, and the school has a policy that the staff can administer medicine.

Name of school/setting	
Date	/ /
Child's name	
Group/class/form	
Name and strength of medicine	
Expiry date	/ /
How much to give (i.e. dose to be given)	
When to be given	
Any other instructions	
Number of tablets/quantity to be given to school/setting	

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

Daytime phone no. of parent/carer or adult contact	
Name and phone no. of GP	
Agreed review date to be initiated by	

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

I understand that a non-medical professional will administer my child's medication, as defined by the prescribing professional only.

Parent/carer's signature	
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Print name		Date	
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If more than one medicine is to be given a separate form should be completed for each one.

Appendix 5 Short term medical condition form**Bitterne CE Primary School****Parental agreement for school/setting to administer medicine (Short-term)**

The school will not give your child medicine unless you complete and sign this form, and the school has a policy that the staff can administer medicine.

Name of school/setting

Name of child

Date of birth

Group/class/form

Medical condition or illness

MedicineName/type of medicine
(as described on the container)

Date dispensed

Expiry date

Agreed review date to be initiated by

Dosage and method

Timing

Special precautions

Are there any side effects that the
school/setting needs to know about?

Self-administration

Yes

☐

No

☐

Procedures to take in an emergency

Contact Details

Name

Daytime telephone no.

Relationship to child

Address

I understand that I must deliver the
medicine personally to

[agreed member of staff]

I accept that this is a service that the school/setting is not obliged to undertake.

I understand that I must notify the school/setting of any changes in writing.

I understand that a non-medical professional will administer my child's medication, as defined by the prescribing professional only.

Date		Signature(s)	
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Appendix 6 Individual Health Care plan

FORM 2

Pupil Health Care Plan (this should be regularly reviewed)

Name of school/setting

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

Name

Phone no. (work)

(home)

(mobile)

Clinic/Hospital Contact

Name

Phone no.

G.P.

Name

Phone no.

Describe medical needs and give details of child's symptoms

Daily care requirements (e.g. before sport/at lunchtime)

Describe what constitutes an emergency for the child, and the action to take if this occurs

Follow up care

Who is responsible in an emergency (state if different for off-site activities)

Form copied to