



Supporting Children with Medical Conditions & Administration of Medication

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Version	Date	Notes
1.0	November 2022	Existing Policy Revised
1.1	Sept 2025	- New combined policy & format - Update to defibrillator location - Removal of COVID 19 Addendum
1.2	Sept 2026	Policy Review. Removal of First Aid and Intimate Care Procedures

Arlesdene Nursery School and Pre-school is committed to:

- Safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.
- Eliminating discrimination, advancing equality of opportunity and fostering good relations between different groups. These factors were considered in the formulation and review of this policy and will be adhered to in its implementation and application across the whole school community.
- Promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs: any school member or visitor expressing opinions contrary to fundamental British values, including extremist views, will be actively challenged.

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Supporting Children with Medical Conditions

1. Introduction

Section 100 of the Children and Families Act 2014 places a duty on governing bodies of maintained schools, proprietors of academies and management committees of PRUs to make arrangements for supporting pupils at their school with medical conditions. Although this guidance does not apply to maintained nursery schools, the governors of Arlesdene Nursery School & Pre-school are committed to ensuring that, where possible, children with medical conditions can access their nursery education at our school.

Settings are required to make reasonable adjustments for disabled children including those with medical needs.

Settings are also under a duty to plan strategically to increase access, over time, to schools. This includes planning in anticipation of the admission of a disabled pupil with medical needs so that they can access the school premises, the curriculum and the provision. The 'reasonable adjustment' may include alterations to the physical environment.

2. Policy

Arlesdene Nursery School & Pre-school will provide support to any pupils of the school with medical conditions so that they can have full access to all aspects of nursery education and provision.

The Governing Body will ensure that:

- appropriate arrangements are in place in schools to support pupils at school with medical conditions.
- school leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are properly understood and effectively supported.

3. Responsibilities

3.1 The Governing Body

The Governing Body is responsible for ensuring that

- pupils with medical conditions are supported to enable the fullest participation possible in all aspects of school life.
- any members of school staff who provide support to pupils with medical conditions are able to access information and other teaching support materials as needed.

3.2 The Headteacher/SLT

The Headteacher/SLT is responsible for:

- the development of this policy and its effective implementation. This includes ensuring that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation.
- ensuring that all staff who need to know are aware of the child's condition.
- ensuring 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.
- the development of individual healthcare plans.

- contacting the community nursing service in the case of any pupil who has a medical condition that may require support at school.
- ensuring that medication is correctly and safely stored.

3.3 Staff

Teachers' conditions of employment do not include giving or supervising a pupil taking medicines and there is no legal duty that requires any staff member to administer medicines.

Nevertheless, settings are required to ensure that they have sufficient members of support staff who are appropriately trained to manage medicines as part of their duties and any member of staff who agrees to accept responsibility for administering medicines to a pupil must receive appropriate training and guidance.

All members of school staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

3.4 Parents

Parents are responsible for providing the school with sufficient and up-to-date information about their pupil's medical needs.

Parents are key partners and should be involved in the development and review of their child's individual healthcare plan. They should carry out any action they have agreed to as part of its implementation, e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

4. Identification of children with medical conditions

Parents have the prime responsibility for their child's health and must provide the setting with information about their child's health and wellbeing.

The school asks parents/carers if their child has any physical or mental health condition on the medical questionnaire as part of the registration process. The school asks for explicit consent to share this information with relevant school staff and healthcare professionals.

The school ensures that every pupil with a medical condition has an individual Healthcare Plan (**Appendix 1**) in place before they start school.

Parents/carers must inform the school of any new diagnosis, or changes to their child's medical condition, as soon as possible. The school will then act promptly on this information.

5. Record keeping

The school keeps a register of pupils with medical conditions to identify and safeguard these students. This register is held in the school office, with access by staff as appropriate. The purple folders in every classroom hold the register and includes each pupil's individual health care plans.

The school ensures that pupils' confidentiality is protected in line with the General Data Protection Regulation (GDPR) and will only share this information with relevant members of staff and healthcare professionals as appropriate.

6. Individual health care plans

The school recognises that needs are specific to an individual pupil. As such, all pupils with a medical condition require an individual healthcare plan.

All pupils with a medical condition will require a meeting to discuss the individual healthcare plan. This will be as part of the induction or admissions process. For more severe/complex conditions, an additional meeting between relevant school staff (including those who will be providing support

to the pupil) and the parent/carer will normally be required to complete the individual healthcare plan and may also involve health professionals and the pupil if appropriate.

The format of an individual healthcare plan may vary according to the nature and severity of the medical condition. This may range from a school asthma card to a more detailed individual healthcare plan as appropriate. All individual healthcare plans should detail the medication and care requirements at school, what to do in an emergency and details of the pupil's GP.

If a pupil has special educational needs or disabilities (SEND), these needs should be made clear in the individual healthcare plan and linked to their SEN or Education, Health and Care (EHC) plan if they have one.

The school recognises that needs change over time. As such, individual healthcare plans will be reviewed termly, or whenever the pupil's needs change. It is good practice to meet with parents termly to review the individual healthcare plans and the school considers ways of doing this, such as during parents' evenings.

A copy of the individual healthcare plan is maintained and updated by the school and is easily accessible to staff who need to refer to it, while also preserving confidentiality in line with the General Data Protection Regulation.

7. Administration of Medication

Medication should only be administered at school when it would be detrimental to a pupil's health or school attendance not to do so. Where clinically possible, parents/carers should request their prescribing clinician to prescribe medication in dose frequencies which enable them to be taken outside the school day.

7.1 Short-term medication needs

Many pupils will need to take medicines during the day at some time during their time in the setting. This will usually be for a short period only, perhaps to finish a course of antibiotics or to apply a lotion. To allow this will minimise the time that they need to be absent from school. However, such medicines should only be taken to the setting where it would be detrimental to a pupil's health if it were not administered during the session or day.

The school may consent to administration of medication during the session if this cannot be avoided and provided the parent has completed a Medication Consent Form. **(Appendix 2)**

Parents should allow at least 48 hours after the start of a course of antibiotics before sending their child back to school. Pupils should only return to school if they are well enough to do so.

7.2 Longer-term medication needs

If medication is required at school, this will only be given as detailed in the pupil's individual health care plan, which must be accompanied by a specific medication consent form.

7.3 Administration of medication

The setting will only accept medicines that are in the container as originally dispensed and will not deviate from the prescribing instructions on the original packaging.

Record of Medications Form **(Appendix 3)** will be countersigned and witnessed by another staff member prior to medication being administered, checking carefully:

- Name of pupil
- Name of medicine
- Dose
- Time/frequency of administration
- Any side effects

Records offer protection to staff and pupils and provide evidence that agreed procedures have been followed.

If in doubt about any procedure staff will not administer the medicines but check with the parents before taking further action.

7.3.1 Refusing Medication

If a pupil refuses to take medicine, staff will not force them to do so but should note this in the records. Parents will be informed of the refusal on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.

If staff have any other concerns related to administering medicine to a particular pupil, the issue will be discussed with the parent.

7.4 Asthma Inhalers

Parents of any pupil diagnosed with asthma will be asked to leave an inhaler for the pupil in school. Inhalers are to be properly labelled with the pupil's name and kept in the First Aid cabinet(s).

The school has chosen to hold an emergency salbutamol inhaler for use by pupils who have a prescribed inhaler and for whom parental consent for its use has been obtained. This emergency inhaler would be used if the prescribed inhaler is not available, e.g. broken/empty. This is kept in the school office.

In the event of a possible asthma attack in a pupil without a prescribed device, emergency services (999) would be contacted and advice sought as to whether administration of the emergency salbutamol inhaler is appropriate.

7.5 EpiPen's

The school holds an emergency Adrenaline auto injector (AAI) e.g. EpiPen, for emergency use on pupils who have been prescribed one and for whom parental consent for its use has been obtained. This emergency AAI would be used where their own device is unavailable or not working.

In the event of a possible severe allergic reaction in a pupil without a prescribed device, emergency services (999) would be contacted and advice sought as to whether administration of the emergency AAI is appropriate. In line with the school's Allergy Policy.

7.6 Storing of medication and equipment

The school ensures that all medication is stored safely, and that staff know where it is at all times.

All emergency medicines, such as asthma inhalers and adrenaline pens, will be readily available and will not be locked away.

Where medicines need to be refrigerated, these can be kept in a refrigerator containing food but must be in an airtight container and clearly labelled. The staff room fridge will be used for this purpose.

The school will only store, supervise and administer medicine that has been prescribed or provided for an individual pupil. Where a pupil needs two or more medicines, each should be provided in its own separate packaging.

The school ensures that medication is in date and labelled in its original container where possible (although insulin will generally be supplied in an insulin injector or pump), and in accordance with its instructions including storage temperature.

Each pupil's medication is stored in a named storage box, with a photograph of the pupil.

7.7 Disposal of Medicines

The school should not dispose of any medication. It is the parent/carer's responsibility to collect and dispose of out-of-date medication.

Parents/carers must collect all medication/equipment at the end of each term and provide new and in-date medication at the start of the new term.

7.8 Offsite visits

If pupils with medical needs are taken offsite, their key worker is responsible for ensuring that medication accompanies them.

8. Hygiene and Infection Control

All staff should be familiar with normal precautions for avoiding infection and follow basic hygiene procedures.

Staff have access to protective disposable gloves and aprons and must take care when dealing with spillages of blood or other body fluids and disposing of dressings.

The spillage kit should be used when cleaning up vomit or large amounts of urine.

9. Training and Support for staff who administer medication

The school recognises that different levels of training are required for different members of staff in order to meet the school's duties to support pupils with medical conditions.

9.1 All staff

The school ensures that all staff, including temporary staff, are aware of this 'Supporting Pupils with Medical Conditions' policy and their role in implementing the policy as part of induction.

Staff with specific responsibilities for supporting pupils with medical conditions

The school ensures that there are sufficient numbers of staff trained to support pupils with specific medical conditions, and to administer routine and emergency, taking into account staff absences, staff turnover and other contingencies.

Training should be sufficient to ensure that these members of 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.

The family of a child should be key in providing relevant information to school about how their child's needs can be met, and parents/ carers should be asked for their views. They should provide specific advice but should not be the sole trainer.

Staff who may be regularly expected to administer medication and undertake medical procedures should have this responsibility recognised in their job description. Staff are encouraged to volunteer for this role as part of their duty of care.

The governing board will ensure that the appropriate level of insurance is in place and appropriately reflects the level of risk.

10. School environment

The school is committed to providing an accessible physical environment for pupils with medical conditions.

All staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge to help prevent and deal with any issues.

The school uses teaching and learning opportunities to raise awareness of medical conditions to help promote a positive environment.

The school recognises that any measures to identify pupils with medical conditions for their safety should be proportionate and take into account confidentiality and emotional wellbeing.

11. Confidentiality and complaints

11.1 Confidentiality

The Headteacher and staff will always treat medical information confidentially. Ideally, the Headteacher will always seek parental agreement before passing on information about their child's health to other staff.

11.2 Complaints

The school responds to all concerns and complaints related to implementation of this policy, in line with the school's complaints policy

Appendix 1: Health Care Plan

Health Care Plan for Arlesdene Pre-school & Nursery

Child's Name				
Key Group				
Key Persons Name				
Date of Birth	Day	Month	Year	
Child's address				
Medical Diagnosis				
In case of emergency				
Name and relationship to child		Contact number 1	Contact number 2	Contact number 3
Name and relationship to child		Contact number 1	Contact number 2	Contact number 3
Name and relationship to child		Contact number 1	Contact number 2	Contact number 3
Clinic/Hospital	Doctor/ consultant	Contact name	Phone number	Phone number 2
GP Surgery	Address	Doctors name	Phone number	Phone number 2
Describe medical needs of child and list symptoms:				

Details of daily care requirements (including action and time/situation in which care is needed):		
Give details of what constitutes as an emergency for the child:		
What action should be taken if this occurs (list in order that actions should be taken):		
Who is responsible in an emergency (staff, usually key person and senior):		
This form has been copied to:		
Date form completed:	Parents name and signature:	Review:

Appendix 2: Medication Consent Form

Arlesdene Nursery School and Pre-school will not give your child medicine unless you complete and sign this form and the Headteacher or, in her absence, a senior member of staff has agreed that staff can administer the medication. Medicine will NOT be given to children attending just a 3 hour session unless special circumstances exist.

Details of Child

Forename:	Surname:
Address:	
Date of Birth:	M / F
Group in class:	
Condition or illness:	

Medication

Name/type and strength of medication (as shown on the container):
The doctor/medical professional who prescribed the medication:
For how long will your child take this medication:
Date dispensed:
Date and time of last dose:

Full Directions for use

Dosage and method:
Timing (daily and time or as required eg. inhaler):
Storage and expiry date of medication:
Special precautions:
Possible side effects:
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 my child's key person or manager and collect at the end of the session. I accept that this is a service which the nursery/pre-school is not obliged to undertake.)

Signature (s)

Date

Appendix 3: Record of Medications Form
NAME OF CHILD

Date	Time	Medication & Strength	Dose given & method	Any Reactions	Signature of key person giving medicine	Print Name	Signature of person witnessing the giving of medicine	Print Name	Signature of Parent	Print Name