ASHTON KEYNES
Church of England VC Primary School
SHINE BRIGHT ★ REACH FOR THE STARS

"Enabling life in all its fullness"

"I came that you may have life, life in all its fullness" (John10:10)

Our **Core Christian values** for our school are: *Perseverance, Creativity, Trust and Friendship*.

MEDICAL CONDITIONS POLICY

Approved by Governors

Reviewed> September 2026

Review due: September 2028 Contact Miss Sarah Igoe (SENDco)

Ashton Keynes CE Primary School: Administering Medication Policy

Introduction

Parents have the prime responsibility for ensuring a child's health and for deciding whether they are fit to attend school. Parents should also provide all necessary information about their child's medical needs to the school.

DfE April 2014 – *Supporting Pupils at School with Medical Conditions*, Key points are:

• Pupils at school with medial conditions should be properly supported so that they can have full access to education, including school trips and physical education.

• Governing Bodies must ensure that arrangements are in place in schools to support pupils at school with medical conditions.

• Governing Bodies should ensure that school leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are effectively supported. This policy may be superseded by a child's EHC plan or Individual Care Plan, or may be used in conjunction with them.

Staff Duties

School teachers have no legal obligation to administer medicines to pupils nor supervise them while they take medicine, unless contracted to do so. Our office staff volunteer to assist in the administration of medicines but must be given appropriate training and guidance by the parent or medical professional. As a school, we have a duty to plan how administering medicines can be accommodated in school and on educational visits to allow children who have medical needs to attend.

Process for the Administration of Medicines in School

– short term medical needs medicines should normally be administered at home and only taken into school when absolutely necessary (where it would be detrimental to the child's health, or would greatly impact on a child's school attendance, if the medicine were not taken during the school

day).

The school will only accept:

→ Medicines that are in date

→ Medicines that need to be administered in excess of 3 times during school hours

The school will not accept or administer:

→ Medicines that are to be administered 3 times per day (unless the child is attending after school club and will not return home immediately after 3:00pm, or attending a residential visit)

→ General medication (e.g. paracetamol) which has not been prescribed unless a parent gives written consent.

On accepting medication, the parent must sign a form disclosing all details and giving permission for the medication to be administered by a named person (usually a member of the office staff or a staff volunteer in the case of educational visits).

The medicine must be kept in a locked cupboard (except where storage in a fridge is required) and only accessed by named adults, or with the permission of the Headteacher.

When administering, the named adult must complete a record showing the date and time and details/dosage of the medication. In the case of the child being allowed to administer their own medication, this must again be added to the record and counter-signed by another adult. Under no circumstances should a parent send a child to school with any medicines E.g. throat sweets/tablets, without informing the school. These could cause a hazard to the child or to another child if found and swallowed. Parents are welcome to come into school to administer medicines themselves that the school refuse to administer, for reasons given above.

Asthma and Epipen

Each child will have their labelled inhaler on site during the school day, it is available and accessible in a known location to the child/staff at all times, including playtime and Physical Education. Epi-pens will be stored away from pupils alongside the care plan which will be shared with staff to ensure all staff members know where it is and can easily access it but no child can access it accidently. In line with 2026 Government guidance the school has an emergency pack of epipens and asthma inhalers. This will be stored in the hygiene/first aid room and not in a locked cabinet as immediate access by an adult may be required. It is the responsibility of the parent/carer to ensure the school has new, in date inhalers and epi-pens when the old ones need to be replaced. Staff will receive regular training from our school nurse/ first aid training company on how to use inhalers and epi pens. Each child with asthma/epi pen on site are recorded on the school 'Pupils with medication in school' list, and the class medical conditions list as a central record. The central record locations are known and accessible to all staff both hard/soft copy. Staff ensure that inhalers/epi-pens are taken when leaving the school site for a school trip/residential/sporting event.

Process for the Administration of Medicines in School

– long term medical needs

Where a child has long-term medical needs, a care plan must be written with the assistance of the school nurse and in the presence of the parent/guardian of the named child. This may also result in an individual risk assessment also being required. The care plan must be followed and reviewed at least annually. It is the parent's responsibility to inform the school of any changes to the child's condition that may require the details of the care plan to be altered. The Headteacher must ensure that named staff are trained to administer or give the level of care required by the details of the care plan. As a school, we try to ensure that we have sufficient information about the medical condition of any child with long term medical needs and will request meetings with parents and recognised medical practitioners regularly to provide the correct level of training. Training should be specific to the individual child concerned. There will also be regular/annual training for all staff on more generalised needs E.g. asthma awareness and epi-pen training, diabetes and epilepsy.

Process for the Administration of Medicines during residential visits– all medical needs

For the purpose of residential visits, there will be a named person with responsibility for the administration of medicines and care of children as above. Parents will be asked to complete a form and may be required to meet with the named staff to ensure that staff are aware of all medical requirements. In the case of higher levels of care E.g. intimate care, the named member of staff will also meet with the school nurse, or other recognised medical advisor to ensure that they are trained in dealing with the level of care required.

All staff receive first aid training, administration of medication and allergy and anaphylaxis training.