

Supporting Pupils with Medical Conditions Policy

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Document History			
Version	Date	Author	Note of revisions
2	May 26	Laura Calton	The policy has been revised to have regard to the 2026 Statutory Guidance on Supporting Children and Young People with Medical Conditions and Allergy

For the purposes of this policy ‘children’ includes everyone under the age of 18.

Contents

1 Our Goals	4
2 Who is Responsible (Who Does What?)	4
2.1 The Outwood Grange Academies Trust (OGAT) Board and Academy Council	4
2.2 Principals	4
2.3 Health and Wellbeing Officer or Lead for Managing Medication	4
2.4 Academy staff	5
2.5 Parents and Carers	5
2.5.1 Parents/Carers Visiting to Give Medication	5
2.6 Children	5
2.7 School Nurses	5
3 Rules for Bringing in Medication	6
3.1 When to bring medication into school	6
3.2 The Requirement for Parental Consent	6
3.3 Prescribed and non-prescribed medication	7
3.4 Medical needs and Individual Health Care Plans (IHCP)	8
4 Storage and Disposal	8
4.1 Safe Storage	8
4.2 Non-prescription rules (Why we can't save medication)	8
4.3 Getting rid of medication (Disposal)	8
5 Staff Training	9
6 School Trips and Exams	9
6.1 School Trips and Sports	9
6.2 Exams (SATs / GCSE / A levels etc)	9
7 Mobile Phone Use For Medical Monitoring	10
8 Confidentiality and Sharing of Information	10
9 Other Important Information	10
9.1 Student Privacy	10
9.2 AEDs (Defibrillators)	10
9.3 Complaints	10
Appendix A - Parent / carer consent to administer medication	11
Appendix B - Parent / carer collection of medication	12
Appendix C - Parent / Carer Record of Medication Administration	13

I Our Goals and Inclusive Practice

Outwood Grange Academies Trust wants all children with medical conditions to have the exact same opportunities as their friends. Our aim is to provide a welcoming school where staff are fully trained to help children with both short-term and long-term health needs.

2 Roles and Responsibilities

2.1 The Outwood Grange Academies Trust (OGAT) Board and Academy Council

The OGAT Board holds the final legal responsibility to ensure our schools have proper plans to look after children with health needs. They pass the day-to-day running of this policy to our school leaders. To meet the statutory rules, the trust appoints one named senior leader and one named academy governor to oversee medical conditions across the school. These individuals must make sure all medical risks are recorded on the official academy risk register and that the policy is working effectively.

The Academy Council will regularly discuss staff training and health resources with school leaders and report the updates at their meetings.

2.2 The Named Senior Leader and Named Academy Governor

Every school has a named senior leader and school governor who are in charge of this policy. These people make sure the school follows the rules and manages medical conditions safely. They must check medical records regularly and make sure this policy is reviewed every year, or straight away if a dangerous mistake or near miss happens.

Named Senior Leader: Denise Godfrey

Named Governor: Judy Parker

2.3 Principals

The Principal makes sure the school runs safely every day and that staff are organised properly to protect students with medical conditions.

2.4 Health and Wellbeing Officer or Lead for Managing Medication

This lead person manages medication and medical records using our online system called Medical Tracker. They work with the child, parents, doctors and nurses to create Individual Healthcare Plans and emergency evacuation plans.

Under safety laws, they ensure all medicine is stored securely and they help decide if a student is responsible enough to carry their own emergency inhaler or insulin pen.

2.5 Academy staff

Staff must care for children like a careful and responsible parent would. School staff are not trained doctors or nurses, and they can choose to say no to giving out medicine if it is not written into their job contract. However any staff member who agrees to give medicine must complete the correct training first. Staff must also keep their own personal medications locked away safely where children can never reach them.

2.6 Parents and Carers

Parents/carers are responsible for their child's health. They must:

- Give the school enough information about their child's health needs, along with supporting letters from a doctor or other medical professional.
- If a child needs regular medication at school, it is helpful if parents could ask their doctor for two separate prescriptions: one for home and one to be kept at school. This means they will not need to sign medication in and out every day.
- Make sure the school always has up-to-date telephone numbers for home and emergencies.

2.6.1 Parents/Carers Visiting to Give Medication

We know that sometimes a child might feel unwell unexpectedly with things like a headache or period pain. As we have very little space to store medicine, we actually prefer it if a parent or carer can come into school to give these "one-off" treatments themselves. If you come to school to give your child medicine, you must still report to reception and fill out a quick form. This form lets us record what was given and when, so we can keep your child safe and make sure we have the correct information if they were to suffer from any side effects. Please remember that even if you are the one giving the medicine, it must be age-appropriate and used exactly as the instructions on the box say. This helps us support your child's health while making sure we don't have to keep extra bottles or packets on-site.

2.7 Children

We believe children with health needs should be at the centre of their support plan. They should be actively involved in talking about their care needs and should help as much as possible with writing their care plans (IHCPs). Children will also demonstrate their involvement by signing and agreeing to their care plan.

2.8 School Nurses

School nursing services can help staff and advise them on IHCPs. They can also offer school wide training. Not all schools have access to a school nursing service, as it is managed by the Local Authority and varies by area. Staff employed by the school are not nurses.

3 Medical Conditions

The school has a clear process to find out about medical conditions before a child starts school or when a doctor gives a new diagnosis. We gather this information early so that the right support is ready for the start of term or as quickly as possible if a child moves schools mid-year.

There is a requirement to await a formal diagnosis of a medical condition before providing support. The absence of visible symptoms does not mean that a condition is not present or its management in or by the setting is not having an impact. Whenever it is clear that a child or young person has medical needs which impact on their life in the school, arrangements should be put in place to support them, ensure they can engage effectively in education and be fully included in the life of the school.

4 Rules for Bringing in Medication

4.1 When to bring medication into school

Medication should only be brought into school when it is absolutely necessary - when not taking it during the school day would harm the child's health.

The medicine must be scheduled to be given four times a day (or more) to be administered during the school day. If the medicine only needs to be given three times a day, this can usually be given at home with equal time spacing between doses (e.g. before school, after school and before bedtime). If there are circumstances where medication is required to be in school, with a dosage regime of less than four times a day, this will be discussed on an individual basis with the lead for managing medication and the Principal.

No child under the age of 16 will be given medicines containing aspirin unless it has been prescribed by a doctor and a parent/carer has signed a consent form. It can be tricky to spot aspirin because it is sometimes listed under different names on the packaging of over-the-counter medicines (like "salicylates"), because of this, we aim to keep the use of non-prescription medicine to a minimum and generally under the advice of a medical professional.

Children are not allowed to bring non-emergency medication (emergency medication would be carrying their own inhaler / epipen) onto the school site themselves unless this has been agreed as part of their IHCP and thoroughly risk assessed. This prevents it from getting lost, used incorrectly or shared with other children.

4.2 The Requirement for Parental Consent

The core legal principle is that no child under 16 should be given medication (prescription or non-prescription) without their parents' written consent, we cannot take consent over the phone or via another person such as a family member. This is in the Department for Education's (DfE) statutory guidance. If the family member is not a person with Parental Responsibility (PR), they cannot legally consent to the administration of the medication.

We know it can be hard for parents who are working to get medication into the school. We are flexible, but we must follow the law and get written permission every time.

Written Permission is Required: A parent or carer (with parental responsibility) must fill out and sign the *Parental Agreement to Give Medicine* form (Appendix A).

Handing Over the Medication:

- **Best Way:** The parent or carer who signed the form should bring the medicine to the school and sign the form in person.
- **Alternative Way:** If the parent/carers cannot come to the school, another adult can deliver the medicine for them. BUT, the school must receive the completed and signed permission form by email directly from the parent/carers with parental responsibility. The email must be sent from the address we have on our system and clearly list all the information in Appendix A (like the dosage and how often to give it).

Medicine Must Be Safe: All medication must be delivered in its original container, clearly labelled, and not expired.

The parent must clearly name and give permission for the non-parent family member to act on their behalf and state the reason (e.g. they cannot take the time off work).

If a child has a serious medical emergency (like a severe allergic reaction or seizure), we will call **999**. In these life-threatening cases, staff will follow the instructions given by the emergency operators or paramedics. For children with long-term health needs, we will follow the IHCP already signed by their parents to make sure they get the right help fast.

4.3 Prescribed and non-prescribed medication

Schools are not allowed to keep their own stock of non-prescribed medicines (like Calpol or general paracetamol) for routine use. Parents/carers must provide all regular medication.

Exceptions for the school to keep medication:

1. **Emergency Medication:** Schools can keep their own stock of emergency medication, such as asthma inhalers or Epi-Pens (auto adrenaline injectors) that are not for one specific child or young person.
2. **Residential Trips:** They may keep a small amount of pain relief medication (paracetamol / calpol) and antihistamine that may be needed if something unexpected happens on a residential trip where parents / carers are not able to bring any for their child. Consent forms will have to be completed before the child goes on the trip detailing the brand and dosage of medication which must be age appropriate.
3. **Special Education Settings (Alternative Provision - AP):** These settings can keep a small, limited supply of common non-prescription remedies (like pain relief) for minor, short-term issues. Parents/carers must give permission beforehand for their child to use this stock.

4.4 Medical needs and Individual Health Care Plans (IHCP)

The IHCP is very important for children with long-term or complex medical needs. This plan should be created together by the school, the child, parents and relevant health professionals. Not all children with a health need require an IHCP.

All IHCPs must be looked at and reviewed at least once a year, or sooner if the child's needs change. It is the parents/carers' responsibility to tell the school immediately if there are any changes to their child's needs.

5 Storage and Disposal

5.1 Safe Storage

Most medication will be stored safely, correctly labelled and in a locked metal cabinet. The exceptions to the locked cabinets rules are:

- If the IHCP says otherwise.
- If a child manages their own medication (like for diabetes, EpiPens or asthma inhalers).
- Emergency medication kept in certain locations around the school.
- Medications taken on trips which must be kept in a lockable bag or box and not stored with the main first aid kit as first aid kits should be easy to access.

5.2 Non-prescription rules (Why we can't save medication)

Our schools do not have enough storage space to keep a lot of medication. Non-prescription medicine will only be given exactly according to the manufacturer's instructions (the leaflet/label on the box). We cannot save or keep non-prescription medicine for "as and when" use over a long time unless this is part of an IHCP as advised by medical professionals.

Parents/carers must provide medicine each time it is needed, and any leftover non-prescription medicine should be collected at the end of the school day or when the short course is finished.

5.3 Getting rid of medication (Disposal)

It is the school's job to store and give out medicine, not to dispose of it. It is the parent/carer's responsibility to collect all medicines when they are no longer needed, are out-of-date, or at the end of the course (like when antibiotics are finished or at the end of the school year). Parents can then take the medication to a pharmacy for safe disposal. Sharps boxes must always be used for the disposal of needles.

A form (Appendix B) must be completed when medicine is handed back to a parent/carer.

6 Staff Training

Staff who are involved in giving out medicine must have the correct training. They must have at least Level 2 in Handling Medication in an Educational Setting and it must be reviewed at least every 3 years or sooner if rules change. Having a first aid certificate alone does not count as the proper training needed to support children with medical conditions and give out their medication.

Specialist nurses (like an epilepsy nurse or asthma nurse) may come in to give staff specific training and advice on supporting children with special health needs.

7 School Trips and Exams

7.1 School Trips and Sports

We want children and young people with health conditions to join in all activities including trips, sports and overnight trips.

The school will plan well ahead of time for all off-site trips to make sure arrangements are in place for safe and full participation. All IHCPs must be safely followed when away from the school site. The Academy uses a web-based system called 'EVOLVE' to help with planning, management, sign off, and evaluation of visits.

7.2 Exams (SATs / GCSE / A levels etc)

Emergency medication such as asthma inhalers and EpiPens can be taken into the exam room and left on the desk. Children and young people with diabetes can take their blood testing kit, water, insulin, and dextrose tablets.

If they need emergency medication or anything else (like non-emergency medicine or special equipment) during a formal exam, the parent/carer or lead for managing medication must tell the Exams Officer well in advance.

This is important because the Joint Council for Qualifications (JCQ) regulations govern all items allowed in the examination hall. The Exams Officer must be notified about any items added to the normal equipment (per child) and must ensure that additional invigilation or specific seating arrangements are put in place to manage these situations in accordance with JCQ regulations.

SATs (Key Stage 1 and 2 national curriculum tests) are overseen by the Standards and Testing Agency (STA), which is an executive agency of the Department for Education. The STA sets the rules and guidance for these tests. Please inform the Academy Principal well in advance for any requirements specific to these.

8 Mobile Phone Use For Medical Monitoring

The trust operates a strict no mobile phone policy for children however an exception is made for those who require a smartphone to monitor their glucose levels or manage their diabetes. In these cases they are permitted to carry their phone on their person at all times and access this during the school day to ensure their safety and the effective management of their condition. Each academy will provide the child with a formal permission note or a specific form of identification to show they have authorisation to use the device for medical reasons. This is a medical necessity and any child found using their phone for non-medical purposes such as, but not limited to, social media or messaging will be dealt with in accordance with the academy behaviour policy.

9 Confidentiality and Sharing of Information

The academy is committed to managing all medical information confidentially, sensitively, respectfully, and in line with Data Protection regulations and the Trust's Data Protection and Freedom of Information Policy, ensuring the dignity of the child and their family is maintained at all times.

IHCPs are accessible by all staff to ensure the safety and wellbeing of the child or young person via the online system, Medical Tracker. If parents do not wish for their child's IHCP to be uploaded into Medical Tracker, this should be discussed when the plan is being created.

10 Attendance, Catch-up and Reasonable Adjustments

We deal with health-related absences in a supportive way rather than punishing the student. The school will share missed work, provide extra help to catch up and arrange flexible part-time timetables for children returning after a long illness. Under the Equality Act 2010 we will make reasonable adjustments for children whose health condition counts as a disability. This means we adapt our general rules and provide specific help for individuals.

II Other Important Information

II.1 Student Privacy

If a child needs private or personal care, the staff member giving the treatment should be the same gender as them whenever possible. Another adult should also be present while the treatment is carried out. The arrangements must be in the child's IHCP.

II.2 AEDs (Defibrillators)

An AED is a machine that gives an electric shock to help a person whose heart has stopped beating normally. The school will display signs that clearly show where the AEDs are located.

II.3 Complaints

If you have a concern about the medical support, you should first talk to the lead member of staff responsible for medical conditions. If the problem cannot be fixed, the formal Complaints Policy should be followed.

Appendix A - Parent / carer consent to administer medication

Child's Name:

Date of Birth:

Address:

Name of person who brought in the medication:

Medical condition being treated:

Do they have parental responsibility? Yes / No

Date medication brought in	Name of medication	Amount supplied	Individual Health Care plan completed (Y/N + date)	Expiry Date	Date medication no longer required (if known)	Dosage regime (must match prescribers /manufacturers instruction)

If the medication is not prescribed, have you consulted a GP? Yes / No / Not Applicable

If yes, did they suggest this medication?

Any known side effects or special precautions to be aware of?

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

Signature of parent/carers: _____ Staff Signature: _____

Date: _____

Appendix B - Parent / carer collection of medication

Parents/carers collection of medication

Child's Name:

D.O.B:

Address:

Name and strength of medicine	
Expiry date	
Quantity returned	
Name of person returned to	

Staff signature _____

Signature of parent/carers _____

Date _____

Appendix C - Parent / Carer Record of Medication Administration

Child's Details

- Full Name:
- Date of Birth:
- Year Group:

Safety Confirmation

- I confirm my child has had this medicine before without any bad reactions.
- I confirm this medicine is being given exactly as the box or doctor's label says.

Administration Log

Date:

Name of Medicine & Strength:

Time Given:

Exact Dose (e.g., 5ml or 1 tablet):

Signatures

- Parent/Carer Name:
- Relationship to Child:
- Parent Signature:
- Staff Witness:

Office Use Only: * Added to Medical Tracker *

Staff Name:

Date: