



Supporting Pupils with Medical Needs Policy

The school policy is that medicines for chronic illnesses, such as epilepsy, diabetes, asthma and severe allergic reaction, will be administered by named persons. It is the parents/carers responsibility to complete the medical/consent forms provided by the school and to update the school if a medical condition is diagnosed or changes.

Staff will undergo training if required in order to support a child with diabetes in school. The medicine and testing kit will be kept in the child's classroom safely. There will be daily communication between parent and class teacher. If there is to be a change in timetable for example extra physical activity, parents **MUST** be and **ARE** informed beforehand.

Non-prescribed medicines such as paracetamol, anti-histamine or cough medicines will be administered by the parents. Where this is not possible a member of staff will administer it, if the medicine has been prescribed by a doctor and parents complete a form giving permission (this form is available to download from our website or from the school office) that states clearly that parents give permission for this to happen, together with when to give the medicine and how much to give. All medicines must be clearly labelled with the child's name and dosage. Medicines are stored in a locked cupboard in the office or the medicine fridge.

On no account must medicines, including homeopathic medicines, or treatments including medicinal sweets or gels be sent to school with the child.

Pupils who require inhalers must be able to retrieve these quickly when necessary. These must be clearly labelled with the child's name and should be kept in the cupboard in the child's classroom. Parents must ensure that these are regularly checked for expiry dates.

When children become ill at school or have an accident, parents or a named person will be contacted if the injury is deemed serious or needing further medical investigation. The treatment will be recorded in the school's Accident Book.

During morning and afternoon breaks, a teacher or member of support staff who has received first aid training will administer basic first aid.

At lunchtime the first aid trained Midday Supervisors are responsible for the medical care of the children.

The list of staff who have been trained in First Aid is displayed on the staff room notice board. A number of members of staff have Paediatric First Aid Training.

Some pupils may require a Health Care Plan eg anaphylactic reaction or epilepsy and children taking very strong drugs. When a child needs this treatment staff will be trained in the use of the Epipen or Buccolam and would administer it in the case of an emergency.

From 1 October 2017 the Human Medicines (Amendment) Regulations 2017 will allow all schools to buy adrenaline auto-injector (AAI) devices without a prescription, for emergency use in children who are at risk of anaphylaxis but their own device is not available or not working (e.g. because it is broken, or out-of-date). We have a consent form for completion for those that we hold AAI's for.



'Being different, Belonging together'

AAIs are intended for use in emergency situations when an allergic individual is having a reaction consistent with anaphylaxis, as a measure that is taken until an ambulance arrives. Therefore, unless directed otherwise by a healthcare professional, the spare AAI should only be used on pupils known to be at risk of anaphylaxis, where both medical authorisation and written parental consent for use of the spare AAI has been provided.

Schools may administer their "spare" adrenaline auto-injector (AAI), obtained, without prescription, for use in emergencies, if available, but only to a pupil at risk of anaphylaxis. These are kept in the first aid room for easy access by an adult in an emergency.

In the event of a possible severe allergic reaction in a pupil who does not meet these criteria, emergency services (999) will be contacted and advice sought from them as to whether administration of the spare emergency AAI is appropriate.

REVIEW

The Headteacher and staff will review this policy **every two years or sooner if the need arises**. Any suggested amendments will be presented for discussion and approval by the whole Governing Body.

Approved by the FGB May 2026. To be reviewed in May 2028.