



## **Pupils with Medical Needs Policy**

**2025**

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Last Approved by A Good

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Person responsible for the monitoring, evaluation and implementation of this document: A Good

## Contents

1. Rationale
2. Purpose
3. General Information
4. Administration of Medicine
5. Asthma Medication
6. Procedure for Accepting Medication
7. Procedure for Dealing with Asthma Attacks
8. Physical Exercise
9. Pupils with Significant On-Going Medical Needs
10. Appendix 1 – Pupils Medical Register

## **1. Rationale**

Governors and staff of Alder Grange School are committed to ensuring that pupils with medical needs receive proper care and support at school.

Alder Grange School encourages all children with medical conditions, including asthma, to achieve their potential in all aspects of school life by having a clear policy that is understood by all school staff and pupils

The Headteacher is in principle responsible for members of the school staff giving or supervising pupils taking prescribed medication during the school day where those members of staff have volunteered to do so.

This policy is based upon:

- Department of Education booklet “Supporting pupils at school with medical conditions (last update Dec 2015)
- Lancashire County Council Guidelines “Medicines Safety” (2014)
- Advice from National Asthma Campaign

Alder Grange will do all that it can to ensure that the school environment is favourable to pupils with medical conditions, including ensuring there is a no smoking policy, and that the school follows COSHH regulations when using chemicals in Science, Art, Design & Technology.

If chemicals are likely to trigger asthma pupils will be allowed to leave the room.

## **2. Purpose**

The Policy aims to make clear all procedures for the acceptance, storage and administration of pupil's medicines and the wider support for pupils with other medical needs, including but not limited to asthma.

## **3. General Information**

### **Authorised Personnel**

Mr A Good (Deputy Headteacher) has overall responsibility for implementation of the policy ensuring safe administration of medicines for pupils.

No other member of staff should accept responsibility for the storage and administration of medicines except with the knowledge and consent of Mr A Good or the Headteacher.

### **Information for Parents**

References to the school policy will be included in the Home-School Agreement and details of policy will be given to all Year 7 parents at the beginning of Year 7.

Full copies of the policy are available to parents on request.

A brief mention of the guidelines will be made in the School Prospectus.

### **Information for staff**

All staff will have access to a copy of this policy.

### **Training**

Appropriate training for any members of staff undertaking the administration of medication in school is essential and is provided through arrangements made with the School Health Service.

### **Injections**

It is unlawful for school employees to administer medicine by injection except for the purpose of saving life in an emergency.

### **Self-administration of medication**

Wherever possible, pupils should be encouraged to self-administer medication under the supervision of an authorised member of staff. Older children if agreed with authorised personnel can carry own medication e.g., Insulin, Epipen, Inhaler

### **Definition of Medicine**

This policy covers prescribed medicines only.

### **National Curriculum**

All pupils requiring medication at school have access to the National Curriculum unless medical advice specifically precludes it.

### **Off-site activities**

The school will make every effort to continue the administration of medication to a pupil whilst on off-site activities; even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a pupil on off-site activity if appropriate supervision cannot be guaranteed.

## **4. Administration of Medicines**

Whilst all staff have a duty of care for the health and safety of pupils in school there is no contractual requirement for a teacher to administer medication or to support pupils who have medical needs.

- It is recognised that the participation of any teacher in the administration of medication is of a voluntary nature.
- Non-teaching staff or special support assistants only have to administer medicines or undertake medical procedures if such references are included in the contracts of employment. The procedures for any administration are agreed by the authorised person, Headteacher and Governors.
- All staff who are involved in the administration of medication and in the support of pupils with medical needs should be aware of the County Council policy on indemnity.

## **5. Asthma Medication**

- At the beginning of each school year, or when a child joins the school, parents will be asked if their child has a medical issue including asthma. Parents should contact school if the care plan needs to be reviewed and/or medication needs to be changed
- Pupils self-administer inhalers as appropriate. Severe asthmatics may also have a care plan. This will include what to do in the case of a severe asthma attack.
- Immediate access to reliever inhalers is vital.
- Pupils are encouraged to carry their reliever inhaler at all times.
- Pupils should not be expected to ask for permission to use an inhaler.
- If a pupil has a severe asthmatic condition, a spare inhaler may be kept at Student Services. They may also be subject to a care plan.
- School staff are not required to administer medication to pupils except in an emergency. If they were to administer medication i.e., an inhaler to a seriously ill pupil, they are insured by the Local Education Authority to do so.

## **6. Procedure for Accepting Medication in School**

- Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so.
- No child under 16 should be given prescription or non-prescription medicines without their parent's written consent – except in exceptional circumstances where the medicine has been prescribed to the child without the knowledge of the parents. In such cases, every effort should be made to encourage the child or young person to involve their parents while respecting their right to confidentiality.
- Children under 16 should never be given medicine containing aspirin unless prescribed by a doctor.
- Medication, e.g., for pain relief, should never be administered without first checking maximum dosages and when the previous dose was taken. Parents should always be informed. Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.
- Medicines must be delivered to the school by the parents/carers or escorts employed by LCC. If a pupil brings in medication it will not be accepted for administration and will be held until the correct procedures have been followed.
- Only reasonable quantities of medication will be accepted e.g., maximum of four weeks supply at any one time.
- Medication will not be accepted in school without complete written and signed instructions from the parent.
- The Alder Grange School pro forma, called the Pupil Medication Register (PMR1) must be completed by the parent/carer
- The pupil Medication Register will be kept in the medication file which is kept with the medication. An electronic copy is also available.
- The information should be updated annually or earlier if the dosage is altered by the GP.
- The medicine must be delivered in a secure and labelled container to the authorised person. Items of medication in unlabelled containers will be returned to the parent/carer.
- Each container must be clearly labelled with the following: Name of medicine, patients' name, dosage, dosage frequency, date of dispensing, storage requirements, if important,

expiry date – it is the parents' responsibility to ensure medication is in date but in terms of best practice, school should also check

- After first receipt of medicines, repeat medication will continue to be accepted without further notice.
- It is the responsibility of parents/carers to notify school if there is a change in medication, a change in the dosage requirements or the discontinuation of the pupil's need for medication.
- All medicines will be kept in a locked cupboard in Student Services.

## **7. Procedures for Dealing with Asthma Attacks**

### **Procedures to follow in the event of an attack**

- Ensure that the reliever inhaler is taken immediately
- Stay calm and reassure the child
- Help the pupil to breathe by ensuring tight clothing is loosened

### **After the attack**

- When the pupil feels better they can return to normal school activities
- The Form Tutor should be informed.
- The pupil's parents should be informed of the attack, particularly if it was due to the child not having their inhaler or the inhaler not having its normal effect.

### **Emergency procedure**

- Call for paramedic support if:
- The reliever has no effect after 5 - 10 minutes;
- The pupil is either distressed or unable to talk;
- The pupil is getting exhausted or takes on a bluish colouration particularly around the lips or
- you have any doubts at all about the pupil's condition.
- If the pupil shows no signs of recovery call an ambulance.
- Never take a child to hospital in a car as the child's condition may deteriorate very quickly

## **8. Physical Exercise: Curricular & Extra Curricular**

Taking part in physical exercise is an essential part of school life.

PE staff are aware of pupils with medical needs.

Staff will remind pupils whose asthma is triggered by exercise to take their reliever inhaler before the lesson.

Pupils who know that they might need their inhaler during a lesson should be encouraged to take it with them. Many pupils keep the inhaler in their socks during lessons.

Staff taking pupils on visits involving physical exercise should be aware of pupils with medical needs including asthma.

## **9. Pupils with significant on-going medical needs**

In some cases, pupils attend school with on-going medical needs which require periodic but significant support in school. This is considered on a case-by-case basis and under the direct supervision of healthcare professionals.

A Health Care Plan would be formulated and agreed with healthcare professionals, parents or carers, the young person and school and this is reviewed annually with all parties for as long as the care plan operates.

When deciding what information should be recorded on individual healthcare plans, the discussions will consider the following:

The medical condition, its triggers, signs, symptoms and treatments;

The pupil's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors, travel time between lessons;

Specific support for the pupil's educational, social and emotional needs – for example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions;

The level of support needed (some children will be able to take responsibility for their own health needs) including in emergencies. If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring;

Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional; and cover arrangements for when they are unavailable;

Who in the school needs to be aware of the child's condition and the support required.

### **Training Needs**

Any training around specific pupils' medical needs will be sufficient to ensure that staff are competent and have confidence in their ability to support any pupils with medical conditions, and to fulfil the requirements as set out in individual healthcare plans. This may include an understanding of the specific medical conditions they are being asked to deal with, its implications and any preventative measures. Mr A Good (Deputy Headteacher) is responsible for ensuring any specific updates are passed on to staff but general health awareness training and updates may also form part of the annual CPD cycle.

**ALDER GRANGE SCHOOL  
PUPIL MEDICATION REGISTER**

The school will not give your child any medication unless this form is completed and signed and the Head teacher or Authorised Personnel have agreed that school staff can administer the medication.

Has your child any medical condition/illness which school need to be made aware of.

Yes \_\_\_\_\_

No \_\_\_\_\_

If YES complete and sign the following form, if NO just sign and return.

Name of pupil: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Form: \_\_\_\_\_

Condition or Illness: \_\_\_\_\_

Does any medication need to be administered in school: \_\_\_\_\_ If yes please complete below.

Information for Medication administered in school	
1. Name of medication (as described on the container)	
2. Dosage and amount (as described on the container)	
3. Dosage timing	
4. Method - mouth/drops etc	
5. How long will the child be on the medication	
6. Any special requirements e.g. before food etc.	
<b>Other information</b>	
1. Special precautions	
2. Side effects	
3. Administration self/member of staff	
4. Procedures to be taken in an emergency	

**CONTACT DETAILS:**

Name: \_\_\_\_\_ Daytime telephone no: \_\_\_\_\_

Relationship to pupil: \_\_\_\_\_

Address: \_\_\_\_\_

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I understand that I must deliver the medication personally to authorised school staff and accept that this is a service which the school is not obliged to undertake. Please return to Student Services Officer

Date: \_\_\_\_\_ Signature: \_\_\_\_\_