

Gilded Hollins Community School



Supporting Children with Medical Conditions Policy

Reviewed: June 2026

This policy has been written with due regard to the Equality Act 2010

At Gilded Hollins, we strive to create an environment in which both children and adults feel happy, safe, secure and valued. In line with our Equal Opportunities Policy we are committed to providing a teaching environment conducive to learning so that each child is valued, respected and challenged regardless of medical need. Children with medical needs have the same rights of admission to our school as other children

Aims of the Policy

The aims of this policy are to:

- ensure that those children with medical needs are identified as soon as possible
- enable all children, including those with medical needs, to receive the care they need
- make sure that medicines are handled responsibly by outlining the procedures for managing medicines in such a way that staff, children and parents and carers understand them and understand the necessity to adhere to them
- make sure that proper procedures are followed and medicines are stored and handled properly so that our children and staff are kept safe
- enable all children to attend regularly
- encourage and support inclusive practice
- ensure that staff encourage children to become increasingly able to cope with their own medical needs in a secure and safe environment, with any necessary supervision and support provided
- inform and involve the parents and carers of children with medical needs of our procedures so we can work together to support their children
- ensure that ongoing training is provided for staff so they can support and supervise children with medical needs
- make sure that staff understand the need to make appropriate and accurate records when required to
- ensure that staff work with outside agencies who provide specialist support for coping with the medical needs of children
- make sure that everyone, including parents and carers, is clear about their respective roles
- help ensure that all school staff are clear about what to do in the event of a medical emergency concerning a child or a member of staff

Roles and responsibilities

Parents and carers

Parents and carers have the prime responsibility for their children's medical care. However, as an inclusive setting, we recognise that there may be times when medication needs to be administered to ensure a child's participation in our school. We will therefore administer medication and supervise children taking their own medication according to the procedures in this policy and following the guidance in the DfES document 'Supporting Pupils with Medical Conditions' (2015). It is the responsibility of parents and carers to provide all medicines and creams, replace any which are running out or past their use by date and complete the relevant

forms and written permissions as detailed below. Medicines will not be administered if they are out of date.

It is the responsibility of parents and carers to complete a Medical Information Form at the New Intake Evening or before their child starts at the school, if admitted mid-term or into a year group other than Reception (see appendix 1). A Data Collection Form, with reference to medical conditions, will be handed out and updated by parents at the start of a new academic year. These forms will be stored in the child's file in the office. This information will be used to identify those children who have specific health/medical problems that may impact on their learning and sets up the appropriate arrangements for meeting the needs of a child with medical needs in school. It is also the responsibility of parents and carers to inform school if their child's medical needs change and that information must be provided in writing to the school.

Parents and carers will be expected to collect any medicine that has to go home at the end of the day, either from the school office or from the class staff. This responsibility will be made clear to parents and carers when the medicine is left with school staff and the form completed. Medicines will never be handed to children or go into their bags. Parents must be made aware of this to prevent problems with older children in KS2 who walk home alone. All medicines should go home during holidays, including inhalers. Parents are expected to sign for the return of medicines at the school office.

Staff Responsibilities

Mrs Mair oversees the administration of medicines in school and Mrs Gore oversees the organisation of training for staff in school.

HCPs (see appendix 2) will be sent to the school office by parents and then distributed to class staff. Class staff will meet parents to discuss the needs of the child in further detail should this be appropriate. HCPs will be kept in the classroom for each class so that information is immediately available as needed. H.C.Ps. will be updated annually, or as often as necessary throughout the year. In the case of a specific medical diagnosis (e.g. diabetes, epilepsy or haemophilia), the appropriate health care professionals will be invited in to meet, and train, relevant staff. The photos on all documents and storage containers will be changed as needed. Discontinued H.C.Ps will be shredded when no longer needed.

Medical information (name, class, diagnosis and emergency treatment) for those children with medical needs will be displayed in the staff room (see appendix 3). Relevant medical needs/special diets will also be displayed in the child's classroom. The kitchen staff will also have a list of children who have special dietary needs or food allergies, with an accompanying photo.

All of our pupils' returned medical forms will be stored in individual folders in the filing cabinet of the school office. This is to ensure that all the details we hold about a child (including home contact numbers and other relevant information) are readily accessible in a single place.

Following the changes to the management of asthma in school guidelines in 2014, an Asthma Register will be compiled and updated annually. This will be displayed in the staff room and each classroom.

First aid training will be updated regularly, in line with statutory guidance.

Office staff will have a list of instructions on the wall, clearly displayed near the telephone, with instructions about how to ring for an ambulance and what information to have ready. Such a list will be displayed by all phones in school.

It is the responsibility of all staff to:

- adhere to the procedures outlined in this policy
- be aware of the medical needs of children in their care
- attend the regular training offered in the use of EpiPens and make sure they know how and where EpiPens are stored
- return any medicines administered in school to the container it came from and to alert the parent if a medicine seems to be getting low
- make sure that any medicine is only used for the child it has been prescribed for and must never be shared
- ensure that if they have a medical diagnosis or health issue that could impact upon a class situation they alert senior management

Governors

It is the responsibility of the governors to approve arrangements for trips, as detailed under the school trips section of this policy.

It is the responsibility of the Health and Safety Governor(s) to monitor that this policy is being adhered to and report back to the Finance, Buildings and Grounds Subcommittee or Full Governors as appropriate.

Administration and storage of medicines

Prescribed medicines

Parents and carers will be encouraged to ask their GP to prescribe medicines in frequencies which enable it to be taken outside school hours. If it is absolutely necessary for school to administer medication (eg a medicine that needs to be administered 4 times daily), it will be the responsibility of parents and carers to complete an Administer Medicine Agreement form (see appendix 4). A copy is attached to each H.C.P. However, if a parent or carer would like to come to school and administer the medicine themselves, then a record will be made, and no other forms will need to be completed.

School will only accept medicines which have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for

administration, storage and dosage. School will not accept medicines that have been taken out of the original container.

Over the counter medicines

Parents and carers must complete both an Administer Medicine Agreement form and write a permission note if requesting that their child is given over the counter medicines such as paracetamol, eye drops or creams. These are administered at the Head Teacher's discretion.

Sun cream will only be administered in school if it has been prescribed for medical reasons. In these cases, the cream will be stored in the medicine cupboard in a named bag displaying the child's photo. If the sun cream has not been prescribed, parents are advised to apply the 'Once Daily High Factor' cream before coming to school.

Emergency drugs

Parents and carers must complete the Administer Medicine Agreement form (see appendix 4) for emergency medicines such as: insulin for diabetes or adrenaline, via an EpiPen, for anaphylaxis or an inhaler for asthma. Parents will be expected to sign to agree to the administration of emergency drugs by staff. All staff who undertake this task must be trained to do so.

When such drugs are being administered, a member of staff will be asked to check the maths when calculating a dosage and be present when medicine is given. All drugs are checked by a second member of staff and countersigned on the sheets. Each child with diabetes has their own individual labelled plastic box in their classroom containing food, drinks and glucose tablets. It is the responsibility of the parents and carers to provide these items. The method of administration of insulin for diabetic children will be discussed on an individual basis and set out in the HCP.

Forms for recording blood sugar levels for children with diabetes (see appendix 5) are stored in their own individual folders along with the child's Health Care Plan.

In the case of an incorrect dose of a drug being given in error, parents will be informed. If this is insulin or a drug that may have significant side effects, the parent or carer will be contacted immediately and appropriate advice followed.

The school maintains an emergency Adrenaline Auto-Injector (AAI/EpiPen) for use in cases of suspected anaphylaxis where a pupil or other person is experiencing a severe allergic reaction and their prescribed device is unavailable, unusable, delayed, or where an undiagnosed life-threatening reaction occurs in exceptional circumstances. The emergency AAI is stored in a clearly labelled, secure box in the school office, known to all relevant staff and available at all times during the school day and on school activities. In accordance with current UK guidance and the Human Medicines Regulations, any trained member of staff acting in good faith to

preserve life may administer the emergency AAI and will be supported by the school where actions are taken reasonably, proportionately, and in line with school procedures and recognised national guidance. Following administration, emergency services will be contacted immediately and parents/carers informed without delay.

Refusal to take medicines

If a child refuses medication, staff will not force them to take it. The refusal will be noted, and parents and carers will be contacted by telephone. In the event of a child refusing emergency medication, parents and carers will be contacted immediately by telephone. The emergency services will be contacted immediately, and a member of school staff will accompany the child to hospital to allow parents and carers time to arrive.

Storage of Medicines

Medicines which have to be stored below a certain temperature will be stored in the medicine's fridge in the staff room, allocated strictly for medical use. The temperature of the fridge will be checked regularly.

Items such as EpiPens will be stored in individual boxes in class, near to the child. Inhalers will be stored in class in a box containing individual see through bags with all the details on the front. The inhalers will have a thumb print picture of the child it belongs to stuck to its side. If inhalers are taken out of school for any reason, they must be returned to the box as soon as possible.

General first aid supplies will be stored in First Aid boxes which can be found in the staff room, hall, KS2 entrance and the school office. A list of trained first aiders, along with relevant photographs, is displayed in the reception area.

Arrangements for School Trips

All arrangements for children with medical needs going on school trips will be considered when arranging the trip and throughout the visit. Parents of children with specific medical needs will be consulted prior to departure.

Parents may be asked to accompany the child to make it possible for the child to access the trip. Staff will carry first aid kits on trips. Staff will also carry an emergency inhaler and an emergency epi pen on any trip.

Making arrangements for children with medical needs must be included in the risk assessment for any trip. Parents should be asked about travel sickness in advance of school trips to enable appropriate measures to be taken and a form completed if staff have to administer a travel sickness tablet prior to the journey home. Travel sickness tablets must not be carried by children.

An emergency inhaler and an emergency epi pen will accompany a class on a trip.

Appendix 1 – Medical Information Form

Medical Information

Child's Surname: _____	Forename _____
D.O.B _____	

	Emergency contact 1	Emergency contact 2
Name:		
Relationship to the child:		
Address:		
Home number:		
Mobile number:		
Work number:		

Does your child have any medical/surgical problems? If so, please give details below indicating any treatment that is taken at home and/or will need to be given in school _____ _____ _____

Does your child suffer from any allergies (including hay fever)? Please give details and specify any treatment that is given at home or may need to be used in school. Please identify and signs, symptoms or triggers for allergies. _____ _____ _____

Does your child have any special dietary requirements? Please give details below.

All medicines, including inhalers, must be given to school in the original box with the child's name and instructions clearly visible.

Please note a parental agreement form must be completed and signed to cover any medication that is required to be taken in school. These forms are available from the school office when required

Plasters

I do / do not give permission for members of staff to apply plasters in the event of an accident.

Sun Cream

Sun cream will only be applied in school if there are medical reasons.

Toilet Issues

Does your child have any problems/toilet issues which will impact in school? **Yes/No**

Medical Emergency Consent

- I give permission for a suitably qualified member of staff to administer first aid to my child. **Yes/No**
- Please note that in the event of your child becoming sick or injured whilst at Gilded Hollins Community Primary School, every effort will be made to contact parents/carers on the numbers given. In the event of this not being possible, I agree to my child being accompanied to hospital by ambulance with a member of staff. School will continue to try to contact parents.

It is the responsibility of parents to ensure that all the medical information and contact numbers are kept up to date and school informed accordingly.

Signed _____ Date _____

Relationship to child _____

Appendix 2 – Health Care Plan

Gilded Hollins Community Primary School - Health Care Plan

Child's name:	
Date of birth:	
Address:	
Home telephone number:	

(picture of child)

Emergency Contacts

	Emergency contact 1	Emergency contact 2
Name:		
Relationship to the child:		
Address:		
Home number:		
Mobile number:		
Work number:		

Medical Details

Child's diagnosis:	
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Signs, symptoms and triggers:	
Regular treatment to be taken at school: <i>*Administer Medicine agreement may be needed.</i>	
Emergency treatment to be given at school: <i>*Administer Medicine agreement may be needed.</i>	
Other relevant information: Permission for emergency inhaler to be used if necessary Permission for emergency epi pen to be used if necessary	Yes / No / not applicable Yes / No / not applicable

Medical Health Professionals/Workers involved with the child

Name:	Role	Contact Details

Parent Details It is the responsibility of parents to ensure that all the medical information and contact numbers are kept up to date and school informed accordingly. Signed _____ Date _____ Relationship to child _____

Appendix 3 – Template for information to be stored in staff room.

To be displayed in the staff room. Please complete for children with hay fever, asthma, dietary needs or medical issues such as diabetes, epilepsy, haemophilia etc... Please highlight in yellow the medical condition/dietary need and CAPITALISE names of emergency medication to be taken.

Please share all dietary needs and food allergies with the kitchen staff. The template below has the correct headings/information that must be shared with them.

Name:	Picture:
Year:	
Medical condition/dietary need:	
Action points:	

Appendix 4 – Parent Agreement for School to Administer Medicine
Gilded Hollins Community Primary School

School cannot give your child medicine unless this form is signed

Name	
Date of Birth	
Class	
Staff initial confirming pharmacy label detail	
Medical condition	
Name/type of medicine (as describer on the container)	
Expiry date	
Dosage (how much to give as per label)	
When to be given	
Any other instructions (e.g. storage)	

Note: Medicines must be in the original container as dispensed by pharmacy.

I accept that is a service that school is not obliged to undertake.

An adult must deliver and collect the medicine.

Contact details

Name	
Daytime telephone number	
Relationship to child	

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

Parent's signature _____

Print Name _____ Date _____

Staff signature _____ Date _____

If more than one medicine is to be given a separate form should be completed for each one

Medicines other than "prescribed only" maybe administered if an accompanying letter is provided by the child's parent at the discretion of the headteacher.

Appendix 5 – Record of diabetes treatment

Name: _____ Year: _____ Week Commencing: _____

	Time	Blood Sugar Level	Carbohydrate Intake	Insulin Given	Comments
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

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Appendix 6: Residential Medical Form

Name of child:	
Date of birth:	
Home address: _____ _____ _____	

Emergency Contact Information			
First Contact			
Full name: _____ Relationship to child: _____			
Day time contact numbers: personal _____ work _____			
Evening time contact number(s): _____			
Second Contact			
Full name: _____ Relationship to child: _____			
Day time contact numbers: personal _____ work _____			
Medical Information			
Does your child suffer from any of the following conditions?			
<i>Cross out the yes or no which does not apply.</i>			
Asthma	Yes/No	Fainting	Yes/No
Bronchitis	Yes/No	Heart Trouble	Yes/No
Chest Problems	Yes/No	Migraine	Yes/No
Diabetes	Yes/No	Raised Blood Pressure	Yes/No

Epilepsy	Yes/No	Tuberculosis	Yes/No
If yes to any of the above, please provide details below.			
Does your child suffer from any condition requiring medical treatment? Yes/No If yes, please provide extra information below.			
Will your child require any medical treatment whilst on residential? Yes/No If yes, please provide extra information below.			
Is your child allergic or sensitive to any medication? Yes/No If yes, please provide extra information below.			

Do you consent to your child to be administered liquid paracetamol (Calpol Six Plus Suspension containing 250 mg of Paracetamol per 5 ml) by a member of school staff if the need arises? Yes / No
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Can your child confidently swim 25 meters?		
Yes/No		
Does your child have a specific dietary need or allergy? (For example, an allergy, an intolerance, vegetarian, vegan or halal etc)		
Yes/No		
Does your child experience any issues at bedtime?		
If yes, please provide extra information below.		
If yes, we urge you to inform us so we can deal with any issues quickly and discreetly.		
Yes/No		
Please provide extra information below if necessary.		
If your child suffers with an allergy or intolerance, please indicate below whether the allergy or intolerance is by ingestion, by touch or both.		
Ingestion only	Touch only	Both ingestion and touch
<u>Girls only</u>		
Has your daughter started her periods?		
Yes/No		
Please provide extra information below if necessary.		

Declaration by Parent/Carer	
• I consent to my child _____ taking part in the residential visit, and declare my child to be in good health and physically able to participate in all the activities whilst there. • I have noted where and when the pupils are to be returned and I understand that I am responsible for my child getting home safely from that place. • I will ensure that any change in the circumstances (e.g. recent medication or injury) which will affect my child's participation in the visit will be notified to Gilded Hollins Community School. • I accept that there is an inherent risk of injury in participation of adventurous outdoor activities. • I understand that the level of risk is reduced due to the implementation of appropriate risk assessments. However, I acknowledge the need for good conduct and responsible behaviour on the part of my child to ensure the level of risk remains reduced.	
Name: _____	Signature: _____
Relationship to child: _____	Date: _____

