CLAYTON ST JOHN CofE PRIMARY

SUPPORTING PUPILS WITH MEDICATION &

ADDITIONAL HEALTH NEEDS POLICY

Ratified by Governors:	Spring term 2025	Signed Headteacher: Mrs G Emsley Full Governing Body
Next Review Date:	Spring term 2027	

'Growing together in God's Love'

A member of the bdat family

Safeguarding Statement of Intent

At Clayton St John CofE Primary we respect and value all children and are committed to providing a caring, friendly, and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by or invited to deliver services at Clayton St John CofE. We recognise our responsibility to safeguard all who access the school and promote the welfare of all our pupils by protecting them from physical, sexual, or emotional abuse, neglect, and bullying. We also work to ensure that our pupils are aware of Online Safety and who to talk to if they feel vulnerable or scared.

Vision Statement

"Growing Together in God's Love"

Our Vision

At Clayton St John CofE Primary we pride ourselves on developing a positive ethos built on the foundations of the Christian faith. This ethos is based on the following Values and principles that, as stakeholders, we all aim to uphold:



Statutory Duties and Compliance (Added 2026)

This policy has been updated to explicitly incorporate statutory duties under Section 100 of the Children and Families Act 2014, which requires governing bodies and proprietors to make arrangements to support pupils with medical conditions. (DfE Statutory Guidance: Supporting pupils at school with medical conditions, updated 2017).

The following statutory elements have now been embedded throughout the policy:

- A legal requirement for schools to make arrangements to support pupils with medical conditions, including those participating in off-site activities.

- A requirement for governing bodies to ensure sufficient staffing, training, and oversight for medical support within school settings.

- Mandatory use and annual review of Individual Healthcare Plans (IHPs), with involvement from healthcare professionals.

- Clear emergency procedures aligned with statutory guidance.

- Statutory standards for storage, administration, documentation, and record keeping of medicines.

- Assurance that staff administering medication are indemnified and appropriately trained.

First Aiders

The staff who have been trained to carry out First Aid at Clayton St John CofE are displayed on posters throughout school.

Health Care Plans

Supporting Pupils with Medical Conditions

- Parent or healthcare professional informs school that child has medical condition or is due to return from long-term absence, or that needs have changed.
- Head teacher or delegated Senior Leadership Team member co-ordinates meeting to discuss child's medical needs and identifies member of school staff who will provide support to the pupil.
- Meeting held to discuss and agree on the need for Health Care Plan to include key school staff, child, parent and relevant healthcare professionals and other medical/health clinician as appropriate (or to consider evidence provided by them).
- Develop Health Care Plan in partnership. Agree who leads on writing it. Input from healthcare professionals must be provided.
- School staff training needs identified.
- Healthcare professional commissions and/or delivers training.
- Staff signed off as competent - review date agreed.
- Health Care Plan implemented and circulated to all relevant staff and Files.

- Health Care Plan reviewed annually or when condition changes. Parent/carer or healthcare professional to initiate.

Storage of Medicines

- All medicines must be stored in the locked medicine cabinet, which is located in the Medical Room.
- Medicines which need to be refrigerated will be stored in the locked fridge in the Medical Room.
- Parents/carers are responsible for taking medicine to the office or agreed member of staff and collecting medicine from the office on a daily basis. The Safeguarding and Welfare Officer will be the point of contact for this.
- The parents/carers of children who attend Care Club will hand over medication to a member of the Care Club staff who will store it in a locked medicine cabinet. This process will be reversed at the end of school.

Administration of Medication

- Medication must only be administered by First Aiders or a designated member of staff who has been authorised by the Headteacher unless an emergency arises.
- Prescribed medication must be provided in a secure and labelled container as originally dispensed. The medication will only be administered to the pupil where parents have given written consent and details of the medication, dosage, frequency - with a time specified. The appropriate consent form should be used.
- Non-prescription medication will be given at the discretion of the Headteacher.
- If the medication requires 3 times per day, this should be given at home. If it is required 4 times per day, then school can administer it.
- In the rare event that medicine is not administered at the agreed time, parents/carers will be informed immediately.

Medication Request Forms

- When parents bring medication to school for their child, they will be asked to complete Medication Request Form 1 (for a single medication type) or Medication Request Form 2A (for two medication types) or Medication Request Form 4 (for multiple medication types).
- A signed copy of the form/forms will be kept in the Medication Request Forms file next to the locked medicine cabinet.
- School will complete Head of School Agreement to Administer Medication Letter (Form 2).
- A copy of the Headteacher Agreement will be given to the parent.

Medication Labelling

Each medicine container must be clearly labelled with the following:

- Pupils name
- Pupils date of birth
- Name of Medication
- Dosage
- Dosage frequency
- Date of Dispensing
- Storage requirements (if applicable)
- Expiry Date

Non-Prescription medication

If it is agreed by the Head of School to give non-prescribed medication the following procedure must be followed.

- Parents must provide information of times/intervals and dosage of medicine on the medication request form, as described above.
- First Aiders will not diagnose or decide where and when medication is required or administered.
- If non-prescription medicine is to be taken with other prescribed medication it is the responsibility of the parent to certify in writing to school that the non-prescription medicine can be given to the pupil without adverse effect and that approval for their combined administration has been obtained from a medical practitioner. This is Form 4.
- Non-prescription medication will only be given over a 2-day period. If further non-prescription medication is required, then parents must seek written authorisation from a medical practitioner.
- First Aid Staff will not administer cough sweets.
- First Aid Staff will not administer aspirin unless there is written authorisation from a medical professional.

Day trips, residential visits and sporting activities

- Arrangements should be made and be flexible enough to ensure pupils with medical conditions can participate in school trips, residential stays, sports activities and not prevent them from doing so unless a clinician states it is not possible.
- To comply with best practice, risk assessments should be undertaken, in line with Bradford Education Inclusion Strategy and DCSF guidance on school trips, to plan for including pupils with medical conditions. Consultation with parents, healthcare professionals etc. on trips and visits will be separate to the normal day to day IHP requirements for the school day.

Headteacher's Agreement

The Headteacher's Agreement to Request to Administer Medication will be sent to the parent/carer to confirm that medication will be administered in accordance with Medication

Request Forms 1, 2A or 4. This form will be signed by the Headteacher/ Deputy Headteacher or a member of the Senior Management Team.

Infectious Illnesses

Where a child has sickness and/or diarrhoea they must be kept off school for 48 hours after the last bout of illness.

Inhalers

Pupils who suffer with asthma will keep their inhalers with them in their classroom. They will be supervised by a member of staff and self-administer their inhaler as and when needed. Parents/carers will be informed if a child requires the use of their inhaler. This is also logged in class asthma record books. A new inhaler form is required to be completed at the start of every academic year to ensure school are aware of any changes and this form can be amended, as necessary throughout the year.

Accident Recording

- Accidents will be dealt with by a member of the First Aid Staff.
- A record will be made in the Accident Record Book as soon as possible after the incident, which will contain the following information:
    - Full name of pupil.
    - Name of person who dealt with the incident.
    - Date and time of incident.
    - Nature of what happened.
    - Type of injury.
    - Treatment given.
    - Further action required (if any)
    - Message home (if required)

- A copy of the accident record will be given to the parent when they collect their child at the end of the day.
- Records of accidents must be made in pen not pencil.
- A text message will be sent to parents during the day for any minor bumped head or groin injuries.
- For more serious bumped head or groin injuries the first aider will make a phone call to the parents.
- The Headteacher is responsible for ensuring reports are made to Statutory Bodies.