



Policy For Supporting Students with Medical Needs and for The Administration of Medicine 2026-2027

Policy Date: September 2026

Approved by: Full Governing Body – October 1st

2026

Next Review Date: September 2027

1. Policy Statement

Holsworthy C of E Primary School is committed to ensuring that pupils with medical conditions are properly supported so they can play a full and active role in school life, remain healthy, and achieve their academic potential.

We will ensure that children with medical needs have full access to education, including school trips, physical education and extra-curricular activities.

2. Legal Framework

This policy is based on statutory guidance including:

- Children and Families Act 2014 (Section 100)
- DfE: Supporting Pupils at School with Medical Conditions
- SEND Code of Practice (2015)
- Equality Act 2010

3. Roles and Responsibilities

3.1 Governing Body:

- Ensure arrangements are in place to support pupils with medical conditions
- Ensure sufficient staff are trained and competent

3.2 Headteacher (Amy Symons):

- Overall responsibility for implementation of this policy
- Ensure staff are aware of pupils' medical needs
- Ensure appropriate training is provided
- Ensure staff are appropriately insured

3.3 Individual Healthcare Plans Lead (Megan Coombs):

- Leads on individual healthcare planning
- Coordinates support for pupils with medical conditions
- Ensures strong links between medical needs, SEND support, and the graduated approach
- Liaises with external professionals

3.4 School Staff:

- May volunteer to administer medication and must receive appropriate training before doing so
- Must follow this policy, written consent forms and individual healthcare plans (IHPs)

3.5 Parents/Carers:

- Provide accurate and up-to-date medical information
- Complete required medical and IHP documentation in a timely manner
- Provide medication in line with school procedures
- Participate in developing and reviewing IHPs

3.6 Pupils:

- Encouraged to take increasing responsibility for their own medical needs where appropriate
- Being aware of differing medical needs and the support they can offer to their peers

4. Supporting Pupils with Medical Conditions

The school will ensure that:

- Pupils are not excluded from activities due to their medical condition
- Reasonable adjustments are made to enable full participation
- Medical-related absence is appropriately recorded and not penalised

Medical needs will be supported through the graduated approach and, where relevant, linked to EHCPs

5. Identification of a Medical Condition

We will:

- For new starters, send a form to all parent/carers of pupils after their place at the school has been confirmed, but before their first school year starts, to confirm any medical condition the pupil has and whether they carry medication. Where a pupil has a new diagnosis and/or has moved to the school mid-term, we will send a form and put arrangements in place within 2 weeks
- Send a reminder to parents/carers at the start of each year asking them to update their child's medical information as necessary via our My Child at School App
- We ask that parents/carers proactively inform us by either phone call to the school 01409 253700 or an email to admin@holsworthy-primary.devon.sch.uk if their child's medical needs change during the school year.
- Parents must complete Individual Healthcare Plan documentation. The school cannot administer medication without written information and consent.

6. IHPs

6.1 IHPs will include:

- Condition, triggers, symptoms and treatments
- Medication details, dose and storage
- Daily care requirements
- Emergency procedures
- Roles and responsibilities
- Date completed

IHCPs must be completed by parents/carers and reviewed annually or sooner if needs change.

6.2 Refusal of Treatment

If a pupil refuses medication or treatment:

- Staff will not force administration
- The IHP procedure will be followed
- Parents will be informed immediately

7. Promoting Independence and Pupil Voice

Pupils are supported to understand and manage their medical needs and encouraged to take responsibility where appropriate.

8. Staff Training

- Staff will receive appropriate general and specialist training
- Training will be based on IHCP requirements
- Staff must not administer medication without appropriate training

9. Managing Medicines

- Medicines will only be administered where necessary

- Written parental consent is required and they must complete Appendix A
- Medicines must be in original labelled packaging and in date

9.1 Non-Prescribed Medicines

- Administered only with parental consent and completion of Annex A
- Staff will check prior doses to avoid overdose

9.2 Controlled Drugs

- Stored securely in a locked location
- Access limited to authorised staff
- Recorded and reported accurately for each dose

9.3 Storage

- Locked cupboard in school office
- Fridge where required
- Emergency medication stored in classrooms and accessible

9.4 Disposal

- Medicines must be collected by parents when no longer required or expired

10. Emergency Medicines

The school holds:

- Emergency salbutamol inhaler (with consent)
- Piriton (antihistamine)
- Children's Calpol
- Emergency adrenaline auto-injectors (with consent)
- Sugar sources (e.g. honey) where specified in IHP or emergency guidance

All use must align with IHPs, consent forms, or emergency advice.

In an emergency:

- Follow IHP instructions
- Call 999 if necessary
- Do not leave the pupil unattended
- Contact parents immediately

11. Administration of Medication

- Staff must follow written instructions on the IHP and/or Appendix A (Parental Agreement for a DCC Establishment to Administer Medicine)
- The medicine must be checked against the *Parental Agreement for a DCC Establishment to Administer Medicine* form prior to administering
- Administration must be recorded immediately using the administering medicine spreadsheet
- Parents are informed the same day by the MCAS App

12. Off-Site Visits

- Medical needs included in risk assessments
- Medication carried by First Aid trained staff in the same group as the pupil
- For more complex medical needs where there is an IHP, planning completed in advance with parents

13. Accidents and Errors

If a medication error occurs:

- Inform SLT immediately
- Monitor pupil
- Contact parents
- Seek medical advice (999 if required)
- Record the incident using the Administering medicine form and on CPOMs

14. Unacceptable Practice

It is not acceptable to:

- Prevent pupils from accessing medication
- Ignore medical advice or IHPs
- Leave pupils unaccompanied when unwell
- Prevent access to food, drink or toilet where required
- Require parents to attend school to administer medicine
- Exclude pupils from activities without clear medical evidence

15. Children Unable to Attend

Where a pupil is absent for 15 days or more due to medical needs, the school will work with the Local Authority to ensure continuity of education.

16. Complaints

Concerns should be raised with the school in the first instance. Formal complaints follow the school complaints policy.

17. Monitoring

This policy will be reviewed annually.

Monitoring will be delivered

Appendix A (Parental Agreement for a DCC Establishment to Administer Medicine)

Appendix A (Parental Agreement for a DCC Establishment to Administer Medicine)



PARENTAL AGREEMENT FOR A DCC ESTABLISHMENT TO ADMINISTER MEDICINE

Prescribed Medication

Date	
Child's name	
Date of birth	
Group/class/form	
Name and strength of medicine	
How much to give (i.e. dose to be given)	
When to be given	
Reason for medication	
Number of tablets/quantity to be given to the establishment	
Time limit – please specify how long your child needs to be taking the medication	_____ day/s _____ week/s
I give permission for my son/daughter to carry their own asthma inhalers	Yes / No / Not applicable
I give permission for my son/daughter to carry their own asthma inhaler and manage its use	Yes / No / Not applicable
I give permission for my teenage son/daughter to carry their adrenaline auto injector for anaphylaxis (epi pen)	Yes / No / Not applicable
I give permission for my son/daughter to carry and administer their own medication in accordance with the agreement of the establishment and medical staff	Yes / No / Not applicable

Daytime phone number of parent or adult contact	
Alternative Contact in the event of an emergency	
Name and phone number of GP	
Agreed review date to be initiated by (named member of staff)	

I confirm that the medicine detailed overleaf has been prescribed by a doctor, and that I give my permission for the Head Teacher (or his/her nominee) to administer the medicine to my son/daughter during the time he/she is at Holsworthy C E Primary School.

I will inform the establishment immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

I also agree that I am responsible for collecting any unused or out of date supplies and that I will dispose of the supplies.

The above information is, to the best of my knowledge, accurate at the time of writing.

Parent's Signature: Date:

(Parent/Guardian/Person with parental responsibility)