Winlaton West Lane

Community Primary School

	Medicines and Medical Needs Policy
Issue date:	**Nov 2026**
Review Period:	**Nov 2028 or after major event**

Statement of Intent

Winlaton West Lane Community Primary School is committed to ensuring that all pupils with medical conditions receive appropriate support to enable them to access education safely, fully and inclusively. The school recognises its responsibility to safeguard the health, wellbeing and welfare of pupils with short-term and long-term medical needs and to provide a supportive environment in which they can achieve their full potential.

The school will work in partnership with parents/carers, healthcare professionals and, where appropriate, pupils, to ensure that medical needs are effectively managed and that appropriate arrangements are put in place to support attendance, participation and learning. Reasonable adjustments will be made, where required, to enable pupils with medical conditions or disabilities to access all aspects of school life, including educational visits, extracurricular activities and sporting events.

The school is committed to ensuring that staff receive appropriate information, guidance and training to support pupils with medical needs and to respond effectively in the event of a medical emergency. Individual Healthcare Plans will be developed where necessary to ensure that everyone involved understands their roles and responsibilities in meeting a pupil's medical needs.

Nothing within this policy prevents any member of staff from contacting the emergency services in the event of a medical emergency. In situations where urgent medical attention is required, staff will immediately dial **999** and follow emergency procedures, ensuring that appropriate arrangements are made to direct and liaise with emergency services upon their arrival.

Through effective planning, communication and partnership working, Winlaton West Lane Community Primary School aims to ensure that all pupils with medical needs are safe, supported and able to participate fully in school life.

We all want to ensure pupils with medical needs receive appropriate care and support at school and this policy has been produced to support the safe administration of medication

or medical procedures. It is supported by the Gateshead Council Education H&S Policy 'Administration of Medication and Management of Health Needs' EDU-HS-01.

Legal Framework

This policy has been developed in accordance with current legislation and statutory guidance relating to the health, safety and wellbeing of pupils and staff. It outlines the school's responsibilities in supporting pupils with medical conditions and ensuring appropriate arrangements are in place for the administration of medicines and the management of medical needs.

This policy should be read alongside other relevant school policies, including those relating to safeguarding, health and safety, first aid, SEND and educational visits.

The policy has due regard to, but is not limited to, the following legislation and guidance:

- Health and Safety at Work etc. Act 1974
- The Health and Safety (First Aid) Regulations 1981
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Children and Families Act 2014
- Equality Act 2010
- Special Educational Needs and Disability (SEND) Code of Practice: 0–25 Years
- Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR)
- Department for Education (DfE) guidance: *Supporting Pupils at School with Medical Conditions*
- Department for Education (DfE) guidance: *Guidance on First Aid for Schools*
- Department for Education (DfE) guidance on *Automated External Defibrillators (AEDs)*
- Statutory Framework for the Early Years Foundation Stage (EYFS)

Winlaton West Lane Community Primary School will ensure that all arrangements relating to medicines and medical needs are implemented in accordance with current legislation, statutory guidance and local authority procedures. The school is committed to working in partnership with parents/carers, healthcare professionals and other relevant agencies to ensure that pupils with medical conditions are supported effectively and can access all aspects of school life safely and confidently.

Aims

At Winlaton West Lane Community Primary School, the health, safety and wellbeing of our pupils is of paramount importance. We are committed to providing a safe and supportive environment in which children with medical conditions can access education fully and participate in all aspects of school life.

All staff are expected to be familiar with this policy and understand their responsibilities in supporting pupils with medical needs. Staff should know how to access relevant medical

information, who to contact for advice or support, and the procedures to follow in the event of illness, injury or a medical emergency.

The aims of this policy are to:

- Ensure that pupils with medical conditions are properly supported so that they can attend school regularly and participate fully in school life, including educational visits, extracurricular activities and sporting events.
- Provide clear guidance and procedures for the safe administration of medicines and the management of medical needs within the school setting.
- Ensure that staff understand their roles and responsibilities in supporting pupils with medical conditions and know how to respond appropriately in an emergency.
- Promote effective communication and partnership working between the school, parents/carers, healthcare professionals and other relevant agencies.
- Ensure that medicines are only administered in accordance with written parental consent and, where appropriate, medical advice.
- Ensure that all medicines are stored, handled and disposed of safely and securely in line with current guidance and school procedures.
- Support the development and implementation of Individual Healthcare Plans, where required, to ensure that pupils' medical needs are met consistently and effectively.
- Maintain accurate records relating to medication, medical conditions and the administration of medicines.
- Promote effective hygiene, infection prevention and control measures to help safeguard the health and wellbeing of pupils, staff and visitors.
- Foster an inclusive environment where pupils with medical conditions are treated with dignity, respect and understanding, enabling them to achieve their full potential.
- Ensure that appropriate arrangements are in place to respond promptly and effectively to medical emergencies and to safeguard the welfare of all members of the school community.

Principles for the Administration of Medicines and Medical Procedures

The following principles underpin the school's approach to supporting pupils with medical needs:

- The primary responsibility for a child's health and medical needs rests with their parent/carer. Parents/carers are responsible for ensuring that their child is well enough to attend school and for providing the school with accurate and up-to-date information regarding any medical condition, treatment or medication requirements.
- School staff and volunteers are not under a general legal duty to administer medication, supervise the taking of medication or carry out medical procedures. Any member of staff who undertakes these responsibilities will do so in accordance with school procedures, appropriate training, and the agreed arrangements for the individual pupil.

- No medication will be administered, and no medical procedure undertaken, without appropriate written consent from the parent/carer. Parents/carers must provide clear instructions and relevant information regarding the medication or medical intervention required.
- Where a pupil has an ongoing or long-term medical condition, the information provided by parents/carers will be reviewed regularly and updated whenever there is a change in the child's condition, treatment or medication**.** Individual Healthcare Plans will be amended as necessary to ensure that support remains appropriate and effective.
- The school will work in partnership with parents/carers and healthcare professionals to ensure that pupils with medical needs are supported safely, appropriately and consistently throughout the school day.

Supporting Pupils with Medical Needs

Each pupil's medical needs will be considered individually to ensure that appropriate and reasonable support is provided. The school recognises the importance of working closely with parents/carers to ensure that pupils with medical conditions can access education safely and participate fully in school life.

Parents/carers should inform the school of any medical condition, medication requirement or healthcare need and provide all relevant information, including medical advice where appropriate. It is the responsibility of parents/carers to notify the school of any changes to their child's condition, treatment or medication as soon as possible.

Where a pupil requires ongoing medical support, parents/carers will be invited to meet with the school's Medical Lead, Miss A Thomas, to discuss the child's needs and determine the most appropriate arrangements. Where necessary, an Individual Healthcare Plan (IHP) will be developed in partnership with parents/carers, relevant healthcare professionals and, where appropriate, the pupil. The plan will clearly outline the support required, roles and responsibilities, emergency procedures and any medication or medical interventions that may be needed during the school day.

The school will review healthcare plans regularly and whenever there is a significant change in a pupil's medical needs to ensure that appropriate support continues to be provided. Through effective communication and partnership working, the school aims to ensure that all pupils with medical needs are safe, supported and able to achieve their full potential.

Individual Healthcare Plans (IHPs)

At Winlaton West Lane Community Primary School, the overall responsibility for developing, implementing and reviewing Individual Healthcare Plans (IHPs) rests with the school's Medical Lead, Miss A. Thomas**.**

Not all pupils with a medical condition will require an Individual Healthcare Plan. The need for an IHP will be considered on a case-by-case basis in consultation with parents/carers and, where appropriate, healthcare professionals. An IHP will usually be required where a

pupil has a long-term, complex or fluctuating medical condition, requires regular medication or intervention during the school day, or where there is a risk of emergency medical situations.

Where an IHP is considered necessary, it will be developed in partnership with the school, parents/carers, relevant healthcare professionals and, where appropriate, the pupil. The plan will be tailored to the individual needs of the child and will ensure that all parties understand their roles and responsibilities in supporting the pupil's health and wellbeing.

Individual Healthcare Plans will be reviewed at least annually, or sooner if there is a change in the pupil's medical needs, treatment or circumstances.

The level of detail within an IHP will depend on the nature and complexity of the pupil's medical condition. Plans may include:

- Details of the medical condition, including symptoms, triggers and treatment requirements.
- Information about prescribed medication, including dosage, method of administration, storage arrangements and potential side effects.
- The pupil's daily medical support needs and any adjustments required to enable full participation in school life.
- Details of any equipment, facilities or resources required to support the pupil.
- Arrangements for managing the pupil's needs during educational visits, residential visits, sporting activities and other school events.
- The level of support required and the names of staff responsible for providing that support.
- Any training required for staff involved in supporting the pupil.
- Information about medication that may be self-administered and the arrangements for monitoring this.
- Details of which members of staff need to be aware of the pupil's condition and support requirements.
- Arrangements for obtaining and maintaining parental consent for the administration of medication and medical procedures.
- Procedures for sharing information while maintaining appropriate levels of confidentiality.
- Clear emergency procedures, including symptoms that require urgent action, who should be contacted, and any contingency arrangements.
- Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary, under staff supervision. This will be stated in their individual health care plan.

The school is committed to working closely with families and healthcare professionals to ensure that Individual Healthcare Plans are effective, practical and regularly reviewed so that pupils with medical conditions can attend school safely and access all aspects of school life.

Storage of Medication

Medicines should only be administered in school where it would be detrimental to a pupil's health or school attendance if the medication were not given during the school day. Wherever possible, prescribed medicines should be administered by parents/carers outside school hours. For example, a medicine prescribed three times a day can often be given before school, after school and at bedtime. However, where medical advice specifically states that a dose must be administered during the school day, the school will make appropriate arrangements to support the pupil

All medication brought into school will be stored safely and securely in accordance with the school's medicines procedures and the manufacturer's instructions.

- Pupils' inhalers and spacers will be stored in clearly identifiable red medical bags within classrooms to ensure they are easily accessible in an emergency. These must include the child's name and prescription label including dosage. Medication without prescription cannot be administered.
- Prescription and non-prescription medication requiring secure storage will be kept in a locked medicines cabinet or, where refrigeration is required, in a locked medical fridge**.**
- Medicines requiring refrigeration will be stored at the appropriate temperature in accordance with pharmacy guidance and manufacturer recommendations.
- Any medication requiring enhanced security, including controlled medication or sharps, will be stored in a designated secure location with access restricted to authorised staff only.
- Keys for all medication storage areas, including locked medicine cabinets and the medical fridge, will be held by the school's Medical Lead, Miss A. Thomas, or Miss Best in the school office**.**
- Staff will ensure that medication remains readily accessible to authorised adults whilst preventing unauthorised access by pupils or visitors.
- Parents/carers are responsible for ensuring that all medication supplied to school is clearly labelled, in date and provided in its original container with the pharmacy label attached where applicable.
- Expired, discontinued or uncollected medication will be returned to parents/carers wherever possible or disposed of safely in accordance with school procedures.

These arrangements are designed to ensure that medication is stored securely whilst remaining readily available when required to support a pupil's health and wellbeing.

Responsibilities

The Headteacher has overall responsibility for ensuring that effective arrangements are in place to support pupils with medical conditions and the safe administration of medicines within the school.

The Headteacher will:

- Ensure that this policy is implemented consistently across the school and is reviewed regularly.
- Ensure that all staff are aware of their responsibilities in relation to supporting pupils with medical needs.
- Promote effective communication between staff, parents/carers, healthcare professionals and other relevant agencies.
- Ensure that appropriate training is provided for staff who volunteer to administer medication or undertake medical procedures.
- Ensure that Individual Healthcare Plans are developed and reviewed where required.
- Maintain appropriate systems for the safe storage, administration and recording of medicines.
- Ensure that arrangements are in place to respond effectively to medical emergencies.
- Monitor and review the support provided to pupils with medical conditions to ensure that their health, safety and wellbeing are protected.
- Ensure that suitable insurance arrangements are in place to cover the administration of medicines and any medical procedures carried out by staff as part of their duties. Where necessary, additional insurance cover will be obtained to ensure that staff and pupils are appropriately protected.

Insurance

The Governing Body and Headteacher will ensure that appropriate insurance arrangements are maintained to cover the administration of medicines and the provision of medical support within the school.

Where staff are required to administer medication or undertake specific medical procedures, the school will ensure that adequate insurance cover is in place and that staff have received any necessary training before carrying out these duties. In circumstances involving more complex medical needs or specialist procedures, the school will seek advice and obtain additional insurance cover where required to ensure that appropriate protection is in place for both staff and pupils.

Training and Staff Support

Where a pupil requires support with medication administration or a specific medical procedure, appropriate information, instruction and training will be provided by parents/carers, healthcare professionals or other suitably qualified practitioners, where necessary.

The school will ensure that any member of staff undertaking responsibility for supporting a pupil's medical needs is provided with the knowledge, guidance and training required to carry out their role safely and confidently.

Where reasonably practicable, arrangements will be made to ensure that more than one member of staff is trained to support pupils with specific medical needs. This will help to maintain continuity of care and ensure that appropriate support remains available during staff absence, illness or other unforeseen circumstances.

The school will regularly review training needs and, where necessary, seek additional advice or support from healthcare professionals to ensure that pupils continue to receive safe and effective care throughout their time in school.

Recording of Medication and Medical Procedures

The school will maintain accurate and up-to-date records of all medication administered and medical procedures carried out during the school day.

- A written record will be completed each time medication is administered to a pupil or a medical procedure is undertaken by a member of staff.
- Records will include the pupil's name, the medication or procedure provided, the date and time, the dosage (where applicable), and the name of the staff member responsible.
- Where a pupil is able and permitted to self-administer medication, this will also be recorded in accordance with school procedures.
- Any refusal by a pupil to take medication, self-administer medication, or cooperate with an agreed medical procedure will be recorded and reported to parents/carers as soon as possible. Staff will not force a pupil to take medication but will follow the guidance outlined in the pupil's Individual Healthcare Plan and seek appropriate advice where necessary.
- Any concerns arising from the administration of medication or the refusal of medication or treatment will be documented and, where appropriate, shared with parents/carers and relevant healthcare professionals.
- All records relating to medicines and medical procedures will be stored securely and treated as confidential in accordance with the school's data protection and record management procedures.

Emergency Procedures

The health, safety and wellbeing of pupils is the school's highest priority. In the event of a medical emergency, staff will follow the school's established emergency procedures and will seek immediate medical assistance where required.

- Where a pupil requires urgent medical attention, a member of staff will call **999** without delay and follow the advice provided by the emergency services.
- All pupils with an Individual Healthcare Plan (IHP) will have clear arrangements in place detailing what constitutes an emergency, the action to be taken and the individuals who should be contacted.

- Relevant staff will be familiar with the emergency procedures outlined within a pupil's IHP and will ensure these are followed appropriately.
- Parents/carers will be contacted as soon as possible in the event of a medical emergency, illness, significant injury or hospital admission.
- Where appropriate, medication such as inhalers, emergency medication or care plans will accompany the pupil if transfer to hospital is required.
- If a pupil is taken to hospital by ambulance and a parent/carer is not immediately available, a member of school staff will accompany the pupil and remain with them until a parent/carer arrives.
- In circumstances where a member of staff is unable to accompany the pupil, the school will ensure that relevant medical information is passed to emergency personnel and that contact is maintained with parents/carers until they arrive.
- Following any medical emergency, the incident will be recorded in accordance with school procedures and reviewed where necessary to ensure that appropriate support arrangements remain in place.

The school will ensure that all staff know how to access emergency medical information and understand the procedures to follow in order to respond quickly and effectively to medical emergencies.

Policy Information

Policy Name: Medicines and Medical Needs Policy
School: Winlaton West Lane Primary School
Policy Lead: Miss Amy Thomas (Medical Lead)
Approved By: Headteacher and Governing Body
Review Frequency: 2 Yearly
Last Reviewed: July 2025
Next Review Due: July 2027

Appendix 1 – Procedure for Informing school about a health care need.



Appendix 2 – Health Care Plan Documentation

Healthcare Plan

For pupils with medical conditions at school

1. Pupil's information

Name of school:	Name of pupil:
Class:	Date of birth:
Member of staff responsible for home-school communication:	☐ male ☐ female ☐ other

2. Contact information

Pupil's address:	Postcode
Family contact 1:	
Name:	
Phone (day):	Mobile:
Phone (evening):	Relationship to child
Family contact 2:	
Name:	
Phone (day):	Mobile:
Phone (evening):	Relationship to child:
GP:	
Name:	Phone:
Hospital / Clinic / Specialist contact:	
Name:	Phone:

Medical condition information

3. Details of pupil's medical conditions

Name of pupil's medical condition:

Triggers, symptoms, signs or things that make this pupil's condition worse:

4. Routine healthcare requirements

(For example, dietary, therapy, time, equipment, nursing needs or before physical activity)

During school hours:

Out of school hours:

5. What to do in an emergency

6. Regular medication taken during school hours

Medication 1

Name/type of medication
(as described on the container):

Doses and method of administration
(the amount taken and how the medication is taken, e.g. tablets, inhaler, injection)

When is it taken (i.e. times of day)?

Are there any side effects that could affect this pupil at school?

Are there any contra-indications
(signs when this medication should not be given)?

Self-administration: Can the pupil administer the medication themselves?
☐ yes ☐ no ☐ yes, with supervision by:

Staff member's name who will support:

Medication expiry date

Medication 2

Name/type of medication
(as described on the container):

Doses and method of administration
(the amount taken and how the medication is taken, e.g. tablets, inhaler, injection)

When is it taken (i.e. times of day)?

Are there any side effects that could affect this pupil at school?

Are there any contra-indications
(signs when this medication should not be given)?

Self-administration: Can the pupil Administer the medication themselves?
☐ yes ☐ no ☐ yes, with supervision by:

Staff member's name who will support:

Medication expiry date

7. Emergency medication

Name/type of medication (as described on the container):

Describe what signs or symptoms indicate an emergency for this pupil:

Dose and method of administration (how the medication is taken and the amount):

Are there any contra-indications (signs when medication should not be given)?

Are there any side effects that the school needs to know about?

Self-administration: Can the pupil administer the medication themselves?

☐ yes ☐ no ☐ yes, with supervision by:

Staff member's name:

Is there any other follow-up care necessary?

Who should be notified? ☐ Parents ☐ Specialist ☐ GP

8. Regular medication taken outside of school hours

(To be completed if pupil is likely to be in school after normal school hours or undertaking a residential visit)

Name/type of medication (as described on the container):

Are there any side effects that the school needs to know about?

9. Members of staff trained to administer medications for this pupil

Regular medication:

Emergency medication:

10. Specialist education arrangements required

(e.g. Activities to be avoided, special education needs)

11. Any specialist arrangements required for off-site activities

(Please note the school will send parents a separate form prior to each residential visit/off-site activity. Also consider arrangements for swimming lessons and other sporting activities.

12. Any other information relating to the pupil's healthcare in school? (e.g. Consider social and emotional needs, absences, rest periods, additional time to complete tests/exams).

Parental and pupil agreement

I agree that the medical information contained in this plan is accurate and up to date. It may be shared with individuals involved with my/my child's care and education, (this includes emergency services). I understand that I must notify the school of any changes in writing.

Signed: Date:
Pupil

Print name: Date:

Signed: Date:
Parent (if pupil is below the age of 16)

Print name:

Healthcare professional agreement (if applicable)

☐ I agree that the information is accurate and up to date.

Signed: Date:
Print name: Job title:

Permission for emergency medication

☐ I agree that I/my child can be given their medication by a member of staff in an emergency.
☐ I agree that my child **cannot** keep their medication with them and the school will make the necessary medication storage arrangements
☐ I agree that my child **can** keep their medication with them for use when necessary

Name of medication carried by pupil:
Signed: Date:
Parent/guardian (or pupil if above age of 16 years)

Head teacher agreement

It is agreed that (name of child):

☐ will receive the above listed medication at the above listed time (see part 6).

☐ will receive the above listed medication in an emergency (see part 7).

This arrangement will continue until
(Either end date of course of medication or until instructed by the pupil's parents).