


# Burnt Tree Primary School



## Supporting Pupils with Medical Needs Policy

---

Signed by Chair of Governors Committee	
Date	14/04/2026
Review Date	April 2027

## Burnt Tree Primary School

### SUPPORTING CHILDREN WITH MEDICAL NEEDS

#### **Introduction**

Burnt Tree Primary School is an inclusive school that welcomes and supports pupils with medical conditions. Children with medical needs have the same rights of admission to our school as other children. Most children will at some time have short-term medical needs, while other children may have longer term medical needs and may require medicines on a long-term basis to keep them well. Other children may require medicines in particular circumstances, such as children with severe allergies.

#### **Definition**

Pupils' medical needs may be broadly summarised as being of two types:

- a. Short-term, affecting their participation in school activities which they are on a course of medication.
- b. Long-term, potentially limiting their access to education and requiring extra care and support (deemed special medical needs).

#### **Rationale**

Local Authorities and schools have a responsibility for the health and safety of pupils in their care.

The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on the premises. In the case of pupils with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all pupils at the school. This may mean making special arrangements for particular pupils who may be more at risk than their classmates. Individual procedures may be required. The employer is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support these pupils may need.

The Children and Families Act 2014, places a duty on schools to make arrangements for children with medical conditions. Pupils with special medical needs have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone. However, teachers and other school staff in charge of pupils have a common law duty to act in loco parentis and may need to take swift action in an emergency. This duty also extends to teachers leading activities taking place off the school site. This could extend to a need to administer medicine.

The prime responsibility for a child's health lies with the parent who is responsible for the child's medication and should supply the school with information.

Contact details for our School Nurse can be provided by our Family Support Worker.

## **Aims**

The school aims to:

- assist parents in providing medical care for their children;
- educate staff and children in respect of special medical needs;
- adopt and implement the LA policy of Medication in Schools;
- arrange training for staff to support individual pupils;
- liaise as necessary with medical services in support of the individual pupil;
- ensure access to full education if possible.
- monitor and keep appropriate records

## **Entitlement**

The school accepts that pupils with medical needs should be assisted if at all possible and that they have a right to the full education available to other pupils.

The school believes that pupils with medical needs should be enabled to have full attendance and receive necessary proper care and support.

The school accepts all employees have rights in relation to supporting pupils with medical needs as follows:

- choose whether or not they are prepared to be involved;
- receive appropriate training;
- work to clear guidelines;
- have concerns about legal liability;
- bring to the attention of management any concern or matter relating to supporting pupils with medical needs.

## **Confidentiality**

Staff should always treat medical information confidentially. It will be agreed with the child/parent who should have access to records and other information about a child.

## **Expectations**

It is expected that:

- parents will be encouraged to co-operate in training children to self-administer medication (e.g. inhalers) if this is practicable and that members of staff will only be asked to be involved if there is no alternative;
- where parents have asked the school to administer the medication for their child, parents must complete the medical form provided by school, allowing staff to administer the medication, this will detail the dosage and frequency that the medication is to be administered and the reason for the medication. Prescribed medicine will clearly show the prescription and dosage, which should be typed or printed clearly on the outside. The name of the pharmacist should be visible. Any medications not presented properly will not be accepted by school staff. Pupils should not bring in their own medicine. This should be brought into school by the parent.

- employees will consider carefully their response to requests to assist with the giving of medication or supervision of self-medication and that they will consider each request separately.
- the school will liaise with the School Health Service for advice about a pupil's special medical needs, and will seek support from the relevant practitioners where necessary and in the interests of the pupil.
- any medicines brought into school by the staff e.g. headache tablets, inhalers for personal use should be stored in an appropriate place and kept out of the reach of the pupils. Any staff medicine is the responsibility of the individual concerned and not the school.

### **Children with Asthma**

- Parents should ensure that their child has an inhaler in school that is within the expiry date. This is to be checked regularly and a new inhaler will be provided by parents when an inhaler is near the expiry date.
- Parents should ensure that their child has an inhaler in school at all times.
- If a child is able, they are to administer the correct dosage of the inhaler themselves, with the supervision of an adult.
- Parents should ensure they have signed consent forms in order for their child to use the school emergency inhaler should there be any reason that their own is not in school (e.g. when collecting a new inhaler from the doctor).

### **Creams**

- Parents should ensure that their child has cream in school that is within the expiry date. This is to be checked regularly and new cream will be provided by parents when it is near the expiry date.
- Creams must be prescribed by a doctor/pharmacist. The prescription and dosage regime should be typed or printed clearly on the outside. The name of the pharmacist should be visible. Any creams not presented properly will not be accepted by school staff.
- Parents should ensure that their child has their cream in school at all times.
- If a child is able, they are to administer the cream themselves with supervision of an adult in their own classroom (as long as no clothing is needed to be removed in order to apply the cream).
- If a child is required to apply cream where they are to remove clothing, this will be administered in a discreet location.
- Children will be encouraged to apply their own creams where appropriate; however, if a child is not able to do this, a member of staff will help them apply cream. The member of staff will wear medical gloves when doing so and have a witness to the administration of the cream.

### **Record Keeping**

Medicines should be provided in the original container as bought or dispensed by a pharmacist and include the prescriber's instructions. Staff should check that written details include:

- name of the child
- name of the medicine
- dose method of administration
- time and frequency of administration

- any side effects
- expiry date

### **Refusal of Medicines**

If a child refuses to take medicines, staff should not force them to do so, but should note this in the records and inform parents immediately or as soon as is reasonably possible.

### **Staff Training**

Training opportunities are identified for staff with responsibilities for administering medicines.

### **Disposal of Medicines**

Parents are responsible for ensuring that date-expired medicines are returned to the pharmacy for safe disposal.

### **Educational Visits**

Children with medical needs are given the same opportunities as other children. Staff may need to consider what reasonable adjustments they might make to enable children with medical needs to participate fully and safely on visits. This may include carrying out a risk assessment for such children. The school visit Leader will be responsible for collating medical information for each child and one member of staff will be nominated as having responsibility for the administration of all medication with the exception of inhalers and epi pens which will be accessible to the child/adult responsible for that group.

### **Review**

This policy will be reviewed annually by staff. However, staff in consultation with other relevant bodies may review the policy earlier than this if new regulations are introduced or if recommendations are received about how the policy may be improved.