



Aldermoor Farm Primary School
Supporting Children with Medical Needs
September 2025

Definition of the term Medical Condition used in this context

A medical condition that is long term with acute episodes, requires ongoing support, and involves the need for medication and/or care whilst at school. The condition will need monitoring and could require immediate intervention in emergency circumstances. Some children with medical conditions may be disabled. Where this is the case the Governing body must comply with their duties under the Equality Act 2010. Some may also have special educational needs (SEN) and may have a statement, or Education, Health and Care Plan (EHCP) which brings together health and social care needs, as well as their special educational provision. For children with SEND, this guidance should be read in conjunction with the SEND code of practice and the Local Offer and the school's SEND information which is available on the school website.

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

Short-term affecting their participation in school activities which they are on a course of medication.

Long-term potentially limiting their access to education and requiring extra care and support (deemed special medical needs).

Statement of Intent

All pupils attending the school with a medical condition (meeting the above definition) must have an Individual Health Care Plan. (Appendix 1)

Rationale

LAs 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 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, from September 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/carer who is responsible for the child's medication and should supply the school with information.

Aims

- assist parents/carers 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. School will provide staff with appropriate training and clear guidelines.

Expectations

Parents/carers will be encouraged to co-operate in training children to self-administer medication if this is practicable and that members of staff will only be asked to be involved if there is no alternative.

Where parents/carers have asked the school to administer the medication for their child they must ask the pharmacist to supply any such medication to be dispensed in a separate container, containing only the quantity required for school use. The prescription and dosage regime should be typed or printed clearly on the outside. The school will only administer medicines in which the dosage is required 4 times a day. 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.

That 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 Nursing Team 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.

Short term medical treatment - the school does not accept responsibility for administering medication such as antibiotics. In most cases it should be possible for parents/carers to ask their doctors to arrange dose frequencies which enable the medication to be taken outside school hours. If this does present a problem, then parents should contact the school.

Pupils sometimes ask for pain killers. The school will not administer such medication, unless prescribed by a medical professional.

Long term medical treatment - It is important to the child's emotional and academic development that the school should be fully aware of a child's medical condition. It is the intention of the school to draw up where appropriate and in conjunction with the parent and other relevant health professionals a written health care plan.

Where medication is to be administered the parents/carers of the child will need to complete a written agreement form prior to the medication coming onto the school premises.

We should wherever possible encourage pupils to take responsibility for their medical condition. Pupils should when they are sufficiently mature take charge themselves of their medication. This will however require written approval of their parents and will be subject to the safety of the medication should another child take some of the treatment. Where a medication poses a threat to another child it will always be kept under the supervision of a member of staff.

Staff should receive the appropriate training and support to meet the needs of pupils that will fall within their care.

No pupils should be given any medication without written parental consent. If medication is given, then the member of staff should check – pupil's name – written instructions from parent/guardian – prescribed dose – expiry date.

If in any doubt the member of staff should check with the parent/carer.

Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available to children and not locked away. This is particularly important to consider when outside of school premises, e.g. on school trips.

If a child refuses medication, they should not be forced to take it. The school should inform the parent as soon as is possible.

Staff must keep records of medication given to pupils. There is a difficulty when the child is responsible for their own treatment e.g. an inhaler held by the child.

Staff supervising trips must check for medical conditions amongst the children taking part and ensure that all medication will be available to the child. Before the commencement of a residential trip staff must make contact either in writing or in person with the parent of such children and ensure that adequate quantities of medication are available, that the child's condition is stable and that they are as fully briefed as possible, and what emergency details are required should the child need to have additional support.

All children should have the maximum access to the curriculum. A child's medical condition should be considered against the demands of the curriculum and wherever possible the necessary arrangements put in place to allow maximum access.

Emergency procedures See Appendix 2 - In the event that an ambulance needs to be called follow the process:

- Ring the emergency service
- Endeavour to make contact with the parent/carer.
- Accompany the child in the ambulance.
- Take a copy of all medical details with you and their medication.
- Remain with the child until the parent arrives.

Generally staff should not take pupils to hospital in their own car. If it is required then the member of staff should be accompanied by another adult and have business vehicle insurance.

Care Plans

This on line file contains relevant information on types of medical conditions of children who attend this school.

- Asthma
- Diabetes
- Record Sheet of medicine administered.
- Request for pupil to carry their own medication.





APPENDIX 1

Individual healthcare plan

Name of school/setting

Alder Moor Farm Primary School

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

Family Contact Information

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Clinic/Hospital Contact

Name

Phone no.

G.P.

Name

Phone no.

Who is responsible for providing support in school

All staff

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

If needed, describe what constitutes an emergency, and the action to take if this occurs

Contacting emergency services

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below. Speak clearly and slowly and be ready to repeat information if asked.

1. your telephone number
2. your name
3. your location as follows [insert school/setting address]
4. state what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code
5. provide the exact location of the patient within the school setting
6. provide the name of the child and a brief description of their symptoms
7. inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
8. put a completed copy of this form by the phone

APPENDIX 2

EMERGENCY PLANNING

Request for an Ambulance :

Dial 999, ask for ambulance and be ready with the following information.

Speak clearly and slowly and be ready to repeat information if asked.

1. Your telephone number: 024 76456272
 2. Give your location as follows: Aldermoor Farm Primary School, Acorn Street, Stoke Aldermoor, Coventry CV3 1DP
 3. Give your name _____
 4. Give child's name and age _____
 5. Give brief description of pupil's symptoms/known medical condition/current condition reason for emergency
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6. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to patient.
7. Ensure school records on child are available to emergency team.
8. Ensure parents are informed immediately and stay with child until parents arrive.
9. If child goes to hospital take IHCP and pupil details with you. Take a mobile telephone.