
MANAGING MEDICAL NEEDS POLICY

Document Summary

Staff Lead:	Lauren Darby
Link Governor:	Andrew Norman
Version Number:	6.0
Document Status:	Approved
Date Last Approved:	May 2026
Date of Next Review:	May 2028
Frequency of Review:	2 Years
Model Policy?	No
Statutory Policy?	Yes
On School Website?	Yes

FYI: Version control should be used for all formal documents and managed as:-

- ▶ 0.1 (1st draft version)
- ▶ 0.2 (2nd draft and so on..... 0.3. 0.4 etc)
- ▶ 1.0 (Once document has been approved)
- ▶ 1.2 (during review/approval of a lifecycle document i.e. policies)
- ▶ 2.0 (2nd approved document) and so on.

Amendment History

Version	Amendment Date	Author	Amendment Summary
V1.0	19/10/16	Mo Jones	Reformatting Only
V2.0	20/02/17	Mo Jones	Reformatting Only
V2.1	29/06/18	N Addicott & R Owen	Reviewing for FGB
V3.0	21/09/18	R Owen	Updated following FGB approval
V3.1	05/11/20	R Owen	Updated with NA & LG changes
V4.0	04/02/21	R Owen	Updated following approval
V4.1	24/01/23	R Owen	Updated front sheet with Link Governor & Model Policy fields
V4.2	22/02/23	L Darby	Reviewing for FGB
V5.0	21/02/24	R Owen	Updated following approval at FGB
V5.1	13/05/26	L Darby	Review due
V6.0	16/06/26	R Owen	Updated following approval at FGB

This policy is supplemental to the Council’s policy on the administration of medicines and the school Health & Safety Policy.

1 — Statement

The school policy is in line with the government changes (Section 100 of the Children and Family Act 2014) in managing medical needs in schools from September 2014.

Pupils at school with medical conditions will be properly supported so that they have full access to education including school trips and physical education. The governing body and the school will ensure that appropriate arrangements are in place to support medical

conditions so that such children can access and enjoy the same opportunities at school as every other child.

To this end the following procedures must be followed to ensure that all concerned, staff, parents, pupils and where relevant, health professionals are aware of the pupil's condition and what steps have been agreed to either manage the condition or are in place should an emergency arise.

For EYFS children please also refer to the statutory framework for more guidance.

Managing Medical needs in school is line with the S Glos Council Education Service guidelines.

This policy is reviewed every 2 years.

2 — Definitions

2.1 Short term medication — medication which is needed to allow a pupil to return to school following an absence due to sickness where medication is required to complete a course e.g. antibiotics and where administration will be required for a week or less.

2.2 Long term medication — medication required to manage a long-term medical need i.e. asthma, epilepsy where administration will be required for an extended period.

2.3 Specific Medical Conditions – where plans need to be in place i.e. emergency for the welfare of the child and awareness of the condition for the whole school community.

3 School Procedures

This policy ensures that the following is in place:-

3.1 Overall responsibility for the implementation and reviewing of the Managing medical needs policy will be the Head Teacher of the school.

3.2 Responsibility for ensuring sufficient staff are suitably trained is with the Head Teacher of the school. The Head Teacher will ensure that all the relevant staff are aware of a child's conditions by communication by South Glos email system, staff meetings, department meetings, Teaching Assistant meetings and individual conversations. Information shared will be confidential with only the relevant persons involved.

Our current list of First Aiders can be found on the staffroom and kitchen noticeboards.

3.3 In the case of a staff member being absent who is directly involved with a child the Head Teacher, Senior Leadership Team and/or SENCo will put cover arrangements in place and will be responsible for briefing supply teachers and appropriate adults working with the child.

3.4 The school in conjunction with the Head Teacher and Class Teacher will be responsible for ensuring that all relevant risk assessments have been undertaken and are in place to ensure that the child will be able to fully access any school trips and other activities outside of the normal timetable.

3.5 If the medical condition requires a Health Care plan to be put in place then this will be drawn up and agreed between the SenCo in consultation with the Head Teacher, Class Teacher, Parents, School Nurse and any other relevant parties. The Health Care plan will be reviewed annually between the Class Teacher, Parents and Head Teacher.

3.6 Parents should be aware that the school is unable to administer medication to children 12 or under without the written permission of parents and information on the child's medical need and the medication required. Parents must complete a Request to Administer Medication Form (Appendix 1)

3.7 Administration by school staff is purely voluntary and the school is under no legal obligation to administer medicines.

3.7.1. For short term medication the school will try to accommodate written requests whenever possible, but parents should be aware that the school will not take responsibility for pupils missing short term medication. If it's crucial that medicine is administered at a specific time we would request Parent/Carer come in to school to administer the medication.

3.7.2. For long term medication where there is a health plan drawn up by health professionals, the school will endeavour to establish individual staff who are willing to administer regular or emergency medicines. The identified staff will receive specific training.

4 Managing Medicine

4.1 No pupil is allowed to keep prescription or non-prescription medicines, including cough/throat sweets, in school. Cough/throat sweets should be given to the teacher and all other medicines must be handed into the office. Ideally 1 set of Asthma medication should be kept in the class and 1 set in the office. At a minimum we require 1 set of Asthma medication in School.

4.2 Assessment of Request to Administer Medication.

Parents must complete a request to administer medication form from the school office and hand over the medicine and form in person to ensure office staff can ask any relevant questions. The Headteacher or members of the Senior Management Team will establish if there is a member of staff willing to administer medicine following receipt of a request form. Staff will only be deemed competent to administer oral medicine. For eye drops or ear drops parents will need to decide for themselves if the staff member willing to administer them is competent. No other form of administration can be carried out without specific training. If there is no member of staff willing to administer medicine as requested, then parents will be informed that the request has been turned down. Parents will need to seek alternative arrangements for the administering of the medication.

The school will keep medicine under the correct conditions i.e. in the fridge; other medicines will be locked in the medicine cabinet in the school office.

Arrangements will be put in place for children who are competent to manage their own health needs and medicine.

4.3 All staff will have Allergy and Anaphylaxis training every year which covers how to administer an epipen.



5 Health Care Plans

Health care plans for long term medical needs will be drawn up by health professionals in consultation with parents and the school. A small group of staff willing to administer medication in accordance with the plan will be identified and any necessary training given. The school will liaise closely with parents but it is the parents responsibility to ensure that supplies of medication are maintained in school; that medicines are in date and that changes in medication are notified in writing.

The Healthcare plan should have the following information recorded:-

- The medical condition, it triggers, signs and symptoms and treatments
 - The pupil's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues eg: crowded corridors, travel time between lessons.
 - Specific support for the pupil's education, social and emotional needs – e.g. how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions
 - who in the school needs to be aware of the child's condition and the support required
 - arrangements for written permission from parents and Head Teacher for medication to be administered by a member of staff or self-administered by the pupil during school hours

- separate arrangements or procedures required for school trips or other school activities outside of the school timetable that will ensure the child can participate e.g. risk assessments
- where confidentiality issues are raised by the parent/child, the designated individuals to be entrusted with information about the child's condition
- What to do in an emergency, including whom to contact and contingency arrangements. Some children may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan

6 Records of Administration of Medicines

A Record of Administration of Medicines will be maintained in the school office. No member of staff should administer any medicine without first checking and then completing the Individual Medication Record Sheet.

7 Staff Liability

See Council's Statement of Policy on **Administration of Medication**.

8 Complaints

Please refer to the Complaints policy

Frampton Cotterell Church of England Primary School



Rectory Road, Frampton Cotterell, Bristol, BS36 2BT
Tel: 01454 867205

Headteacher: Mrs D Fisher
e-mail : office@fcceprimary.co.uk
www.fcceprimary.co.uk

REQUEST TO ADMINISTER MEDICATION FORM

Parents/Carers are advised that, unless you complete and sign this form the school will not administer medication to your son / daughter. The head teacher and staff must still agree to administer medication as this is a purely voluntary act on their part.

DETAILS OF PUPIL

CHILD'S NAME _____

CLASS _____

DATE OF BIRTH _____

CONDITION OR ILLNESS

TYPE OF CONDITION OR ILLNESS

NAME AND TYPE OF MEDICATION (as described on the container)

HOW LONG WILL YOUR CHILD REQUIRE THE MEDICATION?

FULL DIRECTIONS ON USE – Medication must be in original packaging

DOSAGE AND METHOD _____ TIMING _____

EXPIRY DATE _____ DATE DISPENSED if applicable) _____

SPECIAL PRECAUTIONS) _____

CONTACT DETAILS FOR PERIOD OF MEDICATION

NAME OF PARENT/CARER _____

DAYTIME TELEPHONE NO. _____

ALTERNATIVE TEL NO. _____

I understand that I must personally deliver the medicine to the School Office and accept that this is a voluntary service provided by the School

SIGNATURE OF PARENT / CARER _____ **Date** _____

.....

MEDICATION RETURNED TO PARENT / CARER

SIGNATURE OF PARENT / CARER _____ **Date** _____

PUPIL/STUDENT MEDICAL RECORD FORM

RECORD OF ADMINISTRATION OF MEDICATION AND/OR MEDICAL TECHNIQUES UNDERTAKEN

Name of

pupil/student:

Class:

Year group:

[illegible]