

Great Bardfield Primary School



Managing children with medical conditions, administering medication and First Aid Policy

Approved by:	Liz Crow (Headteacher)
Ratified by Governors	September 2026
Next review due by:	September 2027

1. Introduction

Great Bardfield Primary School is committed to providing a safe, inclusive and supportive environment for all pupils, including those with medical conditions, allergies and additional health needs.

We recognise that some pupils may have medical conditions, which are short-term and temporary, while others may have long-term conditions which require ongoing support and management during the school day.

This policy sets out the arrangements in place to ensure that pupils with medical conditions can access their education safely and fully, and that staff understand their responsibilities in relation to medication, emergency medication, allergies and first aid.

The school will work closely with parents/carers, pupils, healthcare professionals and other relevant agencies to ensure that appropriate arrangements are in place.

This policy should be read alongside the school's:

- Safeguarding and Child Protection Policy;
- SEND Policy;
- Equality Policy;
- Health and Safety Policy;
- Educational Visits and Trips Policy;
- Allergen and Anaphylaxis Policy

2. Legislation and guidance

This policy has regard to the following legislation and statutory guidance:

- Children and Families Act 2014;
- Children's Wellbeing and Schools Act 2026;
- Equality Act 2010;
- Health and Safety at Work etc. Act 1974;
- Health and Safety (First Aid) Regulations 1981;
- Human Medicines Regulations 2012;
- Supporting pupils at school with medical conditions – statutory guidance for governing bodies of maintained schools and proprietors of academies in England;
- Department for Education statutory Allergy Safety in Schools guidance;
- Department for Education First Aid in Schools, Early Years and Further Education guidance;
- Department for Education guidance on using emergency adrenaline auto-injectors in schools.

The school will have regard to any subsequent updates to statutory guidance.

3. Definitions

Short-term medical conditions

A short-term medical condition is one which is temporary and generally requires medication or support for a limited period, for example antibiotics following an infection or a temporary injury.

Long-term medical conditions

A long-term medical condition is one which requires ongoing support or treatment and may affect a pupil's attendance, learning, behaviour or ability to participate fully in school life.

Examples may include asthma, diabetes, epilepsy, allergies, ADHD or other physical or mental health conditions.

4. Aims

The aims of this policy are to:

- ensure that pupils with medical conditions are fully included in school life;
- support pupils with both physical and mental health conditions;
- ensure that appropriate arrangements are made for pupils who require medication or other medical support during the school day;
- support parents/carers in providing appropriate information about their child's medical needs;
- ensure that staff understand their responsibilities and receive appropriate training;
- ensure that emergency medication is readily accessible when required;
- ensure that allergy risks are appropriately identified and managed;
- provide appropriate first aid arrangements for pupils and staff;
- maintain accurate and appropriate medical and first-aid records;
- work collaboratively with parents/carers, pupils and healthcare professionals;
- ensure that pupils are able to access the full curriculum and participate in school activities, including educational visits, wherever reasonably possible;
- ensure that reasonable adjustments are made where required.

5. Individual Healthcare Plans

Where a pupil has a long-term or complex medical condition, the school will develop an Individual Healthcare Plan (IHP) where appropriate.

An IHP will normally be developed as soon as possible after the school is notified of the pupil's medical condition and, where necessary, following advice from an appropriate healthcare professional.

An IHP may include:

- details of the pupil's medical condition;
- medication and dosage;
- symptoms and warning signs;
- emergency procedures;
- details of emergency medication;
- arrangements for administering medication;
- arrangements for storing medication;

- the level of support required from staff;
- arrangements for physical activity and educational visits;
- actions to take in an emergency;
- contact details for parents/carers and relevant healthcare professionals;
- any reasonable adjustments required.

IHPs will be reviewed at least annually, or sooner where there is a significant change in the pupil's medical condition, medication or circumstances.

Where appropriate, pupils will be involved in the development and review of their IHP in a way that is appropriate to their age and understanding.

6. Allergy safety

Great Bardfield Primary School recognises that allergies can be life-threatening and that appropriate planning and staff awareness are essential.

The school will maintain appropriate allergy safety arrangements in accordance with current Department for Education statutory guidance.

Parents/carers are expected to provide the school with accurate and up-to-date information about any diagnosed allergy, including known triggers, symptoms, medication and emergency procedures.

Where a pupil has a diagnosed allergy, which may result in anaphylaxis, the school will ensure that appropriate medical information and an IHP or allergy management plan are in place.

Relevant staff will be made aware of:

- the pupil's allergy;
- known allergens and triggers;
- symptoms and signs of anaphylaxis;
- the location of the pupil's prescribed medication;
- the location of the school's spare AAls;
- the appropriate emergency procedure.

The school will consider allergy risks within the school environment and will take reasonable steps to reduce avoidable exposure to known allergens.

Allergy-related incidents and near misses will be recorded and reviewed where appropriate so that lessons can be learned and procedures improved.

7. Emergency adrenaline auto-injectors

The school holds **two spare emergency adrenaline auto-injectors (AAls)** for use in an emergency involving a child who is suffering from anaphylaxis, in accordance with current statutory guidance.

The school's spare AAls are additional to any prescribed medication belonging to an individual pupil.

The school holds:

- **One AAI specifically for children under 6 years of age; and**
- **One AAI specifically for children aged 6 to 12 years.**

Both AAIs are **clearly labelled with the appropriate age range** to ensure that staff can quickly identify the correct device in an emergency.

Storage of AAIs

The school's spare AAIs will:

- be stored in their original packaging;
- be stored in accordance with the manufacturer's instructions;
- be protected from damage and excessive temperatures;
- be clearly identified and labelled according to the age range for which they are intended;
- be readily accessible to trained staff in an emergency;
- be stored in the office and be easily accessible;
- be checked regularly to ensure that they have not expired or been damaged.

The location of the school's spare AAIs will be known to relevant staff.

Emergency medication must not be stored in a way which could cause an avoidable delay in administration during a medical emergency.

Prescribed AAIs

Where a pupil has been prescribed two AAIs, the school will agree appropriate storage arrangements with the parent/carer and, where appropriate, record these within the pupil's IHP.

Where appropriate to the individual pupil's needs, **one prescribed AAI will be kept in the pupil's classroom in a clearly identified, safe and readily accessible location, while the second will be stored centrally in the school office.**

The classroom AAI must not be locked away in a manner which would prevent or delay emergency access.

The school office will maintain oversight of medication expiry dates and will work with parents/carers to ensure that replacement medication is provided before prescribed medication expires

8. Emergency anaphylaxis procedure

If a pupil is showing signs of anaphylaxis, staff should act immediately.

The priority is to administer an adrenaline auto-injector **without delay** where an AAI is available and the circumstances indicate that it is required.

Staff should:

1. administer the pupil's prescribed AAI immediately, where available and appropriate;
2. if the pupil's prescribed AAI is unavailable, inaccessible or not functioning, use the school's spare emergency AAI where appropriate and in accordance with current statutory guidance and the school's procedures;
3. call **999** immediately and state that the pupil is suffering from anaphylaxis;
4. follow the emergency instructions within the pupil's IHP/allergy management plan;
5. remain with the pupil and monitor their condition;
6. administer a second AAI where clinically indicated and one is available, in accordance with current guidance;
7. ensure that the pupil is handed over to the emergency services;
8. inform the parent/carer as soon as practicable;
9. record the incident on CPOMS and complete any other required accident/medical documentation;
10. review the incident and update the pupil's medical arrangements where necessary.

Staff must not delay calling 999 while waiting for a parent/carer to arrive.

9. Responsibilities of parents/carers

Parents/carers are responsible for providing the school with accurate and up-to-date information about their child's medical condition.

Parents/carers should:

- inform the school of any medical condition, allergy or change in medical circumstances;
- provide appropriate medication where required;
- ensure medication is in date;
- ensure prescribed medication is clearly labelled;
- provide replacement medication before existing medication expires;
- complete the school's medication consent documentation;
- provide relevant information from healthcare professionals;
- inform the school if their child's medication or treatment changes.

Parents/carers should not send medication into school with a child unless this has been specifically agreed with the school.

Where a pupil is permitted to carry their own medication, this will be agreed on an individual basis and recorded where appropriate in the pupil's IHP or other medical arrangements.

10. Administering medication

The school will consider requests to administer medication on an individual basis.

Staff cannot be required to administer medication unless this forms part of their agreed responsibilities and appropriate training has been provided.

Where the school agrees to administer medication:

- written parental consent must be obtained;
- medication must be prescribed where prescription medication is required;
- medication must be clearly labelled with the pupil's name;
- the label must clearly state the medication, dosage and instructions for use;
- medication must be within its expiry date;
- medication must be provided in its original packaging wherever possible;
- staff must follow the instructions provided by the prescriber/pharmacy;
- administration must be recorded.

The school will normally only administer medication which is necessary during the school day, rather than medication which could reasonably be administered outside school hours.

Where there is uncertainty about a medication request, the school may seek advice from a healthcare professional, pharmacist or other appropriate service before agreeing to administer it.

11. Storage of medication

As Great Bardfield Primary School is a small site, **routine pupil medication is stored centrally in the school office** unless an individual pupil's medical needs require medication to be immediately accessible elsewhere.

Medication will be stored:

- securely;
- in accordance with the manufacturer's storage instructions;
- clearly labelled with the pupil's name;
- separately from medication belonging to other pupils where appropriate;
- in a location accessible to authorised staff but not freely accessible to pupils;
- in accordance with any specific requirements relating to refrigeration, controlled medication or emergency medication.

Emergency medication must always be readily accessible and must not be stored in a way which could delay administration.

Where medication needs to accompany a pupil to another part of the school, on an educational visit or during an off-site activity, appropriate arrangements will be made to ensure it remains accessible for the duration of the activity.

The school will maintain appropriate checks of medication expiry dates. Parents/carers will be contacted where medication is approaching expiry or has expired and replacement medication is required.

Expired or discontinued medication will be returned to parents/carers for safe disposal.

Medication must not be disposed of through the school's general waste unless this is specifically permitted.

12. Recording the administration of medication

Each time medication is administered, the following will be recorded:

- pupil's name;
- date and time;
- medication administered;
- dosage;
- reason for administration, where appropriate;
- name/initials of the staff member administering the medication;
- any relevant observations or concerns.

The administration of medication will also be recorded on CPOMS in accordance with the school's recording procedures.

If medication is refused, omitted, unavailable or cannot safely be administered, this will be recorded and parents/carers will be informed where appropriate.

13. Self-administration of medication

Some pupils may be able to manage their own medication safely and independently.

This may include inhalers, AAls or other emergency medication.

Self-administration will only take place where the school has agreed that this is appropriate and, where necessary, the arrangements are recorded within the pupil's IHP or medical plan.

The school will consider the pupil's age, maturity, understanding and ability to recognise when medication is required.

Where a pupil carries medication, appropriate arrangements will be made to ensure that it remains available when needed.

14. Staff training

The school will ensure that staff receive appropriate information and training relevant to pupils with medical conditions for whom they are responsible.

Training may include:

- general awareness of medical conditions;
- allergy awareness;
- recognition and management of anaphylaxis;
- use of AAls;
- asthma and inhaler awareness;
- diabetes awareness;
- epilepsy and seizure management;
- first aid;
- administration of specific medication;
- infection control;
- emergency procedures.

Training will be provided by an appropriately qualified person or organisation where specialist knowledge is required.

Staff will be given sufficient information to understand the medical needs of pupils they work with and will know where relevant medication and emergency equipment is stored.

Staff will not be expected to administer medication for which they have not received appropriate information or training.

15. Confidentiality and medical information

Information relating to a pupil's medical condition will be handled sensitively and confidentially.

Relevant information will be shared with staff on a need-to-know basis to ensure the pupil's safety and inclusion.

Staff must respect the privacy and dignity of pupils when administering medication or providing first aid.

Medical information will be stored and managed in accordance with the school's data protection and confidentiality arrangements.

First Aid

16. First aid provision

Great Bardfield Primary School will maintain appropriate first aid arrangements to support pupils, staff and visitors.

The school has trained first aiders and will ensure that sufficient numbers of appropriately trained staff are available during the school day and, where reasonably practicable, during educational visits and off-site activities.

First aid equipment is located throughout the school.

First aid boxes are available in:

- all classrooms;
- the school office;
- the hall.

Basic first aid kits are available in classrooms.

Portable first aid kits are taken to the playground and on educational visits and other off-site activities where appropriate.

First aid equipment will be checked regularly and replenished as necessary.

17. First aid room / medical area

The school office provides a designated area for first aid, administration of medication, treatment of minor injuries and for pupils who are unwell while waiting to be collected.

The area contains appropriate first aid and medical equipment, including:

- accident/first aid records;
- first aid kits;
- a chair;
- sick bowls;
- other appropriate first aid equipment.

The school will seek to maintain privacy and dignity for pupils receiving medical treatment wherever practicable.

18. First aid records and reporting

Where a pupil receives first aid, the incident will be recorded appropriately.

The record will include, where relevant:

- pupil's name;
- date and time;
- nature of the injury or incident;
- treatment provided;
- action taken;
- name of the member of staff providing first aid.

Records will be made on CPOMS in accordance with the school's recording procedures.

Parents/carers will be informed where appropriate following first aid or medical treatment.

All head bumps will be recorded and parents/carers notified.

Where an incident is significant, the Headteacher will determine whether further reporting or investigation is required.

19. Accidents and serious incidents

Any accident involving a pupil will be assessed by an appropriate member of staff.

Where further medical attention is required, the school will contact parents/carers and, where necessary, emergency services.

In a medical emergency, staff will call 999 without waiting for parental consent where this is necessary to protect the pupil's health or safety.

The school will ensure that relevant emergency procedures are followed and that appropriate records are maintained.

Serious accidents and incidents will be reviewed to determine whether any further action, risk assessment or change to school procedures is required.

20. Medicines and first aid

Medication administration is distinct from first aid.

First aid boxes are intended for first aid supplies and should not be used as general storage for pupil medication.

Emergency medication such as prescribed AAI, inhalers or other life-saving medication will be stored separately in an accessible location appropriate to the individual pupil's needs.

Staff providing first aid must follow their training and should not undertake medical procedures for which they have not been appropriately trained.

21. Educational visits and off-site activities

The medical needs of pupils will be considered as part of the planning and risk assessment process for educational visits and off-site activities.

Where a pupil requires medication or emergency medication, arrangements will be made to ensure that:

- medication accompanies the pupil;
- medication remains accessible;
- an appropriately trained member of staff is aware of the pupil's needs;
- relevant emergency medication is available;
- staff understand the appropriate emergency procedure;
- the pupil can participate in the activity wherever reasonably possible.

Medication must not be left behind at school where a pupil may reasonably require it during an off-site activity.

22. Staff medication

Staff are responsible for managing their own medication.

Where a member of staff needs to keep medication on school premises, it should be stored appropriately and securely and must not be accessible to pupils.

Where a member of staff has a medical condition which could require emergency assistance while at work, they should discuss appropriate arrangements with the Headteacher.

23. Liability and staff responsibilities

The school recognises that staff may have concerns about their ability to administer medication or support pupils with particular medical conditions.

Staff will not be expected to undertake tasks for which they have not received appropriate training or information.

Where staff have concerns about their ability to safely undertake a medical task, they should discuss this with the Headteacher.

The school will seek appropriate professional advice where necessary.

24. Monitoring and review

The Headteacher will monitor the implementation of this policy and ensure that arrangements remain appropriate.

The policy will be reviewed annually, or sooner where:

- legislation or statutory guidance changes;
- there is a significant medical incident;
- a pupil's medical needs identify a need for change;
- the school's procedures change;
- an incident or near miss identifies a necessary improvement.

The governing body will review and ratify the policy in accordance with the school's policy review cycle.

25. Key principles

Great Bardfield Primary School is committed to ensuring that pupils with medical conditions are able to attend school, learn and participate fully in school life.

Our approach is based on the principles that:

- **every pupil matters;**
- medical conditions should not unnecessarily prevent a pupil from accessing their education;
- pupils should be treated with dignity, compassion and respect;
- parents/carers and healthcare professionals should be involved appropriately;
- staff should receive the information and training they need;
- emergency medication must be accessible without unnecessary delay;
- medical needs should be managed proactively wherever possible;
- the safety and wellbeing of pupils is always the priority.

APPENDIX 1

Great Bardfield Primary School

REQUEST FOR SCHOOL TO ADMINISTER MEDICATION

Pupil's Full Name:..... Class:.....

Condition/Illness:.....

Name/type of Medication:.....

Date Dispensed:.....

For how long will child be required to take medication?.....

Dosage (eg. 5 ml):..... Frequency of Dosage:.....

Time:.....

Additional instructions/information: (eg. Before/after food, interaction with other medicines, possible side effects, storage instructions)

.....
.....
.....

Emergency contacts:

Name:..... Relationship to child:.....

Daytime telephone no:.....

OR

Name:..... Relationship to child:.....

Daytime telephone no:.....

I understand that I must deliver the medicine personally to the office and collect any unused medication when the course is completed. I accept that the school has the right to refuse to administer medication.

Name:..... Relationship to child:.....

Signed:..... Date:.....

.....

-School use: Remaining medication returned to parent on (insert date):.....or disposed of

via.....on.....

APPENDIX 2

Great Bardfield Primary School

INDIVIDUAL HEALTHCARE PLAN

Name of school/ setting	
Childs Name	
Class Name	
Date Of Birth	
Childs address	
Medical condition	
Date	
Review date	

Emergency contact 1 Name	
Phone no 1	
Phone no 2	
Emergency contact 2 Name	
Phone no 1	
Phone no 2	

GP Name and Address	
Contact Number	

Name of person/people responsible for providing support in school	
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Detail of medical needs, Symptoms, triggers, signs etc.

--

Name of medication required, dose and method of administration

--

Detail of any side effects

--

Daily care requirements

--

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

--

Arrangements for school trips/ visits etc.

--

Describe what constitute an emergency and what action should be taken

--

Who is responsible in an emergency?

--

Staff training required/ undertaken (who what when?)

--

PARENT/CARER SIGNATURE.....DATE

STAFF MEMBER SIGNATURE DATE

Great Bardfield Primary School

STAFF TRAINING RECORD- ADMINISTRATION OF MEDICINES

Name of school/ setting	
Staff Name	
Position	
Training Received	
Date Completed	
Training provided by	
Trainers profession	
Review date	

Trainer

I can confirm that the above member of staff received the training stated and is competent to carry out any necessary treatment.

Trainer Signature.....

Date.....

Member of staff

I can confirm that I have received and understand the training detailed above.

Staff Signature

Date.....

APPENDIX 4

Great Bardfield Primary School

PROCEDURE FOR CONTACTING EMERGENCY SERVICES

REMAIN CALM AND SPEAK CLEARLY AND SLOWLY

1. DIAL 999
2. ASK FOR AMBULANCE
3. CONTACT NUMBER 01371 810252
4. YOUR NAME
5. ADDRESS/ LOCATION

**GREAT BARDFIELD PRIMARY SCHOOL, BRAINTREE ROAD,
GREAT BARDFIELD CM7 4RN**

6. NAME AND AGE OF PATIENT BRIEF DESCRIPTION OF SYMPTOMS (ANY MEDICATION)
7. ADVISE OF BEST ENTRANCE AND INFORM THEM A MEMBER OF STAFF WILL MEET THEM

APPENDIX 5

Great Bardfield Primary School

Template letter to parent/ carers regarding healthcare plan within school setting

Dear Parent/ Carer,

Thank you for informing us of your child's medical condition. I enclose a copy of our school's policy "Managing children with medical conditions and administering medication and first aid policy".

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support each pupil needs and how this can be provided. Individual healthcare plans are developed in partnership between the school, parents and pupils and where necessary, health care professionals. The aim is to ensure that we know how to support your child effectively and provide clarity about what needs to be done, when and by whom.

A meeting is recommended to discuss the healthcare plan. Please contact the school office to arrange a convenient time with the relevant members of staff/ professionals. Please complete the attached healthcare plan which should be brought with you to the meeting and any other evidence/ paperwork that could be useful within the discussion.

Yours Sincerely

.....

Great Bardfield Primary School