



# **Hadley Wood Primary School**

## **Supporting Pupils with Medical Conditions and the Administration of Medicines Policy**

<b>Date the policy came into effect</b>	<b>June 2025</b>
<b>Date of the next policy review</b>	<b>July 2026</b>
<b>Name of the person responsible for this policy</b>	<b>Ms Tina Stanley</b>
<b>Issued to</b>	<b>Staff, Governors and Parents</b>
<b>Date of issue</b>	<b>March 2019</b>

**Hadley Wood Primary School is committed to supporting pupils with medical needs and ensuring their full inclusion in school life. This policy outlines procedures for the safe administration of medication and supports our duty to uphold pupil welfare, dignity, and legal rights.**

## **1. Introduction**

1.1 The Governing Body and staff of Hadley Wood School wish to ensure that pupils with medical conditions and/or short or long-term medication needs are not excluded but receive appropriate care and support. The Headteacher accepts responsibility in principle for staff giving or supervising pupils taking prescribed medication or needing support due to medical conditions during the school day. While the administration of medication by staff is voluntary, the school will ensure that provision is made to meet all essential medical needs.

1.2 Hadley Wood School will identify a person responsible for supporting pupils with medical conditions and/or a requirement for the administration of medicines in situations where other members of staff do not volunteer to carry out the task. Staff undertaking these roles will receive appropriate training and support. The person responsible for implementing this policy and liaising with health professionals is Ms Stanley, and all staff and parents are informed of this annually.

1.3 This policy has been developed in line with the Department for Education's statutory guidance *Supporting Pupils at School with Medical Conditions* (2015).

## **2. Parent/Carers' Responsibility**

2.1 Parents/carers should keep their children at home if they are acutely unwell or infectious.

2.2 Parents are responsible for providing the Headteacher with comprehensive information regarding their child's condition and/or medication requirements.

2.3 Prescribed medication will not be accepted in school without complete written and signed instructions from the parent/carer.

***Please note:*** Antibiotics prescribed three times a day can typically be administered before school, after school, and at bedtime, and do not generally need to be administered at school.

2.4 Only reasonable quantities of medication should be supplied to the school for administration (e.g., a maximum of four weeks' supply at one time).

2.5 Parents/carers are responsible for renewing medication supplies before they run out and ensuring that all medication provided is within its expiry date.

2.6 Each item of medication must be delivered to the Headteacher or Welfare Officer by a parent/carer, in its original packaging, and clearly labelled with:

- Pupil's name
- Name of medication
- Dosage and frequency of administration
- Date of dispensing
- Storage requirements
- Expiry date

## **3. Responsibility of the School**

3.1 Staff will not administer non-prescribed medication unless there is written parental consent and a valid medical reason.

3.2 The school will not accept or administer any medication provided in unlabelled containers.

3.3 All medication will be stored securely, either in a locked medicine cabinet or, if refrigeration is required, in a secure fridge.

3.4 Accurate written records of all medication administered to pupils will be kept and made available to parents on request. Medication administration records will be retained for a minimum of three years.

3.5 If a pupil refuses to take their medication, staff will not force them. Parents/carers will be informed of the refusal as a matter of urgency the same day. The incident will be recorded.

3.6 If refusal to take medication results in an emergency, the school's emergency procedures will be followed.

3.7 It is the responsibility of the parent/carer to notify the school in writing if the pupil's need for medication has changed or ceased.

3.8 Staff will not accept or act on verbal instructions to alter medication dosage.

3.9 The school will not dispose of medicines. All unused or expired medication must be collected by parents at the end of each term. Any uncollected or expired medicine will be returned to the parent immediately.

3.10 For each pupil with a long-term or complex medical condition, the Welfare Officer will ensure that a Medical Healthcare Plan (MHCP) is drawn up in consultation with parents/carers and relevant health professionals. Where appropriate, pupils will be involved in discussions about their medical needs and how they are supported in school.

3.11 Some pupils may also require ongoing medication as part of their MHCP. Consent forms and regular review arrangements will be agreed in line with the plan.

3.12 The school will liaise with the School Nursing Service and other relevant health bodies to support pupils with medical conditions.

3.13 Where appropriate, pupils will be encouraged to manage and administer their own medication, under staff supervision if necessary. Parents must confirm in writing if they wish their child to carry their medication (e.g. inhalers). The teaching team will log the pupil's use of such medication and make this information available to parents.

3.14 In line with government legislation, the school may hold emergency salbutamol inhalers and adrenaline auto-injectors (e.g., EpiPens) for use in accordance with DfE guidance and with parental consent.

3.15 Staff assisting with medication will receive appropriate training. Annual training will be offered for the administration of EpiPens and other relevant medication, through the School Nursing Service.

3.16 The school will make every effort to continue the administration of medication during school trips and off-site activities. However, if suitable supervision or arrangements cannot be guaranteed, it may not be possible for the pupil to attend.

3.17 All staff will be made aware of the emergency procedures and responsibilities for managing medical needs. These will be included in induction and updated regularly. Procedures will include access to MHCPs, emergency contact details, and designated responsibilities.

3.18 The administration of medication will be conducted with full regard to the school's safeguarding policies and procedures. All pupils' wellbeing, dignity, and safety will be respected at all times.

#### **4. Equality and Legal Duties**

Hadley Wood School is committed to fulfilling its duties under the Children and Families Act 2014, the Equality Act 2010, the Health and Safety at Work Act 1974, and the Special Educational Needs and Disability (SEND) Code of Practice (2015). Reasonable adjustments will be made to ensure no pupil is disadvantaged because of a medical condition or disability. Some medical conditions may be defined as disabilities. The school will ensure that pupils with such conditions are not treated less favourably and will make reasonable adjustments to enable full participation.

#### **5. Complaints**

If a parent or pupil is dissatisfied with the support provided, they should speak to the class teacher or Ms Stanley (SENDCO) in the first instance. If concerns remain, the school's complaints policy should be followed, which is available on the school website or from the school office.

#### **6. Policy Review**

This policy will be reviewed annually by Ms Stanley and the Governing Body, or earlier if required by changes in legislation, guidance, or school circumstances. All staff and parents will be notified when this policy is updated.

This policy is published on the school website and a copy is available from the school office upon request.

# Medical Health Care Plan



Name of child	
DOB	
Address	
Medical Diagnosis	
GP	
Hospital Contact	
What medical care is required in school and on school trips	
Who is responsible for providing support in school	
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.	
Other information	

# Medical Health Care Plan



Describe what constitutes an emergency, and the action to take if this occurs	
Who is responsible in an emergency ( <i>state if different for off-site activities</i> )	
Plan developed with Staff training needed/undertaken – who, what, when	
Form copied to	
Name of parent or carer	
Relationship to child	
Signature of parent or carer	
Name of SENDCO and Signature	
Signature of SENDCO	
Date	
Next Review Date:	

**Appendix 2: Parental Agreement for school to administer medicine**

Hadley Wood school will not give your child medicine unless you complete and sign this form, and the school has a policy that the staff can administer medicine.

Date for review to be initiated by	Parent / Staff / GP
Name of school	<b>Hadley Wood Primary School</b>
Name of child	
Date of birth	
Class	
Medical condition or illness	

**Medicine**

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

**NB: Medicines must be in the original container as dispensed by the pharmacy**

**Contact Details**

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) .....

Date .....

### **Appendix 3: Record of medicine administered to an individual child**

All medicines administered to an individual are recorded on Arbor. Arbor, the school's MIS system, ensures secure, GDPR-compliant medical record keeping.

## Appendix 4: Template for Asthma Card

# School Asthma Card

To be filled in by the parent/carer

Child's name

Date of birth

Address

Parent/carer's name

Telephone - home

Telephone - mobile

Email

Doctor/nurse's name

Doctor/nurse's telephone

This card is for your child's school. **Review the card at least once a year and remember to update or exchange it for a new one if your child's treatment changes during the year.** Medicines and spacers should be clearly labelled with your child's name and kept in agreement with the school's policy.

### Reliever treatment when needed

For shortness of breath, sudden tightness in the chest, wheeze or cough, help or allow my child to take the medicines below. After treatment and as soon as they feel better they can return to normal activity.

Medicine	Parent/carer's signature
<input type="text"/>	<input type="text"/>

If the school holds a central reliever inhaler and spacer for use in emergencies, I give permission for my child to use this.

Parent/carer's signature  Date

### Expiry dates of medicines

Medicine	Expiry	Date checked	Parent/carer's signature
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Parent/carer's signature  Date

What signs can indicate that your child is having an asthma attack?

Does your child tell you when he/she needs medicine?

Yes  No

Does your child need help taking his/her asthma medicines?

Yes  No

What are your child's triggers (things that make their asthma worse)?

- Pollen  Stress  
 Exercise  Weather  
 Cold/flu  Air pollution

If other please list

Does your child need to take any other asthma medicines while in the school's care?

Yes  No

If yes please describe

Medicine	How much and when taken
<input type="text"/>	<input type="text"/>

### Dates card checked

Date	Name	Job title	Signature / Stamp
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

To be completed by the GP practice

### What to do if a child is having an asthma attack

- Help them sit up straight and keep calm.
- Help them take one puff of their reliever inhaler (usually blue) every 30-60 seconds, up to a maximum of 10 puffs.
- Call 999 for an ambulance if:
  - their symptoms get worse while they're using their inhaler - this could be a cough, breathlessness, wheeze, tight chest or sometimes a child will say they have a 'tummy ache'
  - they don't feel better after 10 puffs
  - you're worried at any time.
- You can repeat step 2 if the ambulance is taking longer than 15 minutes.



Any asthma questions?

Call our friendly helpline nurses

**0300 222 5800**

(Monday-Friday, 9am-5pm)

[www.asthma.org.uk](http://www.asthma.org.uk)

## **Appendix 5: 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: **0208 440 4359**
2. Your name:
3. Your location as follows:  
Hadley Wood Primary School, Courtleigh Avenue, Hadley Wood,  
EN4 0HT
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 6: Local Contacts

### Local Contacts:

#### Council's Insurance Service:

**Contact:** Vivian Uzoechi

Insurance Manager

**Tel:** 020 8379 4615

**Ext:** 4615

**Fax:** 020 8379 3092

**Email:** [vivian.uzoechi@enfield.gov.uk](mailto:vivian.uzoechi@enfield.gov.uk)

### Health Services

#### Community Paediatric Services:

Some children with medical needs receive dedicated support from specialist nurses or community children's nurses, for instance a children's oncology nurse. These nurses often work as part of a NHS Trust or PCT and work closely with the primary health care team – general description – what happens in Enfield. They can provide advice on the medical needs of an individual child, particularly when a medical condition has just been diagnosed and the child is adjusting to new routines.

**Contact:** Cathy StJohn

Paediatric Nursing Service

Cedar House

St.Michael's

Gater Drive

Enfield EN2 0JB

**Tel:** 020 8702 5620

#### School Nurses:

School nurses are qualified public health nurses, who work in partnership with schools, parents and healthcare professionals to provide health promotion and protection for school aged children. The school nurse can advise, or will know where help can be sought on many health matters.

Enfield School Nursing Service is accessible through self-referral from children or families, referral from education staff, social services, LAC Nurse Specialist, Child Protection Named Nurse, medical colleagues and Health Visitors.

**Contact:** Kathy Soderquist

Divisional Manager

Universal Children's Service

Cedar House

St Michael's Hospital

Gater Drive

Enfield

EN2 0JB

**Tel:** 02083758783

### **Local Community Health Centres:**

<b>Bowes Road Clinic</b>	269 Bowes Road, Enfield, N11 1BD
<b>Evergreen Health Centre</b>	1 Smythe Close, Edmonton, N9 0TW
<b>Forest Primary Care Centre,</b>	308A Hertford Road, Edmonton, N9 7HD
<b>Highlands Health Centre,</b>	3 Florey Square, Winchmore Hill, N21 1UJ
<b>Moorfield Road Health Centre</b>	Moorfield Road, Enfield, EN3 5PS
<b>St Michael's Primary Care Centre</b>	Gater Drive, Enfield, EN2 0JB

### **School Health and Safety:**

**Contact:** Paul Bishop  
Schools Health and Safety Manager  
**Tel:** 020 8379 4731  
**Mobile:** 07939995806  
**Email:** [paul.bishop@enfield.gov.uk](mailto:paul.bishop@enfield.gov.uk)

### **Joint Service for Disabled Children:**

The Joint Service for Disabled Children is an important partnership developed by Enfield's Children's Trust, to support and promote opportunities for all disabled children and their families in Enfield.

The Joint Service includes:

- Enfield Community Services
- The Early Intervention Support Service (EISS)
- Cheviots Specialist Children's Disability Centre/Service.

**Contact:** Janet Leach  
Head of Service  
**Tel:** 020 8379 1316  
**Mobile:** 07944265377  
**Alternative Telephone:** 020 8362 3666  
**Email:** [janet.leach@enfield.gov.uk](mailto:janet.leach@enfield.gov.uk)

### **Environmental Health:**

**Address:** PO Box 57  
Civic Centre  
Silver Street  
Enfield  
EN1 3XH  
**Tel:** 020 8379 1000

**National Contacts:**

<b>Allergy UK</b> Allergy Help Line: (01322) 619898 Website: <a href="http://www.allergyuk.org">www.allergyuk.org</a>	<b>The Anaphylaxis Campaign</b> Helpline: (01252) 542029 Websites: <a href="http://www.anaphylaxis.org.uk">www.anaphylaxis.org.uk</a>
<b>Asthma UK</b> Adviceline: 0800 121 6244 Website: <a href="http://www.asthma.org.uk">www.asthma.org.uk</a>	<b>SHINE</b> Tel: Tel: 01733 555988 Website: <a href="http://www.shinecharity.org.uk/">http://www.shinecharity.org.uk/</a>
<b>Council for Disabled Children</b> Tel: 0207 843 1900 Website: <a href="http://www.councilfordisabledchildren.org.uk/">http://www.councilfordisabledchildren.org.uk/</a>	<b>Contact a Family</b> Helpline: 0808 808 3555 Website: <a href="http://www.cafamily.org.uk">www.cafamily.org.uk</a>
<b>Cystic Fibrosis Trust</b> Tel: 0300 373 1000 Website: <a href="http://www.cftrust.org.uk">www.cftrust.org.uk</a>	<b>Diabetes UK</b> Careline: 0345 123 2399 Website: <a href="http://www.diabetes.org.uk">www.diabetes.org.uk</a>
<b>Public Health England</b> <a href="https://www.gov.uk/government/organisations/public-health-england">https://www.gov.uk/government/organisations/public-health-england</a>	<b>Department for Education</b> Website: <a href="https://www.gov.uk/government/organisations/department-for-education">https://www.gov.uk/government/organisations/department-for-education</a>
<b>Epilepsy Action</b> Freephone Helpline: 0808 800 5050 Website: <a href="http://www.epilepsy.org.uk">www.epilepsy.org.uk</a>	<b>Equalities and Human Rights Commission</b> EHRC helpline: 08457 622633 Textphone: 08457 622 644 Website: <a href="http://www.drc-gb.org">www.drc-gb.org</a>
<b>Health and Safety Executive (HSE)</b> Website: <a href="http://www.hse.gov.uk">www.hse.gov.uk</a>	<b>Health Education Trust</b> Tel: (01789) 773915 Website: <a href="http://www.healthedtrust.com">www.healthedtrust.com</a>
<b>Hyperactive Children's Support Group</b> Tel: (01243) 539966 Website: <a href="http://www.hacsg.org.uk">www.hacsg.org.uk</a>	<b>Mencap</b> Telephone: 0300 333 1111 Website: <a href="http://www.mencap.org.uk">www.mencap.org.uk</a>
<b>National Eczema Society</b> Helpline: 0800 089 1122 Website: <a href="http://www.eczema.org">www.eczema.org</a>	<b>Psoriasis Association</b> Tel: 0845 676 0076 Website: <a href="http://www.psoriasis-association.org.uk/">www.psoriasis-association.org.uk/</a>
<b>British Thyroid Foundation</b> <a href="http://www.btf-thyroid.org">www.btf-thyroid.org</a>	<b>Sickle Cell Society</b> <a href="http://sicklecellsociety.org/">http://sicklecellsociety.org/</a>
<b>NHS Choices</b> <a href="http://www.nhs.uk/Pages/HomePage.aspx">http://www.nhs.uk/Pages/HomePage.aspx</a>	