

THE HEATH ACADEMY TRUST

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Supporting Children with Medical Conditions Managing Medicines Misuse of Drugs

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Misuse of Drugs

MANAGING MEDICAL CONDITIONS

This policy has been structured based upon the most recent government advice “Supporting pupils at school with medical conditions” (DfE-April 2015).

The Heath Academy Trust (HAT) adheres to the duty as stated in the Children and Families Act 2014 that pupils with medical conditions will have the same right of admission to our school as other pupils and will not be refused admission or excluded from school on medical grounds. Appropriate levels of assessments will be undertaken to establish and determine what support pupils with medical conditions require. This will be done in partnership with parents and health professionals.

The prime responsibility for a pupil’s health rests with parents. It is anticipated that parents / carers will ensure that appropriate information is provided for the school that enables proficient management and a good understanding of their child’s medical condition; this includes working in partnership in the management of any medicines administered at school.

The HAT takes advice and guidance from a range of sources, including the School Nurse, Paediatric Consultants, and other Health professionals in addition to the information provided by parents in the first instance. This enables us to manage support effectively and to minimise any disruption to learning.

This policy applies to all schools within the Heath Academy Trust.

KEY PERSONNEL

Each school will appoint a person with responsibility for each of the following areas:

- Overall responsibility for implementing this policy
- Ensuring that all staff are appropriately aware of the medical condition of children with whom they work and that any confidential information pertinent to the medical condition is entrusted to individual staff.
- Developing Individual Healthcare Plans
- A Local School Committee member with specific responsibility to oversee the arrangements to support pupils at schools with medical conditions

AIMS

Our schools are committed to assisting children with long-term or complex medical conditions and working in partnership with their parents /carers.

1. To ensure that pupils with short or long term medical conditions are properly supported so that they have full access to education, including off-site activities and residential visits.
2. Make arrangements for staff to ensure that they receive adequate and appropriate training for them to support children with medical needs.
3. To ensure that parents and children have confidence in the medical support arranged at school.
4. To work in partnership with Health Service colleagues.
5. To be fully compliant with the Equality Act 2010 and its duties.
6. To manage medicines within school in accordance with government and local advice.

7. To keep, maintain and monitor records as detailed in this policy.
8. To write and to monitor Individual Healthcare Plans, in partnership with health professionals.
9. To ensure that the pupils are safe and are able to attend school regularly with their medical condition.
10. To support pupils with complex medical conditions and or long term medical needs in partnership with Health professionals and parents to enable their access to education.
11. To adhere to the statutory guidance contained in “Supporting pupils at school with medical conditions” (*DfE Dec 2015*), and “Multi-Agency Guidance for the Management of Long Term Health Conditions for Children and Young People” (*DSCB 2011*)¹ as set out and agreed with the local school committee.

FORMS

Individual Healthcare Plans

Individual Healthcare Plans will be developed for pupils with medical conditions. These will set out the support that is needed so that the impact on school attendance, health, social well-being and learning is minimised. Not all conditions will require an Individual Healthcare Plan. In some cases the agreement request to administer medicines will be sufficient to cover short term conditions and treatment. The plan will include the name of the member of staff who is appropriately trained and providing the agreed support.

The HAT schools will use the recommended Templates (DfE) to capture relevant information that will enable an appropriate plan to be structured. Health professionals will be involved in the development of Individual Healthcare Plans in addition to parents and pupils.

The Individual Healthcare Plans will be tailored to meet the needs of short term, long term and/or complex medical conditions. The plans will be kept under review by the designated person and revised as required, or at least annually, to ensure that they reflect current medical needs (e.g., changes in medication). Individual Healthcare Plans will include details on emergency arrangements and these will be shared with all relevant staff, First Aiders and school office staff as applicable, and where used, they will be loaded to the child's record on Medical Tracker.

Where pupils have been issued with an Education and Health Care Plan (EHC) by the local authority, any Individual Healthcare Plan will be linked to, or become part of that EHC.

Allergy Action Plans

Allergy action plans will be created for those pupils with severe allergies and these documents along with the administration record sheet for pupils is held within the class base box. - Allergy action plans are designed to function as individual healthcare plans for children with food allergies, providing medical and parental consent for schools to administer medicines in the event of an allergic reaction, including consent to administer a spare adrenaline auto- injector.

The plans will be kept under review by the designated person and revised as required, or at least annually, to ensure that they reflect current medical needs (e.g., changes in medication). Allergy action plans will include details on emergency arrangements and these will be shared with all relevant staff, First Aiders and school office staff as applicable.

HAT schools are nut free and this is made clear on their websites. Parents/ carers receive regular reminders of this with regards to snacks and lunches provided.

Refer to the Trust Allergy Policy for further information.

Medication/Intervention (Short term)

A Medication/Intervention form should be completed by parents/carers for children with short term medical needs e.g. a short course of antibiotics, sudocrem, double base cream.

Paperwork and medication is stored in a secure, out of reach cabinet or in the fridge if required. As the medication is administered staff will complete the Record of Medicine Administered form which remains with the medicine until no longer required where upon it is filed in the managing medical conditions folder kept in the school office.

Adults taking medication that may affect their ability to care for children should seek medical advice regarding their suitability to do so and should not work with pupils whilst taking medication unless medical advice confirms that they are able to do so.

ROLES AND RESPONSIBILITIES

Parents will ensure the following:

- Parents are asked to provide the school with sufficient and up-to-date information about their child's medical needs using a standard form so that arrangements to manage their short or long term medical conditions can be implemented in partnership.
- Parents are asked to deliver prescribed medicine to school if it is not possible for this to be administered outside the school day and requested to complete a Medication/Intervention form. The parental agreement should be completed on Medical Tracker where the platform is used by the school. In cases where parents don't have access to email, a paper copy will be completed and uploaded to Medical Tracker.
- Prescribed medicine should be provided in the original container(s) ensuring that the medicine is not out of date and that it has been stored correctly.
- All medicines must be marked with the following information clearly indicated:
 - i) the child's name on the medicine;
 - ii) when the medicine should be given;
 - iii) the prescribed dose and pharmacist's instruction, e.g., after meals
- Parents are expected to notify the school immediately (in writing) of any changes or alteration to a prescription or recommended treatment so that adjustments can be made to Individual Healthcare Plans or previous agreements. Where it is used by the school, this information will be updated on Medical Tracker.
- It is important that the school is aware and informed by parents about other issues or symptoms their child may have experienced over night or before school; this is particularly important for asthma conditions.
- It must be remembered that the prime responsibility for a child's health rests with parents/carers.

The Headteacher/SENCO will ensure the following:

- that the Local School Committee are informed about the implementation and effectiveness of this policy,
- that arrangements are made with staff supporting pupils with medical conditions, and for any medicines required in delivering that support to be stored safely and in line with guidance provided by the local authority;

- suitable arrangements are agreed in partnership and liaison with parents/ carers to support the medical needs of pupils;
- that appropriate training has been provided for staff that enables them to carry out agreed procedures to administer a child's medication/treatment;
- that staff will not be directed to administer medicines - they can choose to volunteer to do so if they so wish (all staff will be advised to refer to advice from their professional associations before volunteering to administer medicines);
- that all staff and parents/carers are aware of this policy and the procedures for dealing with medical needs;
- that designated staff are adhering to this policy;
- all cultural and religious views, made known to the school in writing, will be respected.
- make arrangements to manage the following:
 - prescription medicines in school;
 - prescription medicines on trips and outings, including school transport;
 - accurate record keeping when administering medicines;
 - the safe storage of medicines;
 - procedures for access to medicines during emergency situations;
 - adhering to risk management procedures involving medicines;
- that risk assessments and arrangements for off-site visits are checked.

Designated staff members for Managing Children with Medical Needs will ensure the following:

- staff work in partnership with parents/carers to ensure the well-being of child and young people;
- staff who have agreed to administer medicines will receive the appropriate training;
- adherence to Healthcare Plans and/or Short term illnesses Requiring Medication/Intervention form;
- guidance on First Aid is followed; (First aid policy as indicated in First Aid Needs Assessment)
- records are maintained detailing an accurate history of the administering of prescribed medicines.
- suitable back-up systems are in place to cover administering of medicines in the event of staff absence;
- if there are any doubts or confusion about arrangements for administering medicines, staff must consult with the parents and the designated member of staff.

The Local School Committee will:

- ensure that arrangements are in place to support children and young people with medical conditions and that support is tailored to individual medical needs;
- make arrangements for this policy to be published on the school website;
- ensure that staff are identified to implement the policy from day to day;
- monitor the arrangements associated with Individual Healthcare Plans so that they are managed appropriately, reviewed and maintained in partnership with Health professionals;
- ensure that staff receive appropriate training enabling them to provide bespoke and purposeful support to pupils with medical needs and that the training is refreshed regularly;
- ensure that specific arrangements are made for the self-management of medicine where applicable and how this will be both monitored and managed by staff;
- oversee the school's management of medicines to ensure that Health & Safety standards are met and that parents have confidence in the schools ability to support their child's medical needs;

- ensure that insurance arrangements cover staff in carrying responsibility for medical procedures;
- have 'due regard' to the rights of pupils who are disabled as set out in the Equality Act 2010;
- ensure that appropriate arrangements are made to include pupils with medical conditions on off-site activities;

STAFF TRAINING AND SUPPORT

Most medicines to be administered will not require professional training; however, the school will ensure that staff supervising the administering of medicines will understand that accurate records are to be kept and are completed at the time of being administered.

Staff who maintain these records should be clear about what action to take, such as referring to the Designated Senior Person for Child Protection if they become concerned about the welfare of an individual pupil.

If an Individual Healthcare Plan is applied to a particular child, where it is required additional training will be given by a nominated Health professional, e.g., use of a nebuliser, using Epipens. Training received or cascaded from parents will not be accepted unless otherwise instructed by a health professional. Record of Training will be completed and maintained.

Whole-school awareness training will be undertaken so that all staff are aware of the trust's policy for supporting pupils with medical conditions and their role in implementing that policy. This will also be included in the induction arrangements for new staff. This includes preventative and emergency measures so that staff can recognise and act quickly when a problem occurs.

REASONABLE ADJUSTMENTS

The school understands it's duties under the Equality Act 2010 to make reasonable adjustments and enable children and young people to have equitable access to education. Children and young people with complex or significant medical needs will be included in activities for as much as their health permits.

MANAGING MEDICINES ON SCHOOL PREMISES AND OFF-SITE ACTIVITIES

Each school will ensure that:

- records are maintained detailing an accurate history of the administering of medicines as far as possible
- administering of medicines will be logged according to the school's record keeping procedures, this may be Medical Tracker or manual forms
- suitable back-up systems are in place to cover administering of medicines in the event of staff absence;
- if there are any doubts or confusion about arrangements for administering medicines, staff must consult with the parents and the designated member of staff;
- no child or young person under 16 will be given medicines or be permitted to self-medicate without their parents' written request.
- no child or young person under 16 will be given aspirin
- adults taking medication that may affect their ability to care for children will seek medical advice regarding their suitability to do so and will not work with pupils whilst taking medication unless medical advice confirms that they are able to do so

Storage of Medicines

The school will adhere to the advice contained in “Guidance and Code of Practice - First Aid at Work” and local guidance provided by Worknest.

All medicines will be stored safely. Children will know where their medicines are at all times and be able to access them immediately. Where relevant, they will be told who holds the key to the storage facility. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to children and not locked away. At least two members of staff will be aware of storage arrangements of all such medication.

Spare AAls must be stored in a central, accessible location that staff can reach within 5 minutes and never in a locked cupboard or remote area.

When no longer required, medicines will be returned to the parent to arrange for safe disposal. Sharps boxes will be used for the disposal of needles and other sharps.

Adult medication on the premises must be securely stored out of the reach of children.

Refusal or too unwell to take medicines

If a child has been advised that medication is required and still refuses to take medicine as prescribed and as requested by parents the records must state ‘REFUSED’ clearly and the parents/carer informed immediately. Children/young people will not be forced to receive medicine if they do not wish to do so.

If a child or young person is ill/injured and therefore unable to receive the agreed prescribed medication, the person designated to supervise the taking of medicine will consult with parents/carers immediately and advise the Headteacher of their actions. If the child vomits or has diarrhoea soon after receiving medication, parents must be contacted so that they can seek further medical advice.

Self management of medicines

In some cases, it might be appropriate that pupils self-administer medicines, e.g., inhalers. The school will encourage those with medical conditions to take responsibility for administering their own medication but continue to ask staff to supervise so that the appropriate records can be completed for safeguarding purposes.

Off-Site Activities/School trips

All arrangements for medicines, including the storage of medicines, Individual Healthcare Plans, and Risk Management programmes will apply for all off-site activities or school trips.

A member of staff will be designated to ensure there are suitable off-site arrangements for storage, and recording of the medicines when assessing any risks associated for the trip, particularly for those children and young people with long term or complex health conditions. Pupils with specific medical conditions will have a trained member of staff with them at all times.

All off-site activities will be evaluated in terms of proximity and accessibility to emergency services and any implications for those with short or long term medical conditions before receiving approval to go ahead from the Headteacher. Risk assessments and arrangements for off-site visits are checked by the EVC and parents of children attending may be involved in planning and undertaking a trip. All relevant paperwork must be completed prior to the trip.

Should parents wish for any additional medication to be administered during a school trip the paperwork should be completed via the school office. The adults leading the group will carry their medication, along with the appropriate paperwork for administering the medicine. Children should know where their medicines are at all times and be able to access them immediately. 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.

It is the responsibility of the trip organiser to ensure that there are suitable off-site arrangements for storage of medication and if this is not available alternative arrangements should be made with the parents.

For a residential, the organiser of the trip will ensure that Calpol and Piriton will be available for all children during their visit. Parents/Guardians will be requested to complete a form giving permission for both of these medicines to be administered during the trip. Records of the administration of these medicines to each child will be recorded by the adult administering the medicine and kept for the duration of the trip.

Emergency Procedures

Care is taken to ensure that all pupils are safe. Pupils with life threatening medical conditions or that require close monitoring/supervision may have Individual Healthcare Plans developed by school staff and Health professionals that provide contact details for emergency situations, e.g., anaphylaxis, diabetes, or epilepsy.

All cases deemed 'complex' or 'serious' medical conditions have emergency contact details held in the school office.

Pupils who have a Healthcare Plan will have this passed to a doctor or ambulance crew in an emergency. Where it is used by the school, pupils who are 'at risk' due to their medical condition will have all this information logged on Medical Tracker which will then be passed to a doctor or ambulance crew in an emergency. The purpose of this information is to provide emergency services with up to date information such as: diagnosis of principle conditions, key personnel and medical contacts, medication taken, up to date records of medicines that have been administered together with other relevant medical information and an agreement with parents/carers about what to do in an emergency.

Asthma - schools will follow the "Guidance on the use of emergency salbutamol inhalers in schools" issued by the Department of Health (*March 2015*).

Allergies - refer to the Allergy Policy

Cardiac emergency - each school has an Automated External Defibrillator (AED) on site. The AED is accessible during the school day and at school-led events. In the event of a cardiac emergency, the AED may be used by any member of staff while awaiting the arrival of emergency medical services. The device provides clear, automated instructions and is designed to be used by non-clinical personnel. Regular checks are carried out to ensure the AED remains fully operational, with maintenance and battery replacement recorded in line with manufacturer guidance and school health-and-safety procedures.

BEST PRACTICE

Schools will endeavour to eliminate unacceptable situations by promoting best practice in supporting pupils with medical conditions. In doing so we will:

- ensure that pupils have access to the medicine they need as arranged with parents;
- manage each medical condition through an Individual Healthcare Plan;
- listen to the views of pupils and their parents and take advice from medical professionals in planning the support needed;
- ensure that pupils with medical conditions are supervised appropriately and not left alone when ill;
- support access to the full curriculum or as much as medical consultants recommend;
- work in partnership with health services to ensure swift recovery or access to treatment;
- facilitate opportunities to manage medical conditions with dignity;
- manage medical needs such that parents are not required to support their child in school;
- include all children in school on and off-site activities, meeting their medical needs in the best way possible.

LIABILITY AND INDEMNITY

All HAT schools are covered by the RPA insurance policy. This covers all staff in the arrangements made to support pupils with medical conditions for whom particular training has been given. Staff must follow the guidance, procedures and administering of medicines accurately.

COMPLAINTS

The HAT holds a Complaints Policy details of which can be found on the trust website. Should any complaint be received in respect of the support provided for individual medical conditions, it will be dealt with in accordance with the HAT Complaints Policy.

EQUALITY STATEMENT

The HAT is mindful of its Equality Duties; respecting religious belief and ensuring that support is provided for those with disability needs that might be affected by this policy. Where there are language or communication issues, and to avoid any misunderstanding, the parents/carers and Headteacher will agree an appropriate course of action. The Headteacher will engage interpreters or signers when required to ensure that full understanding of a pupil's medical needs are determined accurately.

With regard to off-site visits and residential opportunities, all schools will ensure that reasonable adjustments enabling pupils to be included are appropriate and made in consultation with parents/carers.

This policy should be read in conjunction with the school First Aid procedures and HAT Health and Safety Policy.

Addendum

MISUSE OF DRUGS

All pupils will follow an integrated drug education programme that is responsive to their needs and relevant to their age, experience and maturity. It will be delivered through the existing curriculum. It will focus on the development of self-esteem and decision making skills.

Drug education

a) Science

Under the National Curriculum the following will be taught:

Key Stage 2 pupils will be taught to recognise the impact of diet, exercise, drugs and lifestyle on the way their bodies function.

b) PSHE

The school addresses drug use at the appropriate level in all key stages in order to responds to local needs and ensure pupil education.

Staff support and training

Staff are encouraged to discuss any training requirements or needs with middle and/or senior leaders.

Management of drug-related incidents

This policy relates to all buildings and play areas inside the school boundaries and when the school's duties of care responsibilities apply (e.g. school trips). Any drug related incident outside of the school day but within school grounds will be dealt with by the police, but may also incur school sanctions.

School rules regarding drug use as outlined below also apply on all school visits and residential activities. Any incidents will be dealt with via the school's behaviour policy.

a) Smoking and vaping on site

This school is a no smoking/vaping site. Any pupils found with smoking/vaping related items will have them confiscated and parents will be contacted immediately by telephone, text, email and/or letter.

b) Under the influence of alcohol or drugs

I. If student is not ill but appears to be under the influence of drugs or alcohol the Parents/Guardians will be contacted and the student taken home.

II. If student is ill normal medical procedures will be followed and if necessary an ambulance called. Parents/Guardians will be contacted immediately.

III. After the events described in i and ii above once the student has recovered, the Parent/Guardian will be invited to a meeting with the Head teacher and class teacher.

IV. If the incident reveals regular drink/drug use, the student and family will be given advice on where to get help.

The Designated Senior Person staff would take an active role in monitoring the student's behaviour and attendance. If it is felt there is a significant safeguarding concern then Social Care will be involved

c) Carrying alcohol in school

Any pupil caught drinking or in possession of alcohol in school will have it confiscated. Parents/Guardians will be informed immediately.

d) Carrying of illegal drugs

This will be dealt with in a similar way to the carrying of alcohol, but the confiscated drugs would be handed over to the police and the pupil kept with the Head teacher until Parents/Guardians could come to collect them. Illegal drugs should be stored in an envelope that is sealed in the presence of a witness. The seal should then be signed by the Head teacher and the witness and stored in the school office.

e) Searches

The school will always seek consent and ensure that a second adult witness is present. If this is refused the school will need to consider whether to call the parents and/or the police. Searches will be conducted in such a way as to minimise potential embarrassment and distress.