Hummersea Primary School

Administering Medications & First Aid Policy

January 2026

1. Audience

Supporting Pupils with Medical Conditions policy has been written for the following audience:

school staff, parents and carers and governance.

2. Purpose

This policy aims to ensure that:

- Pupils, staff and parents understand how our school will support pupils with medical conditions
- Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including school trips and sporting activities

3. Policy Statement

Hummersea Primary wishes to ensure that pupils with medical conditions receive appropriate care and support at school. All pupils have an entitlement to a full-time curriculum or as much as their medical condition allows.

This policy has been developed in line with the Department for Education's statutory guidance released in April 2014 updated 11th December 2015 – "Supporting pupils at school with medical conditions" under a statutory duty form section 100 of the Pupils and Families Act 2014. The statutory duty came into force on 1st September 2014.

Our school will have regard to the statutory guidance issued. We take account of it, carefully consider it and we make every effort to comply.

For pupils who have medical conditions that require EHC plans, compliance with the SEND code of practice (part 3 of the Pupils and Families Act 2014) will ensure compliance with this guidance with respect to those children.

4. Scope

This policy is targeted towards pupils who have been specifically identified with medical conditions.

5. Values and Principles

At Hummersea Primary, we believe that all children have an equal right to

an education which enables them to fully develop their personal, social and intellectual potential and become lifelong learners.

Principles	What this means for Hummersea
Equality	All pupils are treated equally
Respect	All pupils are treated with dignity and respect
Needs focussed	All provision is targeted and based on the needs of the individual pupils
Inclusion	All pupils have the opportunity to grow and learn

6. Requirements

Hummersea Primary will ensure that:

- Sufficient staff are suitably trained.
- Staff are aware of pupils' conditions, where appropriate.
- There are cover arrangements to ensure someone is always available to support pupils with medical conditions.
- Supply teachers will be provided with appropriate information about the policy and relevant pupils.
- There is a member of staff identified who is responsible for developing and monitoring individual healthcare plans (IHPs).

We will describe how we will adhere to and implement this policy through the development of school specific procedures, using the correct templates in the appendices below. It is a requirement that all staff familiarise themselves and comply with this policy and any related procedures in accordance with relevant professional standards.

The Headteacher and the Governing Body should regularly monitor and review the effectiveness of the policy in meeting its intended aims and objectives.

This policy will be reviewed on an annual basis.

7. Roles and Responsibilities

7.1. The Local Authority

The Local Authority (LA) is responsible for:

- Promoting cooperation between relevant partners regarding supporting pupils with medical conditions.

- Providing support, advice /guidance and training to schools and their staff to ensure Individual Healthcare Plans (IHP) are effectively delivered.
- Working with schools to ensure pupils attend full-time or make alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a health need and who otherwise would not receive a suitable education.

7.2. The Governing Body (GB)

The Governing Body (GB) of Hummersea Primary School is responsible for:

- Ensuring arrangements are in place to support pupils with medical conditions.
- Ensuring the policy is developed collaboratively across services, clearly identifies roles and responsibilities and is implemented effectively.
- Ensuring that policy does not discriminate on any grounds including but not limited to protected characteristics: ethnicity/national/origin, religion or belief, sex, gender reassignment, pregnancy & maternity, disability or sexual orientation.
- Ensuring the policy covers arrangements for pupils who are competent to manage their own health needs.
- Ensuring that all pupils with medical conditions are able to play a full and active role in all aspects of school life, participate in school visits / trips/ sporting activities, remain healthy and achieve their academic potential.
- Ensuring that relevant training is delivered to a sufficient number of staff who will have responsibility to support children with medical conditions and that they are signed off as competent to do so. Staff to have access to information, resources and materials.
- Ensuring written records are kept of, any and all, medicines administered to pupils.
- Ensuring the policy sets out procedures in place for emergency situations.
- Ensuring the level of insurance in place reflects the level of risk.
- Handling complaints regarding this policy as outlined in the School's Complaints Policy.

7.3. Headteacher

Headteacher has overall responsibility for the management of supporting pupils with medical conditions. Headteacher is responsible for:

- Ensuring the policy is developed effectively with partner agencies and then making staff aware of this policy.
- The day-to-day implementation and management of the Administering Medications & First Aid Policy and procedures.
- Liaising with healthcare professionals regarding the training required for staff.

- Identifying staff who need to be aware of a child's medical condition.
- Developing Individual Healthcare Plans (IHPs).
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHPs in normal, contingency and emergency situations.
- Continuous two-way liaison with health professionals and school in the case of any pupil who has or develops an identified medical condition.
- Ensuring confidentiality and data protection

7.4. School Staff

All staff need to ensure that they:

- Take appropriate steps to support Pupils with medical conditions and familiarise themselves with procedures which detail how to respond when they become aware that a pupil with a medical condition needs help.
- Know where controlled drugs are stored.
- Take account of the needs of pupils with medical conditions in lessons.
- Undertake training to achieve the necessary competency for supporting pupils with medical conditions, with particular specialist training if they have agreed to undertake a medication responsibility.
- Allow inhalers, adrenalin pens and blood glucose testers to be held in an accessible location, following DfE guidance.
- Ensure that access to inhalers is clearly signposted and accessible in classrooms for the quick administering of these where needed.
- Follow the information on the child's asthma plan to ensure correct dosage and reporting.

7.5. Parents and Carers

Parents/carers will:

- Provide the school with sufficient and up-to-date information about their child's medical needs.
- Be involved in the development and review of their child's IHP and may be involved in its drafting.
- Complete a parental consent form to administer medicine or treatment before bringing medication into school.
- Carry out any action they have agreed to as part of the implementation of the IHP, e.g. provide medicines and equipment, and ensure they or another nominated adult are contactable at all times.

7.6. Pupils

Pupils are responsible for:

- Providing information on how their medical condition affects them.
- Contributing to their IHP Complying with the IHP and self-managing their medication or health needs including carrying medicines or devices, if judged competent to do so by a healthcare professional and agreed by parents.

7.7. School nurses and other healthcare professionals

Healthcare professionals, such as GPs and paediatricians, will liaise with the school's nurses and notify them of any pupils identified as having a medical condition. They may also provide advice on developing IHPs.

School nurses are responsible for:

- Collaborating on developing an IHP in anticipation of a pupil with a medical condition starting school.
- Notifying the school when a pupil has been identified as requiring support in school due to a medical condition at any time in their school career.
- Supporting staff to implement an IHP and then participate in regular reviews of the IHP.
- Giving advice and liaison on training needs.
- Liaising locally with lead clinicians on appropriate support.
- Assisting the Head teacher in identifying training needs and providers of training.

8. Being notified that a child has a medical condition

When the school is notified that a pupil has a medical condition, the process outlined in APPENDIX 5 will be followed to decide whether the pupil requires an IHP.
The school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for pupils who are new to our school.

9. Training of Staff

Newly appointed teachers, supply or agency staff and support staff will receive training on the 'Administering Medications & First Aid' Policy as part of their induction.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils.
- Fulfil the requirements in the IHPs.
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures.
- There will be at least two members of staff who have undertaken specific training for the administration of medicines.
- Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.
- All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs

10. Record Keeping

- Schools admissions forms should request information on pre-existing medical conditions.
- Parents must have an easy pathway to inform school at any point in the school year if a condition develops or is diagnosed.
- Consideration could be given to seeking consent from GPs to have input into the IHP and also to share information for recording attendance.
- A medical conditions list or register should be kept, updated and reviewed regularly by the nominated member of staff. Each class should have an overview of the list for the pupils in their care, within easy access.
- For pupils on the medical conditions list; key stage transition points meetings should take place in advance of transferring to enable parents, school and health professionals to prepare IHP and train staff if appropriate.
- IHPs are kept in a readily accessible place which all staff are aware of.

11. Individual Healthcare Plans (IHPS)

The Headteacher has overall responsibility for the development of IHPs for pupils with medical conditions. This has been delegated to Mrs Marshall (SENDCo) and Mrs Tanner (Administrator)

Plans will be reviewed at least annually, or earlier if there is evidence that the pupil's needs have changed. See APPENDIX 1 for template.

- Where necessary (Head teacher will make the final decision) an Individual Healthcare Plan (IHP) will be developed in collaboration with the pupil,

parents/carers, Head teacher, Special Educational Needs Coordinator (SENCO) and medical professionals.

- IHPs will be easily accessible to all relevant staff, including supply/agency staff, whilst preserving confidentiality. In the case of conditions with potential life-threatening implications the information should be available clearly and accessible to everyone.
- If consent is sought from parents a photo and instructions may be displayed.
- IHPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- Where a pupil has an Education, Health and Care plan or special needs statement, the IHP will be linked to it or become part of it.
- Where a pupil is returning from a period of hospital education or alternative provision or home tuition, collaboration between the LA /AP provider and school is needed to ensure that the IHP identifies the support the pupil needs to reintegrate.
- The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed.

12. Administering Medication in School

- Where possible, unless advised it would be detrimental to health, medicines should be prescribed in frequencies that allow the pupil to take them outside of school hours, this includes those prescribed three times a day – before school, after school and bedtime. If this is not possible i.e. medicine prescribed four times a day, prior to staff members administering any medication, the parents/carers of the pupil must complete and sign a parental consent to administration of medicine form (APPENDIX 3).
- In exceptional circumstances, if a child becomes unwell at school but the symptoms are easily managed within school, verbal consent from parents can be provided to support the child's attendance, especially if there are concerns around the child's attendance. Symptoms will be described to the parent/carer and they will be provided with the option of collection form school or verbal consent for calpol with the dose and time being agreed. This will be logged in the medicines book.

13. Day trips, Residential Visits and Sporting Activities

- Arrangements should be made and be flexible enough to ensure pupils with medical conditions can participate in school trips, residential stays, sports activities and not prevent them from doing so unless a clinician states it is not possible.

- To comply with best practice risk assessments should be undertaken, in line with H&S executive guidance on school trips, in order to plan for including pupils with medical conditions.
- Consultation with parents/carers , healthcare professionals etc. on trips and visits will be separate to the normal day to day IHP requirements for the school day.

14. Severe Allergy

- Any pupil in school who has a severe allergy will have an individual care plan and an epi-pen in school. These are kept at key points in school and will be in a box, clearly labelled with the child's name.
- Each pupil also has a protocol document signed by the parent, the Head teacher, the School Nurse and any staff who have undergone the epi-pen training and have volunteered to administer the medication if it is needed.
- See APPENDIX 4 for what to do if a child has a severe allergic reaction in school.

15. Epilepsy

- Each pupil who is identified as suffering from epilepsy will have medical alert posters located around school so they are easily identifiable to staff, lunchtime supervisors, kitchen staff, supply teachers etc. Each pupil will have an Individual Care Plan in the main office. This Care Plan identifies the level of support required for the pupil and the treatment/medication the pupil is receiving for his/her condition.
- See APPENDIX 4 for what to do if a child has a seizure in school.

16. Asthma

- Each pupil in school who suffers from asthma should have a completed Asthma Care Plan (APPENDIX 2), and at least one inhaler in school. All inhalers are kept in the pupil's classroom.
- The care plan, which is completed by the parent, will state the type of inhaler, dosage needed, when needed and if he/she uses a spacer for ease of administration, and whether he/she can administer it themselves.
- See APPENDIX 4 for what to do if a child has an asthma attack in school.

17. First Aid

- The majority of staff at Hummersea School have a Paediatric Emergency First Aid qualification.
- First Aid stations are accessible in key areas within school with the main area being on the school landing.

- Accidents in school are dealt with immediately and recording and reporting procedures are followed stringently.
- If we judge the accident to be anything other than a very minor incident parents/carers will be contacted immediately. The local hospitals will not commence treatment without parental consent unless there is a very serious injury.
- For any head bump, we shall send a letter home to inform parents and assist them in monitoring their child or a call home may be made.
- Any concerns around injuries, may result in requesting a parent/carer to come and check the child to identify if they feel further treatment or rest would be appropriate.

18. Legislation

This policy meets the requirements under Section 100 of the Children and Families Act 2014, which places a duty on governing boards to make arrangements for supporting pupils at their school with medical conditions.

It is also based on the Department for Education (DfE)'s statutory guidance on supporting pupils with medical conditions at school.

Appendix 1

Individual Health Care Plan Template

Hummersea Primary School
Individual Healthcare Plan

Child's Information

Child's name	
Group/class/form	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review Date	

Family Contact Information

Name	
Phone no. (work)	
Phone no. (home)	
Phone no. (mobile)	
Relationship to child	
Date	
Review Date	

Clinic/Hospital Contact

Name	
Phone no.	
G.P. Name	
Phone no.	

School Information

Describe medical needs and give details of pupil'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
Describe what constitutes an emergency, and the action to take if this occurs
Who is responsible in an emergency (state if different for off-site activities)
Plan developed with
Staff training needed/ undertaken - who, what, when
Form copied to

Appendix 2

Asthma Care Plan
Hummersea Primary School

Dear Parent/Carers,

Our records show that your child has Asthma. Could you please complete an Asthma Care Plan so that should the need arise we can treat your child in the appropriate way.

This plan should be returned to school as soon as possible.

Name:.....

Address:.....

Date of birth:.....

Contact details:

First Contact:.....

Alternative Contact:.....

My child.....suffers from Asthma and at school takes..... puffs of Salbutamol inhaler (blue in colour) 100 mcg per puff for a cough, wheeze or breathlessness.

My child.....needs/does not need to take..... puffs of his/her inhaler 15 minutes before exercise and will have it with him/her on all school trips.

He/she does/does not uses a spacer to administer the dose of the inhaler

My child can administer the inhaler themselves.
OR
I give permission for a member of school staff to assist my child.

The inhaler will be administered following the steps listed below:

1. Speak calmly and encourage the child to sit up and encourage her/him to breathe slowly
2. Shake the inhaler
3. Slot the inhaler into the end of the spacer

4. Place the other end of the spacer in the mouth sealing lips around the mouth piece.
5. Press the canister
6. Encourage 5 big slow breaths in and out as slow as she/he can manage, or 30 seconds per puff with mask on
7. Repeat from step 2 if more doses are needed
8. This medication should be effective within 5-10 minutes
9. Speak calmly and encourage the child to sit up and encourage her/him to breathe slowly.
10. If ..... needs her/ his inhaler (10 puffs) in a spacer more often than 4 Hourly, school will contact parents to inform them.

At home .....takes other medication to try to control her/his asthma.

These are listed below:

The expiry date for my child's ..... inhaler in school is.....

Please sign below to accept responsibility for the following;
I take full responsibility for checking my child's inhaler is in date and sending an up to date inhaler into school.
I will ensure the inhaler and spacer are clearly labelled with my child's name.
I give permission for a school representative to help in giving my child their inhaler if necessary.

Parent/ Carer:.....

Date:.....

Appendix 3

Parental Agreement for School to Administer Medicine

Hummersea Primary School

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

Name of Child:

Date of Birth:

Class:

Medical condition or illness:

Medicine

Name/type of medicine:

Date dispensed:

Expiry date:

Dosage and method:

Times required:

Special precautions:

Are there any side effects that the school needs to know about?

Self administration **Yes/No** (delete as appropriate)

Procedures to take in an emergency

Emergency Contact Details

Name:

Relationship to child:

Telephone No:

I understand that I must deliver the medicine personally to the school office.

I accept that this is a service that the school is not obliged to undertake. I understand that I must notify the school of any changes in writing.

Signed: _____ Date: _____

Appendix 4

Emergency Procedures

Severe Allergy

Possible signs that a child is having an anaphylactic reaction are:
● Sudden swelling of the face, tongue, lips, neck and eyes
● Hoarse voice “lump in the throat”, developing into loud pitched noisy breathing (which may stop altogether)
● Difficult, wheezy breathing, tight chest.
● Rapid weak pulse.
● Nausea, vomiting, stomach cramps, diarrhoea.
● Itchy skin
● Red, blotchy skin eruption.
● Anxiety – a feeling of ‘impending doom’

What to do:
● Keep the conscious child sat up to help breathing and administer his/her epi-pen immediately.
● Inform the child’s parents immediately.
- If the child does not have an epi-pen or the symptoms do not subside, dial 999.

Epilepsy

If a child has a seizure in school:
● Only move if in danger of injury.
● Place in the recovery position to maintain the airway.
● Cushion head.
● Do not restrict movement.
● Let seizure run its course and talk gently to the child, reassuring him/her that they are ok.
● Dial 999 for paramedic ambulance if seizure is longer than 5 minutes, or the child is having repeated seizures, or has no previous history of seizures.
- Contact the parent to take the child home to sleep.

Asthma

If a child has an asthma attack in school:
● Sit the child down, leaning slightly forward.
● Allow the child to take his/her own inhaler, if not available use the emergency inhaler.
● The child should be monitored for improvement every minute after using his/her inhaler.
● Dial 999 if this is the child’s first attack, the child has no inhaler or the inhaler has run out, the inhaler does not bring relief in 5 minutes or you are unsure of the severity of the attack.

● CALL AN AMBULANCE IMMEDIATELY AND COMMENCE THE ASTHMA ATTACK PROCEDURE WITHOUT DELAY IF THE CHILD:

- Appears exhausted
- Has a blue/white tinge around lips
- Is going blue
- Has collapsed

● Telephone the child's parents.

Appendix 5

Procedure for when notified of a pupil's medical condition

