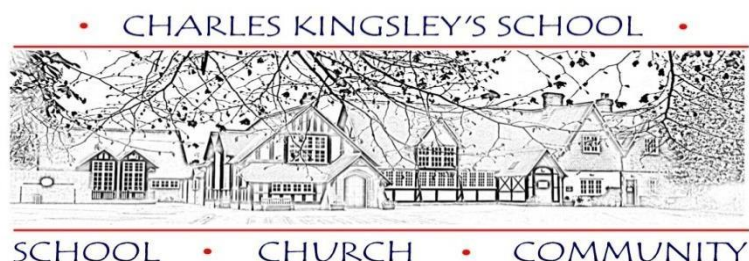


CHARLES KINGSLEY'S C.E (AIDED) PRIMARY SCHOOL



SUPPORTING CHILDREN WITH MEDICAL NEEDS

Reviewed & Approved: Summer 2026

Next review: Summer 2027

CHARLES KINGSLEY'S C.E.(AIDED) PRIMARY SCHOOL Eversley,
Hook, Hampshire RG27 0LX
Telephone: 01189 732187

1. SUPPORTING PUPILS WITH MEDICAL NEEDS

Charles Kingsley's CE Primary School is committed to ensuring that all children with medical needs (physical and mental) are properly supported so that they can play a full and active role in school life, remain healthy and achieve their full academic potential.

2. Responsible Persons

The Head Teacher, in conjunction with the Special Needs Coordinator (SENDCo), is responsible for implementing the requirements of this policy.

They will:

- identify, from the Health Questionnaire, which children will need management of medical needs
- carry out an assessment and make any appropriate arrangements
- write, implement and monitor Individual Healthcare Plans
- ensure that all relevant staff are made aware of a child's medical condition and associated needs
- ensure that relevant and sufficient staff are appropriately trained
- ensure cover staff are informed in case of staff absence
- carry out risk assessments for School visits, holidays, and other School activities outside the normal timetable.
- Manage transitional arrangements between schools to ensure arrangements are in place within the first week of the child starting a new school.

3. AWARENESS OF MEDICAL NEEDS

The School will never:

- assume that every child with the same condition requires the same treatment.
- prevent children from easily accessing or administering their medication.
- ignore the views of the child, parent/guardian; and medical evidence or opinion (although this may be challenged).
- penalise children for their none attendance if their absences are related to their medical condition, e.g. hospital appointments.
- prevent pupils from drinking, eating or taking toilet or other breaks as required in order to manage their medical needs effectively.

4. INDIVIDUAL HEALTHCARE PLANS (IHCP)

For every child, the School sends home a health questionnaire. Any parent/guardian reporting that their child has a simple or complex medical condition requiring ongoing management, will be asked to complete an Individual Healthcare Plan (IHCP).

From the IHCP, the School will assess and manage any risks to the child's education, health and social wellbeing, and develop procedures to minimise disruption.

The School will work in partnership with parents/guardians and will update the IHCPs annually, or sooner if evidence is presented that the child's needs have changed.

5. CHILDREN MANAGING THEIR OWN MEDICAL NEEDS

The School will support children that are deemed competent to manage their own health needs and medicines, as this is seen as an important step preparing pupils for the next stage of their education.

In these instances, the School will require written confirmation from the child's guardians that an independent medical professional has deemed the child competent to do so.
(Administration of medicines & treatment consent form)

6. MANAGING PRESCRIBED MEDICINES

The administration of medicines is the overall responsibility of the parents/carers. Where clinically possible we will encourage parents to ask for medicines to be prescribed in dose frequencies which enable them to be taken outside of school hours. However, the head teacher is responsible for ensuring children are supported with their medical needs whilst on site, therefore this may include managing medicines where it would be detrimental to a child's health or attendance not to do so.

The parent/carer MUST complete the "Administration of Medicines & Treatment Consent Form" prior to the school administering medicine; this written record shall be kept in the child's file after the course of medication has been completed.

The School will only accept prescribed medicines if they are:

- in-date
- labelled
- provided in the original container dispensed by a pharmacist
- include instructions for administration, dosage and storage. (NB the exception to this is insulin, which must still be in date, but will generally be available inside an insulin pen or a pump, rather than in its original container)
- accompanied by an 'Administration of Medicine' form completed by the parent/guardian.

At the School:

- Only prescribed medicines will be administered with written consent
- Where clinically possible, the School will expect that medicines will be prescribed in dose frequencies which enable them to be taken outside school hours.
- Staff will administer medication only to the child for whom it has been prescribed and in accordance with the prescriber's instructions.

- All medicines will be stored safely in the appropriate conditions required for the medicine e.g. fridge.
- Children will know where their medicines are at all times and will be able to access them immediately via a member of staff.
- Medicines will be returned to the parent/guardian at the end of each day/week/term.

7. NON-PRESCRIBED MEDICINES (Appendix 1)

The School will administer non-prescribed medicines providing a 'Non-Prescribed Paracetamol Consent form' has been signed.

We will not accept any non-prescribed medicines into school but we will keep a small stock of homely remedies, such as you may have at home, which will include:

- Liquid paracetamol
- Ibuprofen
- Antihistamine

These will only be administered when it would be detrimental to the child not to give and only with your prior written permission. If we feel it is appropriate to administer non-prescribed medications, we will contact you via phone to confirm you are happy for us to do so.

8. SCHOOL TRIPS

We will ensure that teachers are aware of how a child's medical condition will impact on their participation in any off-site activity or day trip, ensuring that there is enough flexibility for all children to participate according to their own abilities within reasonable adjustments.

We will carry out a risk assessment so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included.

On school trips and visits, a small stock of 'over the counter' remedies (such as Piriton, Nurofen & Calpol) is kept. These will only be administered if it is considered in the best interests of the child and with prior written consent from parent/guardian. If we feel it is appropriate to administer non-prescribed medications, we will contact you via phone to confirm you are happy for us to do so.

9. RECORD KEEPING

The governing body will ensure that written records are kept of all medicines administered to children whilst they remain pupils at our school. These records provide evidence that agreed procedures have been followed and protection to staff and children. Parents will always be informed if their child has been unwell at school.

10. EMERGENCY PROCEDURES

The School's First Aid Policy sets out what will happen in an emergency.

11. COMPLAINTS

Complaints about how a child's medical condition is being supported in the School should be raised following the school's complaints policy and procedures.

12. MONITORING AND COMMUNICATION

The Governing Body (GB) and Head Teacher are responsible for monitoring the effectiveness of this Policy. The Head Teacher will report annually to the GB on the number and type of Individual Health Care Plans and associated staff training.

The Governing body will ensure that the policy sets out the procedures to be followed whenever a school is notified that a pupil has a medical condition.

Appendix 1: Non-Prescribed Paracetamol Consent

By signing the below, you are consenting to allow Charles Kingsley's CE Primary School to administer to your child the occasional dose of Paracetamol under limited circumstances. Such medication will be given as per the directions on the bottle, which tell us the correct dose to give.

Obviously, we would not keep a pupil in school unnecessarily if they were very poorly and we would contact you if needed. If we do give them any Paracetamol during school time, we will let you know about this via a telephone call.

With Paracetamol, there needs to be a minimum of 4 hours in between doses, hence if we needed to give them any Paracetamol within 4 hours of when they first arrived at school, we would contact you to ask if they'd already had any Paracetamol that morning (including Paracetamol contained in any cough or cold treatments administered that morning).

With the above in mind, can you complete the following please to give the School consent to administer Non-Prescribed Liquid paracetamol / Ibuprofen / Antihistamine for a period of 12 months from the date signed below.

I am happy for you to give my child Paracetamol and I am confirming that:

- They have had paracetamol before and they didn't have an allergic reaction to it
- They are not currently taking any medicines that would interact with Paracetamol (you can ask a pharmacist if needs be)
- I will inform the school if they start any medicines which would interact with Paracetamol (you can ask a pharmacist if needs be)

Parent/carers signature: _____

Relationship to child: _____

Name of child: _____ Date of birth: __/__/____ Class: _____

Date signed: __/__/____