Medical Conditions and Administration of Medicines Policy

Last Reviewed by:	Nicola Hirst
Date of review:	September 2025
Due for next Review:	**This policy is under review**
Headteacher:	Rebecca Thompson

Introduction

Highfield School is an inclusive community that supports and welcomes students who have medical conditions.

- We will help to ensure all students can enjoy school in a safe and happy way. This will help them to make outstanding progress towards their Education, Health & Care Plan (EHCP) outcomes.
- Highfield School ensure all staff understand their duty of care to students in the event of an emergency.
- All staff understand that medical conditions can affect quality of life, be debilitating and potentially life threatening, particularly if poorly managed or misunderstood. They may also have a significant impact on a student's ability to learn.
- All staff understand the importance of medication and care being taken as directed by healthcare professionals and parents.
- All staff understand the medical conditions that affect students at Highfield School.
- Staff receive training on the impact medical conditions can have.
- No student will be denied admission or prevented from taking up a place in this school because reasonable adjustments for their medical condition have not been made.
- The school recognises that not all students with the same medical condition, will have the same needs.
- The school recognises that duties in *The Children and Families Act* & *The Equality Act*, relating to children with disability or medical conditions, are anticipatory.
- All students with a medical condition have a Medical Profile (**Appendix 1**). This details a student's medical conditions and what care is needed in school.

Emergency Procedures

- All staff understand and are trained, in what to do in an emergency for students with medical conditions at Highfield School.
- All school staff, including temporary or supply staff, are aware of the medical conditions at this school and understand their duty of care to students in an emergency.
- Because epilepsy is one of our most common medical conditions, staff receive epilepsy training. This is refreshed annually. All staff are trained in the school's general emergency procedures.
- If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent arrives to take them to hospital.
- Alternatively, if the circumstances require an ambulance to be called, a member of staff will accompany the student in the ambulance.
- A student's parent/carer will be informed if a student needs to attend or is taken to hospital.

Providing Care & Administering Medication

- The school understands the importance of ensuring medication is taken and care received as detailed in the student's healthcare plan(s) or medical profile.
- The school will ensure that there are adequate numbers of staff who are trained to administer medication and meet the care needs of any student.
- This school will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies. This school's governing body has made sure that there is the appropriate level of insurance and liability cover in place.
- This school will not give medication (prescription or non-prescription) to a student without a parent's written consent and every effort will be made to obtain the necessary consent. This typically occurs prior to a student starting at Highfield School and is a process supported by our Parent Support Advisors.
- When administering medication, for example pain relief, this school will check the maximum dosage and when the previous dose was administered. This school will not give a pupil aspirin unless prescribed by a doctor.
- This school will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site visit, including overnight stays.

- Parents/Carers are advised that they should let the school know immediately if their student's needs change.

Storage of Medication

- This school makes sure that all staff understand what constitutes an emergency for a student and makes sure that emergency medication/equipment is readily available wherever the student is in the school and on off-site activities.
- Staff and students know exactly where to access medication.
- The school will keep controlled drugs stored securely, but accessibly, with only named staff having access. Staff at this school can only administer a controlled drug to a pupil once they have had specialist training.
- This school will make sure that all medication is stored safely, and that students with medical conditions know where they are at all times and have access to them immediately.
- This school will store medication that is in date and labelled in its original container, in accordance with its instructions.
- The exception to this is insulin, which though must still be in date, and supplied in an insulin injector pen or a pump.
- This school disposes of needles and other sharps in line with local policies. Sharps boxes are kept securely at school. They are collected and disposed of in line with local authority procedures.

Medical Records

- Parents/Carers at the school are asked if their child has any medical conditions on the enrolment form.
- The school uses healthcare plans and medical profiles:
    - Healthcare plans – these are documents written by NHS colleagues. They include information on the nature of medical conditions as well as how staff should respond.
    - Medical profiles – these are documents written by school staff. They are a guide to non-medical staff on managing the medical needs of students.
- The school receives healthcare plans from NHS colleagues. School uses the information within healthcare plans to write medical profiles for individual students. These medical profiles are written considering information received from a variety

of sources (e.g. previous school, health professionals, parents/carers, Highfield school staff). This means that medical profiles collect all the most important medical information in one place.

- The school has a centralised location for medical profiles, and an identified member of staff has the responsibility for keeping these up to date.
- Medical profiles are reviewed at least every year, or sooner if a student's needs change.
- Parents/Carers, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the healthcare plan. School medical staff have access to healthcare plans.
- This school ensures that the pupil's confidentiality is protected.
- Unless there are exceptional circumstances (e.g. to protect a student from immediate or significant harm), this school seeks permission from parents/carers before sharing any medical information with any other party.
- This school meets with parent/carers, specialist nurse (where appropriate) and relevant healthcare services prior to any overnight or extended day visit to discuss and make a plan for any extra care requirements that may be needed. This may lead to an individual risk assessment, which is taken along on the visit.
- This school keeps an accurate record of all medication administered, including the dose, time, date and supervising staff. This is done via Medical Tracker, a computer based record keeping system.
- This school makes sure that all staff have access to suitable information and/or training and/or appraisal, to make sure that they are able to fulfil the requirements of the student's medical profile.

Access to the School Site and Activities

- Highfield School ensures that the school environment is inclusive for students with medical conditions.
- The school is committed to providing a physical environment accessible to students with medical conditions and students are consulted to ensure their accessibility.
- The school is also committed to an accessible physical environment for out-of-school activities.

- The school makes sure the needs of students with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended school activities and residential visits.
- All staff are aware of the potential social problems that students with medical conditions may experience and use this knowledge, alongside the school's bullying policy, to help prevent and deal with any problems. We use opportunities such as assemblies and PSHE (*Personal, Social & Health Education*) to promote awareness of medical conditions amongst our students.
- The school understands the importance of all students taking part in physical activity and that all relevant staff make appropriate adjustments to physical activity sessions to make sure they are accessible to all. This includes out-of-school clubs and team sports.
- The school makes sure that students have the appropriate medication, equipment, and food with them during physical activity.
- The school makes sure that students with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other student, and that appropriate adjustments and extra support will be provided.

Periods of Absence because of a Medical Condition

- All school staff understand that frequent absences, or symptoms such as limited concentration and frequent tiredness, may be due to a student's medical condition.
- Highfield School will not penalise students for their attendance if their absences relate to their medical condition.
- Where a student is returning to school following a period of hospital or alternative provision,the school will work with the local authority and health care professionals to ensure that the student receives the support they need to reintegrate effectively.
- This school works in partnership with all relevant parties including the parents/carers, school's governing body, all school staff, catering staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.
- The school is committed to keeping in touch with a student when they are unable to attend school because of their condition.

Review

This policy will be reviewed every three years or sooner if necessary.

Appendix 1: Medical Profile

Highfield School Student Medical Profile

Student Name:	
	My Medical Diagnosis is …
	1.
	Triggers

Do I need Medication in School?	When will I need this Medication and how should it be taken?
	1.

What to do if I am unwell …	What I need to do to recover …

Other important information …

Medical Profile completed by Highfield School Medical Team
Information above correct as of:

Appendix 2: Highfield School - Record of Medicine Administered

NB This is included in Highfield School's Medical Conditions Policy as a paper option. This option is only used if technical difficulties mean that Medical Tracker (our computer record keeping system) is unavailable for a short period.

Student		Form / Class	

Record of Medication Obtained

Date	Name or person who brought medication in	Name of medication	Amount supplied	For supplied	Expiry Date	Dosage Regime	Received by	

Record of Medication Administered

Date	Medication	Amount given	Amount left	Time	Administered by		Comments / Action / Side Effects