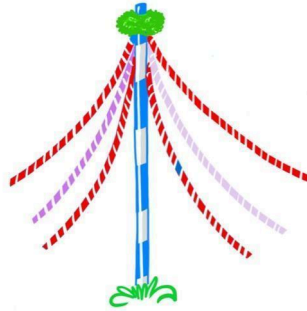


Maypole School



ADMINISTRATION OF MEDICINE & MEDICAL NEEDS POLICY

2025-2026

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1. INTRODUCTION

It is essential that all pupils at Maypole School with medical conditions are properly supported, both for safeguarding reasons and so that they have full access to education, including school trips and physical education.

Maypole School will ensure that arrangements are in place in school to support pupils that attend the school with medical conditions.

Maypole School will ensure that we consult health and social care professionals, pupils and parents/carers to ensure that the needs of children with medical conditions are effectively supported.

The school will ensure that the administration of any required, prescribed medication is administered efficiently and safely.

2. IMPLEMENTATION

Overall responsibility for the administration of medicines

It is the duty of the school to ensure that the arrangements they set up include details on how the school's policy will be implemented effectively, including a named person who has overall responsibility for the administration of medicine.

The named person at Maypole School is Adrienne Cherrywood, the Principal. She is responsible for:

- ensuring that sufficient staff are suitably trained, ensuring that all relevant staff will be made aware of the child's condition and medical needs;
- ensuring risk assessments for school visits, holidays, and other school activities outside of the normal timetable are undertaken;
- and the monitoring of individual healthcare plans.

Procedure to be followed when notification is received that a pupil has a medical condition

Once the school has been notified that a new pupil with medical needs will be starting at the school, arrangements will be put in place. If pupils are transferring mid-term, all effort will be made to put arrangements into place so that the pupil can start as soon as possible. However, where a medical condition and / or the required medication requires specific training for staff, the placement will not commence until appropriate training has been received.

Record keeping

Written records are to be kept of all medicines administered to children.

Emergency procedures

In an emergency staff should follow the procedures outlined in the individual pupil's healthcare plan. This should include information about when to call for the emergency services, depending on the pupil's responses. If in any doubt, dial 999 immediately.

Day trips, residential visits and sporting activities

Risk assessments are carried out and procedures are put in place to enable all children to participate in all school activities. The school ensures it has sufficient staff expertise to ensure that no child with a medical condition is excluded from any school provided activity. An allocated first

aider will carry any medication that may be required during the visit, and record any medication that is administered during the visit.

3. INDIVIDUAL HEALTHCARE PLANS

All children with a medical condition will have a Healthcare plan. This will have the following information.

- The medical condition, its triggers, signs, symptoms and treatments.
- The pupil's resulting needs, including medication (dose, side-effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues.
- Specific support for the pupil's educational, social and emotional needs, including the management of absences, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions etc.
- The level of support needed. Where children are able to take responsibility for their own health needs, they will be supported to do so under appropriate supervision. If a child is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring.
- Pupils with serious medical needs will be allocated a named support staff member who will be responsible for their day to day care. All staff undertaking medical responsibility will receive the appropriate training from a healthcare professional relating to the child in their care. Sufficient staff will receive training to ensure adequate cover in the event of staff absence. As a general rule, all staff who will be working with the child or young person concerned will be trained.
- Relevant staff will be aware of the child's condition and the support required.
- Written permission from parents/carers which will be required for medication to be administered by members of staff, or self-administered by the pupil during school hours.
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate, e.g. risk assessments.
- Written agreement that confidentiality will be protected with regards to the pupil's medical needs and will only be disclosed to designated staff working with the pupil, unless it could be detrimental to the pupil's health for the staff team to be unaware.
- What to do in an emergency, including whom to contact, and contingency arrangements. Some children may have an emergency healthcare plan prepared by their lead clinician which will be used to inform development of their individual healthcare plan.

Healthcare plans will be developed with the child's best interest in mind, so that the school can manage and assess risks to the child's education, health and social well-being, and minimise disruption. Healthcare plans will be reviewed at least annually, or earlier if evidence is presented that the child's needs have changed.

4. ROLES AND RESPONSIBILITIES

Partnership working

Supporting a child with a medical condition during school hours is not the sole responsibility of one person, or of just Maypole School. We aim to provide effective support by working cooperatively with other agencies. We believe that partnership working between school staff,

healthcare professionals (and where appropriate, social care professionals), local authorities, and parents and pupils is an essential requirement to ensure that the needs of pupils with medical conditions are met effectively.

Governing Body Members

It is the role of the Governing Body to ensure that appropriate arrangements are made to support pupils with medical conditions in school, and they are responsible for ensuring that this policy is fully implemented in school. Pupils with medical conditions will be supported to enable the fullest participation possible in all aspects of school life. They will also ensure that any members of school staff who provide support to pupils with medical conditions are able to access information, and other teaching support materials as needed.

Principal / Headteacher

It is the role of the Principal / Head Teacher to ensure that this policy is developed and effectively implemented with partners. The Principal/Head Teacher are responsible for ensuring that sufficient staff have received the necessary, suitable training, and are competent before they take on responsibility to support children with medical conditions. This also includes ensuring that all staff are aware of the policy for supporting pupils with medical conditions, and that they understand their role in its implementation. It is the responsibility of the Principal/Head Teacher to ensure that:

- All staff who need to know are aware of the child's condition.
- Sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations.
- They contact the school nursing service in the case of any child who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse.

School staff

School staff will receive sufficient and suitable training and achieve the necessary levels of competencies, before they take on responsibility to support children with medical conditions. Any member of school staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

However, staff must not give prescription medicines or undertake health care procedures without appropriate training.

School nurses

We have access to school nursing services. *Please see contact section at the end of this document.*

Other healthcare professionals, including GPs and paediatricians

Other healthcare professionals are responsible for notifying the school when a child has been identified as having a medical condition that will require support at school. We work closely with healthcare professionals, who provide advice on developing healthcare plans. We work closely with specialist local health teams who are able to provide support in schools for children with particular conditions (e.g. asthma, diabetes, epilepsy).

Pupils

We understand that most pupils know best what their healthcare needs are. Where appropriate, pupils will be fully involved in discussions about their medical support needs, and will contribute as much as possible to the development of, and their compliance with, their individual healthcare plan.

Parents / Carers

We aim to work closely with parents / carers of children with medical needs. Parents/carers should provide the school with sufficient and up-to-date information about their child's medical needs. They may in some cases be the first to notify the school that their child has a medical condition. Parents/carers are key partners and need to be involved in the development and review of their child's individual healthcare plan. We therefore welcome parental input in the drafting of healthcare plans. Where necessary, we expect parents/carers to carry out any action they have agreed to as part of its implementation, e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

5. MANAGING MEDICINES ON SCHOOL PREMISES

Certified First Aiders are the only members of staff qualified to administer medicines on school premises. A list of first aiders is displayed in the medical room and in the school office. All medicines must be labelled and handed to a first aider by a parent/carers. Medicines are kept locked in the refrigerator or locked cabinet in the medical room. Children are not permitted unsupervised in the medical room and must be accompanied by an adult when self-medicating or self-managing their healthcare needs.

All staff must be aware that no staff member is permitted to administer pain killers such as Ibuprofen or Paracetamol, or any other non-prescription medication, at any time.

6. UNACCEPTABLE PRACTICE

While school staff will use their professional discretion in supporting individual pupils, they must be aware that the following actions are unacceptable.

- Prevent children from accessing their medication.
- Assume every child with the same condition requires the same treatment.
- Ignore the views of the child or their parents / carers.
- Ignore medical advice.
- Prevent children with medical conditions from accessing the full curriculum, unless specified in their Individual Healthcare plan.
- Penalise children for their attendance record, where this is related to a medical condition.
- Prevent children from eating, drinking or taking toilet breaks, where this is part of effective management of their condition.
- Require parents to administer medicine, where this interrupts their working day.
- Require parents to accompany their child with a medical condition on a school trip. as a condition of that child taking part.

7. COMPLAINTS

If you wish to discuss your child's special educational needs or are unhappy about any issues regarding the school's response to meeting these needs, then please contact your child's Class Teacher, or the Principal/Headteacher.

8. LINKED POLICIES

This policy should be read in conjunction with the following documents:

- Special Educational Needs Policy
- Equalities Policy
- Accessibility Plan

9. CONTACTS

Lambeth School Nursing Service
Mary Sheridan Centre for Child Health, Wooden Spoon House
5 Dugard Way London SE11 4TH
gst-tr.SchoolNursesSPE@nhs.net
020 3049 4777

Surrey School Nursing Team
[Surrey-wide 0-19 Advice Line.](#)
North East

Spelthorne team tel **01784 883 695**

Elmbridge team tel **020 8979 6464**

Epsom, Ewell and Banstead team tel **01372 730 040**

South East

Mole Valley team tel **01372 384 300**

Redhill and Tandridge team tel **01883 340922**

South West

Waverley team tel **01483 362 631**

Guildford team tel **01483 362 629**

North West

Woking team tel **01483 783 532**

Surrey Heath team tel **01276 21799**

Runnymede team tel **01483 362 618**

