Hucknall Flying High Academy

Supporting Pupils with Medical Needs Policy

"Make Every Day Count"

We aim to make every day count for our children where they thrive and build the cultural-capital they need to make aspirational choices about their own future

Date Policy Written	**September 2026**
Date Policy to be Reviewed	**September 2027**
Date Presented to Governors	**6th October 2026**
Signed (Headteacher)	
Signed (Chair of Governors)	

This policy complies with Managing Medicines in Schools, Academies and Early Years Settings

1. Pupils with Medical Needs

Most pupils will at some time have a medical condition that may affect their participation in school activities. For many this will be short-term; perhaps finishing a course of medicine.

Other pupils have medical conditions that, if not properly managed, could limit their access to education.

2. Support for pupils with Medical Needs

Parents or guardians have the prime responsibility for their children's health and should provide the academy with information about any medical condition.

There is no legal duty which requires staff to administer medicine; this is a voluntary role. Staff who provide support for pupils with medical needs or who volunteer to administer medicine will require access to relevant information and training.

3. Short Term Medical Needs

Medication should only be taken to academy when absolutely essential. It is helpful if, where possible, medication can be prescribed in dose frequencies which enable it to be taken outside school hours. Parents should ask the prescribing doctor or dentist about this.

However, the academy recognises that sometimes children do need to take medicines in school time. If this is the case, there has to be prior written agreement, on the request form, from parents for any medication, prescribed or non-prescription, to be given to a child. This written agreement must also include the dosage.

Medicines must be handed over to the office in a named container.

4.Non-Prescription Medication

The academy will not generally give non-prescribed medication to pupils. If a pupil regularly suffers from acute pain, such as migraine, parents should supply and authorise appropriate pain killers for their child's use, with written instructions from a medical practitioner.

On residential visits, the academy will send a letter prior to the visit to ask permission from parents to administer children's pain killers, such as Calpol, should the need arise whilst the child is away from home.

5. Long term Medical Needs

The academy needs to know about any medical needs before a child starts school, or when a pupil develops a condition. The academy will need to know:

Details of the condition

Special requirements

Medication and any side effects

What to do, and who to contact in an emergency

The role the school can play

6. Administering Medicines

No pupil under 16 should be given medication without written parental consent. Authorised personnel should check:

Pupil's name

Written instructions provided by doctor

Prescribed dose

Expiry date

Once medicine has been administered, the Log for Recording Medicine administration should be completed by the authorised personnel. Two members of staff should always be present with medication is administered and authorised.

7. Self-Management

It is good practice to allow pupils who can be trusted to do so to manage their own medication from an early age. With this aim in mind, and for reasons of immediacy, children with inhalers will be expected to administer the required dose themselves. At the teacher's discretion, children may also carry their inhaler or keep it in their drawer. Other inhalers

should be kept in a safe place known and accessible to the children. All inhalers must be named. Children are reminded not to share inhalers.

8. Refusing Medication

If pupils refuse to take medication, the academy will not force them to do so and will inform parents immediately.

9. Record Keeping

Parents are responsible for supplying information about medicines and for letting the academy know of any changes to the prescription or the support needed. Parents/carers are responsible for ensuring any medication kept in school is contained in the original packaging, within the expiry date and to replace any medication with a replacement before expiry.

10. School Trips

Pupils with medical needs are encouraged to participate in visits. Staff are made aware of any medical needs and arrangements for taking any necessary medication are put in place.

Sometimes an additional adult might accompany a particular pupil. There may also be the need to undertake a risk assessment for a particular child.

11. Sporting Activities

Our PE and extra-curricular sport is sufficiently flexible for all pupils to follow in ways appropriate to their own abilities. Some pupils may need to take precautionary measures before or during exercise and be allowed immediate access to their medication if necessary, inhalers for example. Teachers supervising sporting activities are made aware of relevant medical conditions.

12. Storing Medication

Any medication should be in a container that is labelled with the name of the pupil, name and dose of the drug and frequency of administration and within expiry date. Where a pupil needs two or more prescribed medicines, each should be in a separate container. Non health care staff should not transfer medicines from their original containers.

Medicines are kept in a locked medical cabinet in the office or where necessary in the staffroom fridge, in a clearly labelled container. This fridge is restricted access.

Where required certain medication will be kept in the child's classroom in a secure and restricted access location and the first aid room in the event of an emergency. (e.g. epi-pens)

13. Disposal of Medicines

The academy does not dispose of medicines. Parents should collect medicines held at the academy and are responsible for the disposal of out-of-date medicines.

14. Hygiene Control

Staff are familiar with normal precautions for avoiding infection and should follow basic hygiene procedures. Staff have access to protective disposable gloves and take care when dealing with blood or other bodily fluids and disposing of dressings or equipment.

15. Emergency Procedures

Staff know how to call the emergency services. A pupil taken to hospital by ambulance will be accompanied by a member of staff.

Generally, staff should not take pupils to hospital in their own car. However, in an emergency it may be the best course of action. The member of staff should be accompanied by another adult and have public liability vehicle insurance.

16. Health Care Plans

Some children require a health care plan to identify the level of support that is needed at school. The plans may identify specific training needed by volunteer staff. Staff should not give medication without appropriate training.

Training is given on an individual child basis, by the local health authority (usually the academy nurse) for administering rectal diazepam, taking blood oxygen levels and for medical procedures required in school.

Agreeing to administer intimate or invasive treatment is entirely up to each individual member of staff. No pressure is put on staff to assist in treatment.

Two adults should be present for the administration of intimate or invasive treatment, unless there are exceptional circumstances.

Appendix 1: record of medicine administered to all children

Name of school/setting	

Date	Child's name	Time	Name of medicine	Dose given	Any reactions	Signature of staff	Print name