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Lees Primary School
Supporting Children with Medical Conditions

Reviewed By	Approved By	Date of Approval	Version Approved	Next Review Date
DH	Chair of Governors	3/10/25	1	3/10/27

The Governors and staff of Lees Primary School recognise that pupils with medical needs must receive care and support in school. Pupils' access to a broad and balanced curriculum should not be impacted because they are on medication or need medical support.

It is the responsibility of the parent/carer to inform the school of any medical condition. The school maintains a register of children who require ongoing medication in school to ensure that medication remains up to date and is replaced as required. It is the parent/carer responsibility to provide medication.

Medication is accepted in school where it has been prescribed by a doctor or other medical professional. In cases where a pupil may require non-prescription medication parents can request an administration of medication form, but must supply the appropriate medication for their child's needs. If the pupil requires non-prescription medication, the parents must certify to the school that this has been administered to the child previously without any adverse effect. If non-prescription medication is to be taken with other prescribed medication, approval for the combined medication must be obtained from a medical practitioner. Long term administration on non-prescription medication must be authorised by a medical practitioner.

Each item of medication must be delivered in its original container and handed directly to the office. Parents/carers should be advised that it is their responsibility to notify the school of any changes to a child's medication. Parents/carers should also inform the school of any other circumstances that may affect the administration of medication or of the child's reaction to the medication.

The procedures to be followed to implement this Policy are set out in the Bradford Council agreed Procedures and Appendices.

Care plans:

Care plans will be provided by the relevant medical professional. Where a care plan is in place for a child staff will follow that care plan and any advice contained within. Where specific medication is included in a care plan, staff will receive appropriate training in the administration of medications and subsequent observations.

The Headteacher or his/her representative will seek the advice of healthcare professionals on the type of training required for each authorised member of staff and what types of medication that training covers.

The school member of staff administering the medication must record details of each occasion when medicine is administered to a pupils

Storage of Medication

Classrooms

Each classroom has a green rucksack clearly visible and marked "First Aid" containing medication such as inhalers which children need on a daily or regular basis. These rucksacks contain a Salbutamol inhaler which is provided in class for any child who may require an inhaler for a diagnosed or previously undiagnosed condition. Items contained in these rucksacks are accessible only by adults, children however are encouraged to self-medicate where possible when using inhalers and spacer devices. Children with asthma will have access to their reliever medication at all times in school and on school trips.

Office

The main office has a green rucksack clearly visible and marked "First Aid" containing medication such as Epipens and other medication that needs to be kept securely. These medications are decanted to the class rucksacks when the class goes on an educational or a residential visit. This rucksack accompanies the School Administrator or other appropriate member of staff during fire alarms or practices.

Notification of Medication Administered

The Administration of medication request form contains all the relevant information for when a child has been given medication in school. This corresponds to the request from the parent as to when the medication should be administered.

There is a system in place in school to notify parents when their child has been given or self-administered inhalers and other medication that may be covered by long-term medication requests such as Piriton. The child will be given a sticker detailing the type of medication and the date and time of administration. This enables the parent to plan for future dosages.

Adopted:

10/12/25



Signed Chair of Governors



Signed Headteacher