

Wallop Primary School

Medical Policy

Produced By:	K. Simons Headteacher
Approved for School: Headteacher: K Simons Date: 20/01/2026	 (Signature)
Approved by Governing Body: Chair/Deputy Chair: J Hannan Date: 20/01/2026	 (Signature)

Children with medical needs have the same right to admission as other children. Some children have short-term medical needs (e.g., antibiotics), while others require long-term medicines. Children with medical needs may be protected under the Equality Act 2010 if their impairment substantially affects day-to-day activities.

Some medicines can be self-administered by children. In other cases, staff may supervise or administer medicine after consultation with the Headteacher and parents/carers. There is no legal duty for staff to administer medicines, and this role is voluntary.

The school follows Hampshire Children's Services Health Guidance and the DfE Supporting Pupils at School with Medical Conditions (2014) statutory guidance. The Headteacher holds overall responsibility for medicine administration, delegated locally to the Administrative Assistant. All medical information is treated confidentially.

General Principles

- Administration of medicine is primarily the responsibility of parents/carers.
- Children unwell from short-term illness should remain at home.
- Non-prescribed medicines are not accepted, except a small supply of Calpol with prior parental consent.
- Children with chronic illness may need prescribed medicines during school hours.
- Where appropriate, children are encouraged to self-manage their medicine (inhalers, injections, etc.).
- Staff will agree with parents/carers the level of support and consult medical professionals if necessary.
- Teachers must respond reasonably to sudden illness; life-threatening situations follow clear procedures.

Aims & Objectives



- Ensure safe management and administration of medicines (prescribed, non-prescribed, maintenance, and emergency).
- Provide clear guidance and sufficient trained staff.
- Maintain suitable facilities and equipment.
- Communicate procedures clearly to staff, parents, and children.
- Review the policy periodically or after significant changes.
- Ensure safe transport of medicines between home and school.

Consent & Records

- Parents/carers must complete an Administration of Medicines/Treatment Consent Form before staff administer any medicines (Appendix 1).
- Updates or new medicines require new consent forms.
- Health Care Plans are prepared for children with medical needs, detailing support required, reviewed at least annually or as needed.

Confidentiality

Medical information is confidential; the Headteacher decides who may access it which may vary depending on individual circumstances. The admin staff and class teachers will be aware of medical needs of children in their class.

Training

- Non-routine medicine administration requires professional training and the admin assistant is trained to administer medicines. On residential trips, at least one member of staff will be trained in administering medicines.

Administration of Medicines

- Staff who administer medicines will follow written instructions from parents/carers or prescribers.
- They will check the dose, frequency, expiry date, and child identity. Medicine not in its original box will not be administered.
- Records of administrations will be recorded
- If pupils refuse medicines, staff will contact parents.

Non-Routine / Emergency



Non-routine medical care may include injections, rectal diazepam, catheter care, or support for children with tracheotomies. Staff must receive professional training before administering such treatments. Life-threatening emergencies, such as anaphylaxis, major fits, or hypoglycemia, are managed according to the school's emergency procedures, and any emergency medicines must be kept immediately accessible at all times.

Medical Accommodation

The school provides a suitable space with washing facilities for medical care, allocated in the main office, which is readily available for staff and healthcare professionals to support children in a dignified and professional manner. There is a dedicated fridge for storage of relevant medicines.

Medi-alerts & Emergency Devices

Staff are informed about children wearing medi-alerts, such as bracelets, necklaces, or epi-pens, and take appropriate precautions during physical activities or situations where injury could occur.

Impaired Mobility & Sporting Activities

Children with impaired mobility, such as those using casts or crutches, may attend school subject to a risk assessment. Most children with medical conditions can participate in physical education and extra-curricular activities, with flexibility and precautions taken as appropriate to ensure safety and inclusivity.

Off-site Activities

Medical conditions are not a barrier to participation in off-site activities or educational visits. Risk assessments include all relevant medical considerations to ensure safe and inclusive experiences for all children.

Transport

The school ensures that local authority transport providers and contractors are aware of individual children's medical needs and that safe systems are in place for transporting medicines to and from school.

Staff Considerations

Staff are responsible for securing their own medicines and following practical hygiene measures to minimise cross-infection. Medical advice must be sought if there is any concern. Hampshire County Council provides indemnity for staff administering medicines within the scope of their employment.

Medicines & Illness

Non-prescribed medicines are supplied by parents, with the school providing only Calpol. Prescribed medicines (including antibiotics, inhalers, enzyme additives, and maintenance drugs) are administered according to the child's individual Health Care Plan.

Blood & Body Fluids

Staff must use protective equipment such as gloves, aprons, and goggles when handling blood or other body fluids. These must be disposed of using the hazardous waste bin. Spills must be disinfected immediately, and soiled clothing double-bagged for collection by parents. Any incident requiring medical advice must be reported on the same day. The admin staff will carry out risk assessments to establish if deep cleaning is necessary.

Infection Outbreaks

Sudden increases in illness among pupils or staff must be logged and reported to the Headteacher,



School Health Service, and the local health protection team to ensure appropriate monitoring and response.

Date of review: January 2026	Date of implementation: January 2026
Next review due: January 2027	Reviewing Committee: FGB