



Supporting Children with Medical Conditions at Fairfield Nursery School Including the Administration and Management of Medication



Approved by Fairfield Governing Body

September 2026

This policy has been developed in line with the Supporting pupils at School with Medical Conditions 2015 (DFE)

Introduction

On 1 September 2014 a new duty came into force for governing bodies to make arrangements to support children at school with medical conditions. The aim of this policy is to ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported at Fairfield so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

Parents of children with medical conditions are often concerned that their child's health will deteriorate when they attend school. This is because children with long-term and complex medical conditions may require ongoing support, medicines or care while at school to help them manage their condition and keep them well. Others may require monitoring and interventions in emergency circumstances. It is also the case that children's health needs may change over time, in ways that cannot always be predicted, sometimes resulting in extended absences. It is therefore important that parents feel confident that Fairfield Nursery School will provide effective support for children's medical condition and that they feel safe. In making decisions about the support they provide, schools should establish relationships with relevant local health services to help them. It is crucial that schools receive and fully consider advice from healthcare professionals and listen to and value the views of parents and pupils.

Some children with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. Where this is the case Fairfield Nursery School governors comply with their duties under that Act. Some may also have special educational needs (SEN) and may have an

Education, Health and Care (EHC) plan. For children with SEND, this policy compliments the Special educational needs and disability (SEND) code of practice and part 3 of the Children and Families Act 2014.

1. Aims

This policy aims to ensure that:

- Staff and parents understand how Fairfield Nursery School supports children with medical conditions;
- Children with medical conditions are properly supported so that they can:
 - play a full and active role in school
 - remain healthy
 - achieve their academic potential
 - access the same opportunities as other children including visits to the park, seaside, farm, zoo and family fun trails

Parents have confidence in the school's ability to provide effective support for medical conditions in school

The school governors will implement this policy by:

- Making sure sufficient staff are suitably trained;
- Making staff aware of children's conditions, where appropriate;
- Making sure there are cover arrangements to ensure someone is always available to support children with medical conditions;
- Providing supply staff with appropriate information about the policy and relevant children;
- Developing and monitoring Individual Health Care Plans (IHCPs).
- Working collaboratively with Lancashire SEND team and relevant Health Services

Procedure to be followed when notified that a child has a medical condition

Fairfield Nursery School has a responsibility to plan ahead for children with medical conditions who wish to access our provision, we do this by:

- Having meetings with parents and health care professionals to gain a full understanding of children's individual needs before they start Fairfield Nursery School
- Having staff trained in administering medicines and undertaking specific health care procedures

- Having record keeping procedures in place for administering medication
- Having storage facilities in place for medication
- Having a Named Person for medical needs

Roles and Responsibilities

Fairfield Governors

The governing body has ultimate responsibility to make arrangements to support children with medical conditions. Governors will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

The Headteacher

The Headteacher holds overall responsibility for the following but may delegate some of the responsibilities to the SENCO:

- Ensure Fairfield Nursery School is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks
- Liaise between interested parties including, school staff, Health Services, Lancashire Inclusion service parents and governors
- Ensure information held by the school is accurate and up to date and that there are good information sharing systems in place using Individual Health Care plans
- Ensure confidentiality
- Make sure all staff are aware of this policy and understand their role in its implementation
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all Individual Health Care Plans (IHCPs), including in contingency and emergency situations
- Ensure that all staff who need to know are aware of a child's condition
- Take overall responsibility for the development and monitoring of IHCPs
- Make sure that school staff are appropriately insured and aware that they are insured to support children in this way

- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date
- Ensure absences due to medical needs are monitored and alternative arrangements for continuing education are in place
- Check medication held in school each term for expiry dates and dispose of accordingly
- Inform parents when supply of medicine needs replenishing / disposing
- Quality assure record keeping
- Work together to quality assure staff competency in specific procedures
- Regularly remind staff of the school medical policy and procedures

School Staff

Supporting children with medical conditions at Fairfield Nursery School is not the sole responsibility of one person. Any member of staff may be asked to provide support to children with medical conditions, although they will not be required to do so. This includes the administration of medicines.

All staff at Fairfield Nursery School are paediatric first aid trained. This is updated every 2 years. All staff follow first aid protocols and provide help to children when they injure themselves or have an illness.

Those staff who take on the responsibility to support children with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so.

Teachers will take into account the needs of children with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a child with a medical condition needs help.

All staff have a responsibility to:

- Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency
- Understand and implement the medical policy
- Know which children in their care have a medical condition
- Maintain effective communication with parents including informing them if their child has been unwell at school
- Ensure children who need their medication with them have it when they go on a visit or when they access the schools woods
- Be aware that medical conditions can affect a child's learning and provide extra help when needed

- Liaise with parents, healthcare professionals and the SENCO if a child is not making progress because of their condition

SENCO Responsibilities

Fairfield Nursery Schools SENCO has responsibility to:

- Help update the school's medical condition policy
- Know which children have a medical condition and which have special educational needs because of their condition
- Where a child has SEND but does not have an EHCP, ensure their SEND is mentioned in their care plan.
 - Where the child has a SEND identified in an EHCP, ensure the care plan is linked to or a part of that EHCP.

Parent Responsibilities

Parents will:

- Tell school if their child has / develops a medical condition
- Immediately inform in writing if there are any changes to their child's condition or medication.
- Ensure that they/ their emergency representative is contactable at all times.
- Administer medication out of school hours wherever possible
- Undertake health care procedures out of school hours wherever possible
- Ensure they supply school with correctly labelled in date medication.
- Complete the necessary paperwork e.g. request for administration of medication
- Collect any out of date or unused medicine from school for disposal
- Keep their child at home if they are infectious to other people
- Ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional
- Be involved in the development and review of their child's Individual Health Care Plan and may be involved in its drafting;
- Carry out any action they have agreed to as part of the implementation of the IHCP, e.g. provide medicines and equipment, and ensure they or another nominated adult are contactable at all times.

Parents who do not provide this support should be aware that we may not be able to fully support their child's medical condition in school.

Equal Opportunities

Fairfield Nursery School is clear about the need to actively support children with medical conditions to participate in all aspects of our school life including visits and not prevent them from doing so.

The school will consider what reasonable adjustments need to be made to enable all children to participate fully and safely on school trips and visits.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that children with medical conditions are included. In doing so, children, their parents and any relevant healthcare professionals will be consulted.

Being Notified that a Child has a Medical Condition

Notification of a child's medical condition may come via a number of routes e.g. by parents, Health Visitor, Portage, admission forms etc.

Whatever the route the Headteacher and SENCO must be informed as soon as possible.

They must then:

- Seek further information about the condition
- Determine with the support of parents and relevant health professional whether an Individual Healthcare Plan is required
- Identify any medication / health care procedures needed
- Identify which staff will be involved in supporting the child
- Identify what, if any, training is needed, who will provide this and when
- Identify which staff need to know the details of the child's medical condition and inform them as appropriate
- Ensure parent/s written permission is received for any administration of medication

The school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for children who are new to our school.

Individual Health Care Plans

When the school is notified that a child has a medical condition, the process outlined below will be followed to decide whether the child requires an Individual Health Care Plan (IHCP). NB Please note that the IHCP would normally cover everything that would be covered in a Risk Assessment so it is unlikely that a separate risk assessment would be required.

The Headteacher has overall responsibility for the development of IHCPs for pupils with medical conditions. This has been delegated to the SENCO.

Plans will be reviewed at least annually, or earlier if there is evidence that the child's needs have changed.

Plans will be developed with the child's best interests in mind and will set out:

- What needs to be done;
- When;
- By whom.

Not all children with a medical condition will require an IHCP. It will be agreed with a Health care professional and the parents when an IHCP would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the Headteacher will make the final decision. Any decisions made and the reasons for them must be adequately recorded and the information shared with parents unless there is a safeguarding concern.

Plans will be drawn up in partnership with the school, parents and a relevant healthcare professional, such as the child's health visitor, specialist or paediatrician, who can best advise on the child's specific needs.

IHCPs will be linked to, or become part of, any Education, Health and Care plan (EHCP). If a child has SEND but does not have an EHCP, the SEND will be mentioned in the IHCP.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The governing body, the HT and SENCO will consider the following when deciding what information to record on IHCPs:

- The medical condition, its triggers, signs, symptoms and treatments;
- The child'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
- Who will provide the support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's

medical condition from a healthcare professional, and cover arrangements for when they are unavailable;

- Who in the school needs to be aware of the child's condition and the support required;
- Arrangements for written permission from parents and the Headteacher for medication to be administered by a member of staff
- 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;
- Where confidentiality issues are raised by the parent/child, the designated individuals to be entrusted with information about the child's condition;
- What to do in an emergency, including who to contact, and contingency arrangements.

Administration and Management of Medication

If a child is ill enough to need a course of medicine, s/he should normally be at home. There may be however circumstances where a child is well enough to return to nursery but the course of medicine is not completed. In this situation medicines will still not be accepted by staff, as children only attend the nursery for 3 hour sessions children should be given their medicine at home by their parents/carer.

Medicines will only be accepted into nursery when it would be detrimental to a child's health if the medicine were not administered during the nursery session.

Medicines may only be administered with the prior written consent of the parents. We will only accept medicines that have been prescribed by a doctor, dentist, nurse or pharmacist.

Medicines must always be provided in the original container as dispensed by the pharmacist and include the prescribers instructions for administration.

Medicines containing Aspirin must NEVER be administered.

Notifying parents/carers of child's illness

Should a child become ill whilst at school the key person, teacher or head must contact the child's parents/carers immediately and asked to collect their child as soon as possible.

Notifying Health Authority or Regulatory Bodies of Notifiable Diseases

The head must notify the Health Protection Agency immediately of any suspected outbreak of a notifiable disease.

Which Staff are Authorised to Administer Prescribed and Non-prescribed Medication?

All staff are able to administer prescribed medication to children, although they must be under the direct supervision of a senior member of staff. Both must sign medicine form 5 after medication has been administered. In circumstances where a child has complex medical needs the authorised person may be a person who has been appointed by a parent/carer, in this case form 4 should be completed and signed by all involved.

Storing and Access to Prescribed and Non-prescribed Medication

All children's medication, including staff medication must be stored and kept in the medicine cabinet where the child and staff is based and kept locked at all times unless otherwise stated. The key must be easily accessible to staff in case of an emergency. Medicines must be stored correctly paying particular note to temperature and in the original container dispensed. If medicines need to be stored in a fridge it should be placed in an airtight container.

A record of what medication is kept in the medicine cabinet should be made and checked monthly. The nominated person or teacher should be responsible for checking and signing for this. Any medication that has expired should be given to parents to dispose of or taken to a pharmacy.

Children's inhalers and spacers must be kept in individual bags on the child's coat hook so then they are easily accessible in case of emergency.

The Use of Skin Creams and Lotions (excluding sun cream)

Certain creams are the only non-prescribed medication we would administer to children when absolutely necessary, taking into account is the cream needed within a 3-hour session. However, parents/carers must still complete medicine form 3 to give consent for staff to administer it and staff should record each appliance made on medicine form 5.

Arrangements for Staff Medication

Staff who are taking any medication must inform the Head Teacher of the medication and the procedures for administration. Staff who require regular medication or have more complex medical needs must also complete a Health Care plan form 2 which should be kept in the staff medication folder. This plan must include emergency procedures and the name and contact number of next of kin. Where staff are taking medication which may affect their ability to care for children, they must seek medical advice.

Arrangements for storing staff medication are the same for children's medication (see storing and access to prescribed and non-prescribed medication).

Recording of and Administration of Medicines

Staff must obtain written permission to administer medicine to a child for each and every medicine from their parent/carer. Medicine form 3 must be completed and signed by the parent/carer before they leave.

Prior to administering any medicines staff must wash their hands or wear disposable gloves where necessary. The second senior member of staff must be present to witness the administration of medicines. Checking the following against the container:

- Name of child
- Name of medicine
- Dosage
- Method
- Time/frequency
- Side effects
- Prescription date
- Expiry date

Both staff must sign and countersign the administration form 5. Parents/carer must sign the administration form 5 at the end of the child's session and acknowledge that the medicine has been administered and returned when needed.

The administration sheet (form 5) must be kept in the medicine folder in the area the child is based under the child's first name. When administration sheets are full they should be filed away with the child's central records behind reception.

Only staff that have been medically trained by a health professional and completed form 7 can administer epi-pens, rectal diazepam etc. which must be given in accordance with the child's individual Health Care Plan (form 2). This training must be attended prior to the child attending nursery or as soon as the need arises.

Children on Short and Long Term Medication

The head, teacher and key person need to be informed by the parents/carers about any particular medical needs before the child starts nursery, or as soon as the child develops a medical need. A Health Care Plan (form 2) will need to be completed for children with specific medical needs, involving the parents, key person and relevant health professional. This is to ensure the staff team have sufficient information to meet the child's individual medical needs.

Children with Complex Medical Needs

A meeting must be arranged prior to the child starting nursery to discuss the child's needs and arrangements for medication. The child's parents/carer, head of nursery, key person and where needed a health professional should be present. A Health Care plan (form 2) must be completed for all children with complex needs to ensure the staff team have sufficient information to meet the child's individual needs.

If the administration of prescribed medicine required medical knowledge then approved staff must be provided training by a qualified health professional. Form 7 should then be completed.

Sickness and Hygiene/ Infection Control

Children must be well enough to attend nursery and participate in the full range of experiences on offer, including access to outdoors opportunities. Staff must follow normal nursery procedures for avoiding infection and must follow basic procedures. Access to protective disposable gloves and aprons if needed, staff must take care when dealing with spillages of blood or other bodily fluids, disposing of equipment and dressings and must wash their hands before and after administering medication.

Exclusions and Notifications of Communicable Diseases

There are some infections that require exclusions from nursery to ensure the control of the spread of infections. These exclusions also apply to staff. The guidance from the Health Protection Agency must be followed.

When an infection has been confirmed the head teacher must notify the Health Protection Agency. Notifications should then be sent to parents to inform them of the infection.

Considerations MUST be given to the risk of infection to all those visiting or working at the school particularly those infections where there is a potential risk during pregnancy.

Refusal of Medication

If a child refuses to take medication, staff should not force them to do so, but must record this on the administration form 5. Staff should then inform the child's parents/carers.

Emergency Procedures

In the event of a child having an allergic reaction to medication or a staff member administering the wrong medicine to a child the following procedures must be followed:

- Immediately notify the Head
- The child must remain supervised at all times. The emergency procedures on the child's Health Care plan form 2 (where there is one in place) must be followed.
- Seek medical advice
- Contact the parents/carers
- If necessary follow the emergency procedures on form 1

Disposal of Medication

Staff must not dispose of children's medication. Parents/carers should collect medicines held at school when their child leaves. Parents/carers are responsible for the disposal of date expired medicines. If staff cannot contact parents/carers to do so, medicines must be taken to a pharmacy so they are disposed of correctly and safely.

Staff are to take responsibility to dispose of their own medication and checking of expiry dates.

Educational School Trips

Staff should think about additional safety measures for educational outside visits. Arrangements for taking any necessary medication will also need to be taken into consideration. Staff should always be notified and made aware of any medical needs and relevant emergency procedures for both children and staff. If staff are concerned about whether they can provide for safety of the child and other children they should seek advice from a health care professional.

A risk assessment must be undertaken prior to visits taking place.