

Hillstone Primary School

Children with Medical conditions Including the Administering of Medicines and First Aid Policy 2025

**Medical Conditions, Administering Medicines, and First Aid Policy**

Reviewed: September 2025

Next Review: September 2026

Responsible Lead: Mr Jason King, Head Teacher

**Summary**

This policy outlines Hillstone Primary School's approach to supporting pupils with medical conditions. It ensures inclusivity, safety, and equal access to education and activities. Key components include staff training, Individual Care Plans, medication administration protocols, emergency procedures, and record keeping. The policy is reviewed annually and is accessible to staff and parents. Monitoring and evaluation mechanisms are in place to ensure continuous improvement.

**Policy Statement**

Hillstone Primary School is an inclusive community that supports all pupils with medical conditions—physical or mental, long-term or short-term. We are committed to ensuring every child can participate fully in school life, stay healthy, and reach their academic potential.

We aim to help children:

* Stay healthy
* Stay safe
* Enjoy and achieve
* Make a positive contribution

Staff are trained to respond confidently and appropriately in emergencies. We recognise that some medical conditions can be serious or life-threatening if not properly managed.

Medication and care plans are followed as directed by healthcare professionals and parents. Pupils with long-term conditions will have an Individual Care Plan, developed with the School Nurse Team, reviewed annually or as needed.

Staff receive relevant training and have access to first aid equipment. Main first aid boxes are in the first aid room and photocopying room; portable kits are provided for off-site visits.

This policy applies across the curriculum, including PE and educational trips.

The named lead for this policy, including medicine administration and first aid, is Mr Jason King, Head Teacher.

**Policy Framework**

At Hillstone Primary School, we welcome all children, including those with medical needs, and ensure no child is refused admission because of their health condition. We work closely with parents and carers to plan and provide the right support, making sure children feel safe, included, and ready to learn.

For pupils joining mid-term, we aim to have care arrangements in place within two weeks to ensure a smooth transition. Staff are aware of how medical conditions can affect a child’s wellbeing and learning, and we take this into account in our daily practice.

We are committed to meeting our legal responsibilities under the Children and Families Act 2014 and the Equality Act, ensuring every child receives fair and appropriate support.

**Communication and Training**

Hillstone Primary School is committed to ensuring all staff are confident and well-informed when supporting pupils with medical needs. This policy is available on the school website and included in staff handbooks for easy access.

All staff—including temporary and supply staff—receive annual training on managing medical conditions, administering medication, and responding to emergencies. Emergency procedures are clearly outlined, regularly reviewed, and practiced to ensure everyone knows what to do.

We maintain high standards of hygiene and safety, with protective equipment readily available and protocols in place to prevent the spread of infection.

**Individual Care Plans (ICPs)**

For every child with a long-term medical condition, Hillstone Primary School creates an Individual Care Plan (ICP) to ensure their needs are fully understood and supported. Each ICP includes:

* Details of the medical condition and symptoms
* Treatment and medication instructions
* Support for learning and emotional wellbeing
* Emergency procedures
* Permissions for medication and care
* Arrangements for school trips and activities
* Confidentiality agreements

ICPs are developed in partnership with parents, carers, and healthcare professionals, and are reviewed regularly to keep them up to date. Plans are stored securely but are accessible to relevant staff so they can provide safe and consistent care.

**Administering Medication**

At Hillstone Primary School, medication is only administered when necessary—typically when a child requires four or more doses per day. Written consent from a parent or carer is always required before any medication is given.

All prescription and over-the-counter medicines must be provided in their original packaging, clearly labelled with the child’s name and dosage instructions. Staff may supervise children who are able to self-administer their medication, where appropriate and agreed in their Individual Care Plan (ICP).

If a child refuses to take their medication, staff will follow the guidance in the ICP and inform parents or carers promptly. Any changes to a child’s medication must come directly from a healthcare professional and be communicated clearly to the school.

**Storage and Safety**

Emergency medication is always accessible and available when needed. Controlled drugs are stored securely in line with regulations and are only administered by staff who have received appropriate training.

Medication is checked every term to ensure it is in date and stored correctly. Any expired medication is returned to parents or carers for safe disposal.

Sharps (such as needles or epipens) are disposed of following local authority procedures to ensure safety and compliance with health standards.

**Record Keeping**

At Hillstone Primary School, we keep clear and accurate records to support the safe management of medical conditions.

* Medical needs are recorded during admission and updated as necessary.
* A central register of Individual Care Plans (ICPs) is maintained and monitored.
* Every instance of medication administration is logged, including the date, time, dosage, and the staff member’s signature.
* Staff training records are kept up to date to ensure all relevant staff are equipped to support pupils safely and confidently.

These records help us provide consistent care, meet legal requirements, and ensure transparency with families and professionals.

**First Aid**

Hillstone Primary School maintains a strong commitment to pupil safety by ensuring that trained first aiders are available on site at all times. Currently, we have twelve qualified first aiders who are responsible for delivering immediate care and support in the event of illness or injury. Our designated first aiders are: Allison Driver, Charlotte Furlong, Angelina Evans, Angela Hodgkinson, Richard Krasnopolski, Karen Perks, Cheryl Lyddiatt, Maxine Burns, Kirsty Collins, Danielle Ronan, Louise Glew, and Darren Chew.

To support effective first aid response, the school is equipped with a full range of first aid supplies. These are strategically distributed throughout the setting—including the first aid room, photocopying room, and in portable kits for off-site visits—ensuring that staff have easy and immediate access to essential equipment whenever needed.

**Inclusion and Accessibility**

Hillstone Primary School is committed to creating a safe, welcoming, and accessible environment for all pupils, including those with medical needs. We make reasonable adjustments to ensure every child can take part in all aspects of school life—from lessons and PE to clubs and educational visits.

Staff are aware of the social and emotional challenges that medical conditions can bring and actively promote inclusion, empathy, and peer support. When children are absent due to illness, we work closely with families to support a smooth reintegration and maintain continuity in learning.

Where additional educational support is needed, our SENCo is involved to ensure that pupils receive the right help and resources to thrive both academically and emotionally.

**Risk Management and Emergency Planning**

Hillstone Primary School takes a proactive approach to managing risks related to medical needs. All school trips and activities include thorough risk assessments that consider individual medical requirements to ensure safety and inclusion.

Staff work to identify common triggers for medical conditions—such as allergens, physical exertion, or emotional stress—and take steps to reduce or eliminate these risks wherever possible.

Any medical incidents are carefully reviewed to learn from the experience and improve future practice. This helps us maintain a safe environment and continuously strengthen our response procedures.

**Monitoring and Evaluation**

Hillstone Primary School regularly reviews this policy to ensure it remains effective, safe, and responsive to the needs of our pupils. Monitoring is carried out through:

* Internal audits of care plans and medication records
* Staff feedback and training evaluations
* Reviews of medical incidents and responses

Any findings are used to improve practice, update procedures, and strengthen staff confidence in supporting children with medical needs.