



GATEHOUSE SCHOOL

MEDICINES AND MEDICAL CONDITIONS POLICY

Review of Policy

This policy will be reviewed on a yearly basis (or more regularly where required) prior to approval by the board of governors.

Policy last reviewed by:	Sevda Korbay
Date last reviewed:	November 2025
Date next review	November 2026

Policy Statement

The aim of the policy is to provide clear guidance and information on how Gatehouse School ensures all children with medical conditions, in terms of both physical and mental health, are properly supported in school, enabling them to play a full and active role in school life, remain healthy and achieve their academic potential.

This policy has been devised for use by parents, pupils and school staff. The policy adheres to the principles set out by the Nursing and Midwifery Council guidelines for *Standards for Medicine Management, 2007*¹, and to the guidance given in the *Department of Education's Supporting pupils at school with medical conditions, December 2015*².

This policy should be read in conjunction with the Health and Safety policy, First Aid Policy, and the Educational visits policy.

The policy covers the following areas:

- Acquiring and sharing information about medical conditions
- Individual Health Care Plans
- Information about medication
- Over the counter medication
- Prescription medication
- Emergency medication
- The procedure to be followed in the event of a medication error
- Risk Assessment for school trips, visits, sporting activities
- Allergies - School meals, birthday parties, after school club / activities
- Notifiable infections
- Staff training regarding common medical conditions

¹ See <https://www.nmc.org.uk/standards/additional-standards/standards-for-medicines-management/> updated 2010

² See <https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

- Pupils with disabilities under the Equality Act 2010

Acquiring and sharing information about medical conditions

Just before the start of each school year an email with the medical form attached will be sent to parents. This should be completed before the start of September. This provides the opportunity to share information about medical conditions. The information is followed up by the School Nurse, and where appropriate an Individual Healthcare Plan will be drawn up for each pupil with specific needs in relation to their condition.

Should a medical condition be diagnosed or should the management of an existing condition change during the course of a pupil's time at the School, it is the responsibility of parents to update the school, via the school nurse.

The School understands that certain medical conditions can be serious or potentially life threatening, particularly if ill-managed or misunderstood. Though information is held confidentially, it may be shared when it is deemed necessary for other members of staff or other health professionals to have this knowledge.

Individual Healthcare Plans

Where a child has a more complex or long-term medical condition, an individual Health-Care Plan (IHCP) will be drawn up by the school nurse in consultation with the parent, the child (where appropriate), and any relevant health-care professionals, such as the child's GP or health specialist. They will be reviewed on an annual basis or at any other time if a child's needs have changed.

Individual Healthcare Plans will consider the following as per the Department of Education guidelines:

- The medical condition: triggers, signs and symptoms
- Resulting needs: medication (dose, side effects and storage), other treatments, time, facilities, equipment, testing, access to food and water, dietary requirements and environmental issues
- Support for the pupil: this will take into consideration the pupil's educational, social and emotional needs.
- Level of support needed
- Written permission from parents for medication to be administered by staff during school hours, using the Permission for Medication form (see Appendix 1)
- What to do should an emergency arise, including whom to contact and the steps needed to be taken to give the pupil the best outcome

Information about medication

Throughout their time at the School, it is likely that pupils may at some point require medication. It is important for the School to be made aware of any medication (regular, or otherwise) a pupil may be taking, regardless of the length of time for which it is to be taken. This will be indicated on the medical form.

If possible, the administration of any medication should be scheduled outside of school hours. If however, the medication is required during school hours, the storage and administration of such by GHS staff will only be accommodated if accompanied by a 'medication administration consent form' (see Appendix 1).

The school will only accept medicines which have been prescribed by a doctor, nurse prescriber, pharmacist prescriber or dentist. Any medicine supplied to the school must be provided in the original container as dispensed by the pharmacist.

The medication must also comply with the following criteria:

- The medication should be as dispensed, in the original container and must be clearly labelled with:
 - Name of the child clearly displayed on the label.
 - Name of the medication clearly displayed on the label
 - The dosage and frequency of the medication is clearly displayed on the label.
 - The route of administration clearly displayed on the label.
 - The expiry date is clearly displayed on the label.

NB: The label “To be taken as directed” does not provide sufficient information. Precise information must be supplied.

In the interest of safety to both pupils and staff, the school discourages parents from bringing in over the counter medicines (OTC). OTC medicines will only be given in school at the discretion of the School Nurse. Any OTC medicine must be in date, supplied in its original packaging and clearly labelled with the child’s name.

Where some medication needs to be kept refrigerated this will be kept in a locked refrigerator dedicated to keeping medication, located within the Medical Room. This refrigerator will have its temperature checked daily during term time to ensure the stability of the medication retained within, and pupils will be advised to take their medication home during the school holidays.

Disposal of expired medication provided to the School for the use of an individual pupil is the responsibility of the person who supplied it to the school.

All pupils are entitled to privacy for the administration of any medication especially where invasive techniques are required. Privacy will be maintained as far as possible (and in accordance with child protection guidelines). This will maintain the dignity of the pupil concerned. Privacy will allow the pupil the opportunity to discuss any confidential matters with the School Nurse/staff involved.

Administration of all medication must be recorded on CPOMS

Please read below for more information regarding consent, the administration, and storage of medication.

The School Nurse may be contacted at: nurse@gatehouseschool.co.uk. DL 020 8709 5226.

Over the counter medication (OTC)

The School Nurse stores a supply of OTC medication. This is located in a locked cupboard in the Medical Room. The stock of medication in this cupboard is limited, and is in accordance with guidelines on the amount of medication which should be stored in schools at any one time.

The consent for Gatehouse school staff to give OTC medication is obtained on the Medical Form, which is emailed out to all parents at the end of the school year. Parents/carers will also receive a phone call before administration of OTC medication for additional telephone consent, and to ascertain when the last dose, if any, was given.

Any decision to change consent status during the school year, including withdrawing consent, must be shared with the School Nurse as soon as possible.

During school trips, staff can request OTC medication from the School Nurse when they ask for medical details of pupils. Medication will be provided in a small bag which should be kept separate from first aid kits and be accessible only to staff. On the medical details requested for pupils participating in specific trips, the staff member will note whether consent has been given for a pupil to receive OTC medication.

Prescription Medication (PM)

Should Prescription Medication (PM) be required during school hours, the medication must be given to the school nurse on arrival. It will be kept in a locked cupboard in the Medical Room, and administered to the pupil at the correct time. The storage and administration of such by GHS staff will only be accommodated if accompanied by a 'medication administration consent form' (see Appendix 1).

Should the PM be required during a school trip, the member of staff responsible for the trip should obtain a copy of the Medication consent form, from the School Nurse. Responsibility for the administration of the medication should be negotiated between the parent and the member of staff beforehand so that both are clearly aware of their roles.

Emergency Medication (EM)

Emergency Medication (EM) prescribed by a medical professional to treat a pupil for a potentially life threatening condition **MUST** be provided by parents or guardians, for school staff to hold in school and access at any time that it may be needed. This includes salbutamol inhalers, and auto injector adrenaline pens. Each pupil will have their own drawer, clearly labelled, which is kept in the main office.

An individual care plan specific to any pupil for whom emergency medication has been prescribed will be given to parents and must be filled out and reviewed yearly with a relevant specialist, e.g. GP, allergy specialist. The individual care plan will be kept with the emergency medication, as well as a copy kept in the medical room.

It is the responsibility of the Parent or Guardian to note the expiry date of any EM provided to the School and to ensure it is replaced before the expiry date has passed. The School Nurse will endeavour to provide termly reminders as a courtesy but this should not be relied upon as the sole means of checking expiry dates.

GHS has an emergency salbutamol inhaler. These are only for use by pupils, and staff who have been diagnosed as asthmatic or have a prescribed reliever inhaler, and only if the School has received written parental consent for their use. A confidential Asthma register has been sent to all relevant staff members. This details a list of all pupils who are able to use the emergency salbutamol inhaler. It is in a red container, hung on the wall in the medical room.

When a pupil with EM medication is travelling off-site it is the responsibility of the member of staff responsible for the trip to make sure pupils have their EM with them. The collection of the EM is from the post room opposite the reception area (for auto-injector pens), or the Medical Room (for inhalers, and other emergency medications), and must be collected immediately before departure, and returned to the pupils EM box, the School Nurse, or the school office. immediately on arrival back at the School.

Administration of ALL medication:

Staff should only administer medication once the following has been checked:

- The name of the recipient
- Any medication already taken by the recipient that day and times when taken
- Any allergies or existing medical conditions of the recipient contraindicating the medication

- The nature of the illness or injury
- The medication strength, dosage and route of administration
- Side effects and what to do if they occur (see the user leaflet inside packets)
- The expiry date of the medication
- That Parental consent has been obtained
- PM have been supplied in line with the details above and instructions are followed

Procedure to be followed in the event of a medication error

The School Nurse will keep a written record of every occasion where any medication is administered to a pupil. This documentation will include all relevant pupil details along with the medicine, its dosage and the reason for administration. These records will be stored on CPOMS, a secure database.

In the unlikely event that a pupil is given the wrong medication, the wrong dose or at the wrong time, the School Nurse or member of staff administering the medication will:

- Ensure that any necessary first aid is promptly administered
- Ensure that, if necessary, the pupil is transferred to hospital for further treatment / investigation
- Inform a parent / guardian of the situation and provide any relevant information and / or advice as soon as is possible
- Record all necessary information and keep it securely with the pupil's medical records
- Inform the SLT, who will take any further action and will consider further training where appropriate

Risk Assessment for school trips, visits, sporting activities

The group leader for the trip is responsible for carrying out a comprehensive risk assessment prior to the visit. It is their responsibility to inform the school nurse detailing names of all the pupils who will be in attendance, who will then appropriate advice, guidance for any medical needs, or medication which requires administration. Final approval from the head cannot be given until the risk assessment has been completed. Please see Educational visits policy for more information.

Allergies

GHS has a no nut policy. No nuts of any kind are to be brought into school, or eaten on premises.

School meals -

Holroyd Howe is an independent catering company which provides school meals. All catering staff undergo regular allergy training. All food is purchased from approved suppliers.

Whilst we can provide meals which do not include nominated allergens, we cannot guarantee that dishes do not contain traces of allergens, as they may be stored and prepared in the same areas as nominated allergens.

Holroyd Howe uses a risk based colour coding system. As detailed below:

- **RED** Pupil may have a severe reaction/anaphylactic shock
- **AMBER** Pupil has an allergy or intolerance

- **BLUE** Pupil excludes foods due to preference, including religious preference

All pupils falling in any of the above categories will be given the appropriate coloured lanyard, which they must wear during meal times. These are given out and collected daily by the child's form tutor.

A list of children falling in each category is clearly displayed with pupil photos in the kitchen. A list of all allergies are also given to every staff member via email, as well as being available in the staff room.

It is the parent's responsibility to provide the school with accurate information, and update the school in writing via the school nurse if there are any changes, in a timely fashion.

After School Club -

All pupils with food allergies and/or food preferences must wear their allergy lanyard when attending the after school club . It is the responsibility of the form tutor to make sure these pupils wear their lanyards.

Birthday cakes:

The school chef can provide a birthday cake for birthdays. Advance notice of three weeks is usually required. No other foods may be brought into school for birthdays or other events, with the exception of fruit for snacks, without permission from the headteacher.

Staff training regarding common medical conditions

There are certain medical conditions which the School believes necessitate training for all staff to ensure that they feel confident in encouraging and managing pupils with medical conditions. These conditions include Anaphylaxis, Asthma, Diabetes and Epilepsy, though this is not an exhaustive list. The School aims to provide regular basic training on recognition and management of these conditions for relevant staff, both during staff inset days and also as the need arises.

Staff intending to take pupils with specific conditions on trips or visits away from the main School site should ensure that they, or another member of staff accompanying them on the trip, feel confident and competent to manage the condition(s) before the trip departs. Should this not be the case, alternative arrangements should be investigated with the School Nurse and, if reasonable, action taken to ensure all pupils are able to participate safely.

Should staff wish to learn more about a specific medical condition, they are encouraged to arrange a meeting with the School Nurse.

Common infections

It is the parent's responsibility to inform the school if their child has a common and / or notifiable infection, whether they have been spiking temperatures, and whether any medication has been given (even if the doses are not required during school hours). Gatehouse School follows the guidance as recommended in the government guidelines for infection control. Please see the inclusion table for the most common infectious diseases.

*Notifiable infections - The school nurse will report to the UK Health Security Agency UKHSA

Infection	Exclusion period
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Scarlet fever *	Child can return to school after 24hrs of antibiotic treatment
Chickenpox	5 days after onset of rash, plus the rash must be crusted/healed
Conjunctivitis	None – Treatment to be sought at local pharmacy
Covid	Follow Government guidelines.
Diarrhoea and vomiting	Whilst symptomatic and 48 hours after the last symptoms
Flu (influenza)	Until recovered
Head Lice	None - Treatment to be sought at local pharmacy
Impetigo	Until lesions are crusted/healed or 48 hrs after starting antibiotic treatment
Measles *	4 days after onset of rash
Mumps *	5 days after onset of swelling
Rubella (German measles) *	4 days after onset of rash
Ringworm	None – Treatment is needed, and can be obtained by visiting the GP

Pupils with disabilities under the Equality Act 2010

A person is disabled under the *Equality Act, 2010*³ if they have a physical or mental impairment that has a *substantial* (defined as more than minor or trivial, e.g. it takes much longer than it usually would to complete a daily task like getting dressed) and *long-term* (defined as twelve months or more, e.g. a breathing condition that develops as a result of a lung infection) negative effect on that person’s ability to do normal daily activities.

The School welcomes pupils with a disability. Parents and pupils both current and prospective can feel confident that the School is aware of and adheres to the Equality Act 2010 legislation covering people with a disability.

The Equality Act 2010 deals with the way in which schools treat pupils and prospective pupils with a disability. The School recognises the duty to ensure that pupils with a disability do not experience discrimination because of their condition and will make all reasonable adjustments to provide auxiliary aids and services to pupils as necessary.

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Parent Agreement for Gatehouse School to Administer Medication

The School seeks to alleviate disadvantages experienced or anticipated by pupils with a disability. In consultation with pupils, parents and health care workers, the School will aim to meet the particular needs of pupils, once identified, wherever possible.

Appendix 1: Parent Agreement for Gatehouse School to Administer Medication

Parental Agreement for Gatehouse School Administration of Medication

The school will not give your child medicine unless you complete and sign this form. Please see the medicines and Medical conditions policy for more information.

Name of child	
Date of birth	
Form	
Medical condition or illness	

Medicine:

Name/type of medicine as described on container	
Expiry date of medication	
Dosage and method	
Time medication is due	
Date of final administration required at school	
Special precautions/other instructions	
Are there any side effects the school needs to know about	

NB: Medicine MUST be in the original container as dispensed by the pharmacy

Contact details

Your Name	
Daytime telephone number	
Relationship to child	
I understand that I must deliver the medication personally to:	School Nurse School Office School Bus Staff

NB: It is the responsibility of the parent to collect medication from the School Nurse at the end of the day. The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering the medicine in accordance with the school policy. I will inform the school, in writing, if there is any change in dosage or frequency of the medication or if the medication has been stopped.

Signature:

Date: