



Medical Needs and Administration of Medication

Document Control

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Aims

This policy aims to ensure that:

Students, staff and parents understand how our provision will support students with medical conditions

Students with medical conditions are properly supported to allow them to access the same education as other students, including trips and sporting activities

The Senior Leadership Team will implement this policy by:

Making sure sufficient staff are suitably trained

Making staff aware of students' conditions, where appropriate

Making sure there are cover arrangements to ensure someone is always available to support students with medical conditions

Providing supply staff with appropriate information about the policy and relevant students

Developing and monitoring individual healthcare plans (IHPs)

Legislation and statutory responsibilities

This policy meets the requirements under Section 100 of the Children and Families Act 2014, which places a duty on governing boards to make arrangements for supporting students at their Provision with medical conditions.

It is also based on the Department for Education (DfE)'s statutory guidance on supporting pupils with medical conditions at school.

Roles and responsibilities

Senior Leadership Team

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

The CEO, with support from the SEND team, Medical Needs lead and Health and Safety lead will:

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 healthcare plans (IHPs), 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 of IHPs

Make sure that staff are appropriately insured and aware that they are insured to support Students 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

Medical Needs Lead

The Medical needs lead is responsible for

- Establishing and update EHPs for relevant students.
- Arrange training for relevant staff.
- Establish and update emergency procedure plans and ensure communication.
- Oversee administration of medication records for accuracy.
- Maintain the supply of medical and first aid equipment.
- Oversee intimate personal care as in line with the personal care policy.

Staff

Supporting students with medical conditions during provision hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to students with medical conditions, although they will not be required to do so. This includes the administration of medicines.

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

Staff are responsible for completing all required forms and records when administering medication or responding to first aid incidents involving any student.

Staff are also responsible for alerting parents/carers at handover if any medication has been administered or if a first aid incident has occurred during provision hours.

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

Parents

Parents will:

Provide the provision with sufficient and up-to-date information about their child's medical needs during the induction process and during annual reviews of student data.

Be involved in the development and review of their child's IHP and may be involved in its drafting.

Carry out any action they have agreed to as part of the implementation of the IHP, e.g. provide medicines and equipment, and ensure they or another nominated adult are contactable at all times.

Students

Students with medical conditions will often be best placed to provide information about how their condition affects them. Students should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHPs. They are also expected to comply with their IHPs.

Equal opportunities

Our Provision is clear about the need to actively support students with medical conditions to participate in trips and visits, or in sporting activities, and not prevent them from doing so.

Fable House will consider what reasonable adjustments need to be made to enable these students to participate fully and safely on trips, visits and sporting activities.

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

Being notified that a child has a medical condition

When the provision is notified that a student has a medical condition, the process outlined in Appendix 1 will be followed to decide whether the student requires an IHP.

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

Individual healthcare plans (IHPs)

The CEO has overall responsibility for the development of IHPs for students with medical conditions. This has been delegated to Ruth Gatenby (Medical Needs Lead) .

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

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

- What needs to be done
- When
- By whom

Not all students with a medical condition will require an IHP. It will be agreed with the parents when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the CEO will make the final decision.

Plans will be drawn up in partnership with the provision, parents and where appropriate/necessary a relevant healthcare professional who can best advise on the students' specific needs. The student will be involved wherever appropriate.

IHPs will be linked to, or become part of, any education, health and care (EHC) plan.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The Medical Needs supported by the SENDCo will consider the following when deciding what information to record on IHPs:

- The medical condition, its triggers, signs, symptoms and treatments
- The students 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, e.g. crowded corridors, travel time between sessions
- Specific support for the students educational, social and emotional needs. For example, how absences will be managed, requirements for extra time to complete exams if taken.
- The level of support needed, including in emergencies. If a student is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring
- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the student medical condition from a healthcare professional, and cover arrangements for when they are unavailable
- Who in the provision needs to be aware of the students condition and the support required
- Arrangements for written permission from parents for medication to be administered by a member of staff, or self-administered by the student during provision hours
- Separate arrangements or procedures required for trips or other activities outside of the normal onsite timetable that will ensure the Students can participate, e.g. risk assessments
- Where confidentiality issues are raised by the parent/student, the designated individuals to be entrusted with information about the students condition
- What to do in an emergency, including who to contact, and contingency arrangements

Managing medicines

Prescription and non-prescription medicines will only be administered at Fable House:

When it would be detrimental to the student's health or attendance not to do so and

Where we have parents' written consent for those under 18

The only exception to this is where the medicine has been prescribed to the student without the knowledge of the parents.

For students over the age of 18, we will not need parent consent to administer medication if they are deemed to have capacity.

Students under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

Anyone giving a student any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents will always be informed.

Fable House will only accept prescribed medicines that are:

- In-date

- Labelled

- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage

Fable House will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

All medicines will be stored safely. Students will be informed about where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to students and not locked away.

Medicines will be returned to parents to arrange for safe disposal when no longer required.

Controlled drugs

Controlled drugs are prescription medicines that are controlled under the Misuse of Drugs Regulations 2001 and subsequent amendments, such as morphine or methadone.

A student who has been prescribed a controlled drug may have it in their possession if they are competent to do so, but they must not pass it to other students to use. All other controlled drugs are kept in a secure cupboard in the Medical Room and only named staff have access.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

Students managing their own needs

Students who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents, and it will be reflected in their IHPs.

Students will be allowed to carry their own medicines and relevant devices wherever possible. Staff will not force a student to take a medicine or carry out a necessary procedure if they refuse, but will follow the procedure agreed in the IHP and inform parents so that an alternative option can be considered, if necessary.

Unacceptable practice

Fable House staff should use their discretion and judge each case individually with reference to the student's IHP, but it is generally not acceptable to:

- Prevent students from easily accessing their inhalers and medication, and administering their medication when and where necessary

Assume that every student with the same condition requires the same treatment

Ignore the views of the student or their parents

Ignore medical evidence or opinion (although this may be challenged)

Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal on site activities, including lunch, unless this is specified in their IHPs

If the student becomes ill, send them to the office or medical room unaccompanied or with someone unsuitable

Penalise students for their attendance record if their absences are related to their medical condition, e.g. hospital appointments

Prevent students from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively

Require parents, or otherwise make them feel obliged, to attend the provision to administer medication or provide medical support to their child including with toileting issues. No parent should have to give up working because the provision is failing to support their child's medical needs

Prevent students from participating, or create unnecessary barriers to students participating in any aspect of the provision, including trips, e.g. by requiring parents to accompany their child

Administer, or ask students to administer, medicine in toilets

Emergency procedures

Staff will follow Fable Houses normal emergency procedures (for example, calling 999). All students' IHPs will clearly set out what constitutes an emergency and will explain what to do.

If a student needs to be taken to hospital, staff will stay with the student until the parent arrives, or accompany the student to hospital by ambulance.

Training

Staff who are responsible for supporting students with medical needs will receive suitable and sufficient training to do so.

The training will be identified during the development or review of IHPs. Staff who provide support to students with medical conditions will be included in meetings where this is discussed. Where appropriate, relevant healthcare professionals will be invited to contribute to training for specific students.

Training will be recorded and kept up to date by Sendco + Office

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the student

- Fulfil the requirements in the IHPs

Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognize and act quickly when a problem occurs. This will be provided for new staff during their induction.

Record keeping

The Medical Needs lead with ultimate responsibility of CEO will ensure that written records are kept of all medicine administered to students for as long as these students are at Fable House. Parents will be informed at handover if their child has been unwell at the provision.

IHPs are kept in a readily accessible place which all staff are aware of.

All record keeping forms are in the Appendices of this document.

Liability and indemnity

The CEO will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

Complaints

Parents with a complaint about Fable House's actions in regard to their child's medical condition should discuss these directly with the CEO in first instance. If the CEO cannot resolve the matter, they will direct their parents to the complaint's procedure.

Monitoring arrangements

This policy will be reviewed every year.

Links to other policies

This policy links to the following policies:

Accessibility plan

Complaints

Equality

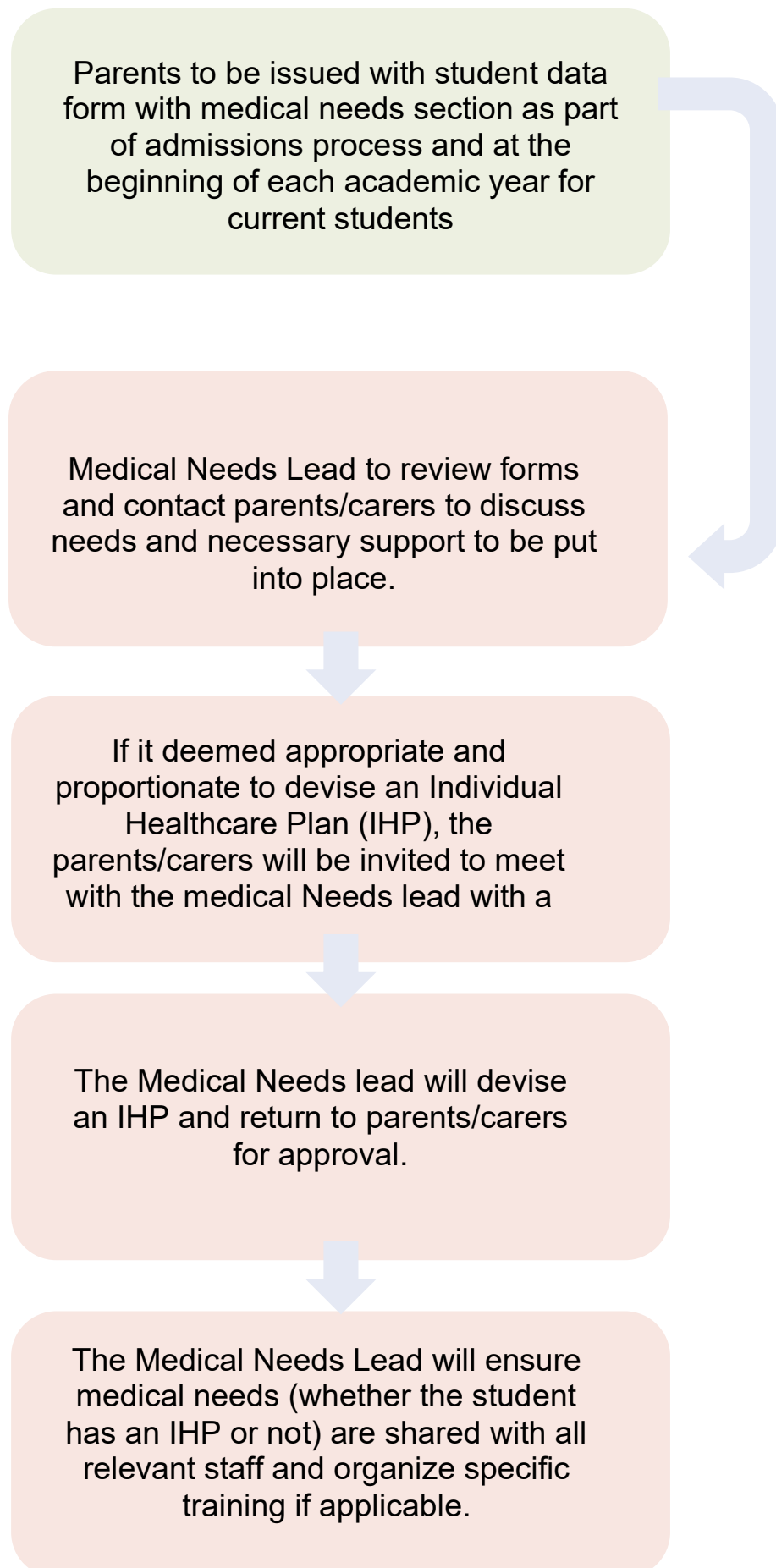
First aid

Health and safety

Safeguarding

Intimate Care Policy

Appendix 1: Notification of Medical Need Process



Appendix 2: Individual Healthcare Plan



Individual healthcare plan

Name of setting	Fable House
Students name	
Group/class/form	
Date of birth	
Students address	
Medical diagnosis or condition	
Date	
Review date	

Family Contact Information

Name	
Phone no. (work)	
(home)	
(mobile)	
Name	
Relationship to child	
Phone no. (work)	
(home)	
(mobile)	

Clinic/Hospital Contact

Name	
Phone no.	

G.P.

Name	
Phone no.	

Who is responsible for providing support in Fable House

--

Describe medical needs and give details of Students symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

--

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the students educational, social and emotional needs

Arrangements for visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

Appendix 3: Parental Agreement for Medication Form



Parental agreement for setting to administer medicine

Fable House will not give your child medicine unless you complete and sign this form.

Date for review to be initiated by	
Name of setting	Fable House
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

Medicine

Name/type of medicine (as described on the container)	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	[agreed member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to Fable House staff administering medicine in accordance with the setting policy. I will inform Fable House immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____

Date _____



Record of medicine administered to an individual child

Student Name: _____
DOB: _____

Medication	Dosage	Date	Time	Staff initials

