



HARLINGTON LOWER AND SUNDON LOWER SCHOOL **MEDICAL CONDITIONS PROCEDURES**

Approved by Local Governing Committee: November 2025
Updated May 2026 in accordance with Benedict's Law statutory guidance
Next review: November 2026

There must be a designated, named staff member is appointed to oversee allergy management, policy adherence, and regular safety audits across both school sites.

Staff members are responsible for:

- Taking appropriate steps to support children with medical conditions.
- Where necessary, making reasonable adjustments to include pupils with medical conditions into lessons.
- Administering medication, if they have agreed to undertake that responsibility.
- Undergoing mandatory, regular allergy and anaphylaxis training to ensure whole-school competency in recognising symptoms, emergency protocols, and the use of Adrenaline Auto-Injectors (AAIs). This training is compulsory for all school staff, including teachers, teaching assistants, supply staff, and lunchtime supervisors.
- Familiarising themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help.

Individual Care Plans:

- Where necessary, an Individual Healthcare Plan (IHP) will be developed in collaboration with the pupil, parents/carers, Head Teacher, Special Educational Needs Coordinator (SENDCO) and medical professionals. Every pupil with a diagnosed allergy must have a robust IHP accompanied by a localised Allergy Action Plan.
- Care Plans will be easily accessible whilst preserving confidentiality.
- Care Plans will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- Where a pupil has an Education, Health and Care plan or special needs statement, the Care Plan will be linked to it or become part of it.
- Where a child is returning from a period of hospital education or alternative provision or home tuition, we will work with the LA and education provider to ensure that the Care Plan identifies the support the child needs to reintegrate.

Medicines:

- Where possible, it is preferable for medicines to be prescribed in frequencies that allow the pupil to take them outside of school hours.
- If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a 'Parental Indemnity Agreement' for School to Administer Medicine.
- No child will be given any non-prescription medicines.
- No child will be given any prescription medicines without written parental consent and a signed medical indemnity form (Appendix 1).
- No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.

- Medicines MUST be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.
- A maximum of half-termly supply of the medication may be provided to the school at one time.
- Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed.
- Medications will be stored in the Office (HLS) except Reception Class who store medication in the classroom (Oak Class at HLS). All personal AAI's must be stored safely in an unlocked, easily accessible location known to all staff, alongside the school's spare emergency AAI kit.
- In (SLS) medication is stored in the refrigerator in the Staffroom except Nursery/Reception who store medication in the refrigerator in the classroom (Swans-SLS).
- Any medications out-of-date and/or left over at the end of the course will be returned to the child's parents at the end of every half-term.
- Pupils will never be prevented from accessing their medication.
- Harlington Lower School and Sundon Lower School cannot be held responsible for side effects that occur when medication is taken correctly.
- Written records will be kept of any medication administered to children. This includes the mandatory, rigorous recording of any "near misses" or allergic reactions, followed by a formal post-incident review to evaluate and improve emergency responses.

Emergencies:

- Medical emergencies will be dealt with under the school's emergency procedures.
- In accordance with Benedict's Law, both Harlington Lower School and Sundon Lower School will procure and maintain a stock of "spare", back-up emergency Adrenaline Auto-Injectors (AAIs). These spare AAI's will be centrally stored in an unlocked, clearly labeled location accessible to all staff, and a designated staff member will regularly audit their expiry dates.
- In the event of a pupil showing signs of anaphylaxis, staff will follow the emergency response protocol to immediately administer either the pupil's prescribed AAI or the school's spare emergency AAI without delay, while simultaneously contacting emergency services.
- Where an Individual Healthcare Plan (IHP) is in place, it should detail:
 - What constitutes an emergency?
 - What to do in an emergency.
- Pupils will be informed in general terms of what to do in an emergency such as telling a teacher.

Avoiding unacceptable practice:

- Harlington Lower School and Sundon Lower School understand that the following behaviour is unacceptable:
- Assuming that pupils with the same condition require the same treatment.
- Ignoring the views of the pupil and/or their parents.
- Ignoring medical evidence or opinion.
- Sending pupils home frequently or preventing them from taking part in activities at school
- Sending the pupil to the school office alone if they become ill.
- Penalising pupils with medical conditions for their attendance record where the absences relate to their condition.
- Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support, including toilet issues.
- Creating barriers to children participating in school life, including school trips. All off-site activities and educational visits must undergo a specific allergy risk assessment, and school-held spare emergency AAI's must accompany staff alongside pupils' individual medication.
- Refusing to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition.

Appendix 1

Parental Agreement for School to Administer Medicine

Harlington Lower School will not administer your child medicine without a completed and signed medical indemnity form. The school has a policy that staff can only administer prescribed medicine. Medicines must be prescribed by a GP and in the original container as dispensed by the pharmacy with a pharmacy sticker and dosage instructions on the box or container.

Name of school/setting

Harlington Lower School

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 eg
before lunch

Are there any side effects that the
school/setting needs to know about?

Self-administration – Y/N

Procedures to take in an emergency

Medication to be left at school or taken home each day

Contact Details

Name

Daytime telephone no.

Relationship to child

Address

I understand that I must deliver the medicine personally to the school office and hand over to a member of the office staff.

The above information is accurate at the time of writing. I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage, frequency or if the medicine is stopped. Parent/Carer Signature(s) Date

Record of medicine administered to an individual child

Name of school/setting	Harlington Lower School
Name of child	
Date medicine provided by parent	
Group/class/form	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned and date returned	
Dose and frequency of medicine	

Record of medicine administered

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Record of administration – continuation sheet

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Staff signature _____



We support children in becoming well rounded individuals where they naturally demonstrate the values of the school in all aspects of their lives.