

Clitheroe Royal Grammar School

Medical Needs Policy

Staff member responsible: Deputy Headteacher

Governors' Committee: Students and Staffing

Linked policies: Equalities Policy, Health and Safety Policy, Safeguarding (Child Protection) Policy, Accessibility Plan, SEND Policy

This policy has been written in compliance with current government guidelines, most particularly the DfE statutory guidance document, "Supporting pupils with medical conditions" (updated August 2017).

General illness

Students at home in the morning who are too unwell to attend should not be sent into school.

In the event of illness during the school day:

- Main School students are to be collected from school by a parent, carer or other responsible adult, once the office has made contact with a parent/carers.
- Sixth Form students will be allowed to go home if they are considered fit enough to travel alone – we will endeavour to contact parents/carers and gain their consent.

Parental responsibilities

The school and the Governing Body consider that it is the duty of parents/carers to inform the school of any medical condition which affects their son / daughter, particularly if this condition may require self-administration of medicines or any form of treatment at school.

Parents/carers must provide details of any medicines their son / daughter needs. The school will ask for such details via the registration form.

Any changes in the medical condition of a student must be notified to the school by parents/carers when they occur.

Collection of information

It is vital that we have current contact telephone numbers for all parents/carers and emergency contacts.

To ensure that information is accurate, parents/carers will be notified of the annual student data checking exercise for completion by parents/carers on Edulink. This will update the emergency contact numbers and all relevant medical information on SIMS.

In cases where this information is not forthcoming, pastoral staff or the School Office will contact individual parents/carers to request the relevant information.

It is the responsibility of parents/carers to inform school of any changes to contact information during the school year.

When the data checking exercise period has been completed, we will ensure that first aid officers, pastoral staff, form tutors and subject teachers are given a list detailing any students with specific medical conditions. This will be done at the start of each new school year and

whenever school is informed of any change to a student's condition. Copies of this list are kept on the Additional Support Register on SharePoint.

Health Care Plans

We recognise that some conditions (eg anaphylaxis, epilepsy, diabetes, haemophilia or any other complex or serious condition which requires the student to undergo monitoring from a medical professional) may require a Health Care Plan. At Main School it is the responsibility of the Student Support manager in conjunction with the Head of Year to oversee that these are drawn up in consultation with parents/carers, health care professionals and the school business administrator and that they are reviewed annually, or when there is a significant change in the condition. The care plan may be written by support staff after consultation with the appropriate outside agencies, the Head of Year and Student Support Manager for the year group.

At the Sixth Form, parents/carers are invited to provide an up-to-date Health Care Plan if parents / carers feel it is necessary; this is indicated on the Admissions form completed prior to students joining us in Year 12. Parents / carers are given the opportunity to request a meeting to discuss the plan in more detail if required.

Health Care Plans should be completed on the student's admission to the school or at any stage when it becomes necessary, using the Form in **Appendix 3**. Key teaching staff and first aid officers will have access to a copy of the plan and a copy must be retained in the student's personal school file. **Note:** teachers are not required to undertake a medical role as part of their employment contract but they may volunteer to do so and given training as necessary.

Management of Asthma in school is covered by the separate Clitheroe Royal Grammar School Asthma Policy and supporting documentation. Management of allergies in school is covered by the separate Clitheroe Royal Grammar School es and Anaphylaxis Policy and supporting documentation.

Medicines

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

- when it would be detrimental to the student's health or school attendance not to do so **and**
- where we have parent/carer's written consent (or verbal consent on the phone for paracetamol)

The only exception to this would be where the medication has been prescribed to the student without the knowledge of the parent/carer. (This would be where a medical professional has judged the student to be competent and reference could be made here to the CRGS Confidentiality Policy.)

a) Prescribed medicines

- Medicines should only be taken to school when **essential** and where it would be detrimental to the student's health if it were not administered during the school day
- School staff will only administer medication after a formal request from parents/carers and a completion of the CRGS Consent form for the administration of medication (Appendix 4) has been completed and returned to school.
- Upon administering medication staff will complete the CRGS Record of Medication Administered/Supervised form (Appendix 1)

- The school will not accept medicines that have been taken out of the container as originally dispensed, and they must have the student's name and the expiry date of the medicine clearly visible. The dosage must also be clearly detailed on the container or packaging.
- The school will not make any changes to the dosage described on the label of the dispensed container.
- At an appropriate age the school will support and encourage students to take responsibility for managing their own medicines
- Parents/carers may *request* that a member of the school staff administers medicine to their son / daughter during the school day. Provided that a formal request and a completed CRGS Consent form for the administration of medication (Appendix 4) has been received from the parents/carers, the school will ensure that a member of staff oversees arrangements for the student to take the medication. The first aid staff on each site can be responsible for keeping the medicine in a secure place and administering the medicine to the student.
- It is the responsibility of parents/carers to make sure that medication is replenished in a timely manner. School will only retain one month's supply of controlled medication at any time.
- All emergency medicines (e.g. asthma inhalers, adrenaline pens) should be readily available and not locked away
- If in doubt about any procedure staff should not administer the medicines but check with the parents/carers or a health professional before taking further action
- If a student refuses to take their prescribed medicine staff must not force the student to do so. A note should be made on the student's record and parents/carers informed as soon as possible.
- Teachers are **not** required to administer medication as part of their employment contract but they may volunteer to do so and will be given training if necessary
- The school has a separate procedure for the management of Controlled Medications and this is detailed as Appendix 2.

b) Non-prescribed medicines

- Staff should never give a non-prescribed medicine to a student.
- **A student under 16 years of age must never be given any medicine containing aspirin unless specifically prescribed by a doctor.**
- If a student suffers regularly from headaches or pain, school will inform parents/carers and encourage them to refer to the student's GP.
- **Paracetamol may be given to students by a member of the office staff but only after consent is given by the parent over the phone**

First aid, accidents and medical emergencies

In the event of an accident or other medical emergency, staff should call for a first aid officer immediately via the school offices. The first aid officer will assess the situation and will call an ambulance at once if they have any concerns about the health of the student.

If a student has a serious accident or requires an ambulance, every attempt will be made to contact their parent/carer as soon as possible using the emergency contact numbers provided. If a student needs to be taken to hospital staff will stay with the student until a parent/carer arrives or accompany the student to hospital by ambulance (unless expressly directed not to by the emergency services).

The school will ensure that there is always a first aider on duty and that they can be summoned immediately. All first aiders on each site will be made aware of every Health Care Plan emergency procedure. Training will be provided if necessary for these members of staff.

Educational visits

It is the responsibility of the visit organiser to ensure that if any student on the visit requires prescribed medication, then sufficient is taken for the duration of the trip or period of treatment and that all staff on the visit are made aware of correct procedures, in writing, for administering that medication.

If a student has a Health Care Plan, a copy should be taken on the visit in case of any emergency. Staff on visits should never give students non-prescribed medicines.

For trips outside the UK parents/carers should seek advice from the student's clinician regarding the timing of doses, carriage etc.

Unacceptable practice

School staff should use their discretion and assess each case individually with reference to the student's care plan but it is generally not acceptable to:

- prevent students from easily accessing their inhalers and medication and administering their own 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 parent/carer
- ignore medical evidence or opinion (although this may be challenged)
- send students with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their Care Plan
- if the student becomes ill, send them to the School Office or Medical Room, unaccompanied or with someone unsuitable
- penalise students for their attendance record if their absences related to their medical condition (e.g. hospital appointments)
- prevent students from drinking, eating or taking toilet or other breaks when they need to manage their medical condition effectively
- require parents/carers, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their son/daughter, including with toileting issues
- prevent students from participating in, or create unnecessary barriers to students participating in, any aspect of school life, where this can be risk assessed and managed safely for all involved
- administer, or ask students to administer, medication in school toilets

Liability and indemnity

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

Complaints

Parents/carers with a complaint about their son/daughter's medical condition and its management in school should discuss this directly with the Headteacher/Deputy Headteacher in the first instance. If the Headteacher/Deputy Headteacher cannot resolve the matter they will direct parents/carers to the school's Complaints Procedure.

Additional resources

Further guidance can be found here for reference: [Supporting students with medical conditions: links to useful resources](#)

Monitoring and Review

This successful operation of this policy will be regularly monitored by senior leaders and first aiders and will be formally reviewed by the Governing Body.

Links with other policies

This policy links closely with:

- CRGS Allergy and Anaphylaxis Policy
- CRGS Asthma Policy
- Child Protection (Safeguarding) Policy
- Confidentiality Policy
- Procedures for the management of controlled medication in school
- Accessibility Plan
- Equality Policy and Objectives
- Health and Safety Policy
- Special Educational Needs and Disability (SEND) Policy

Date of last review:	July 2026
Date of approval by Governors:	July 2026
Date of next review:	January 2028

Clitheroe Royal Grammar School

School record of medication administered/supervised

Student name		Student form		This form covers week commencing	
Student dob		Name of medication		Strength of medication	
Dosage of medication		Frequency of administration / supervision		Arrangements for administration / supervision	
Date medication last received from parent/carer				Date when further medication will be required from parent / carer	
Is an end date known for the administration / supervision of this medication? (If so, when)				Has the expiry date of any held medication been checked this term?	
	Monday	Tuesday	Wednesday	Thursday	Friday
Time given					
Dose given					
Any other relevant information					
Wastage notes (if applicable)					
Parent/carer contact required? (Y/N)					
Staff signature					
Date					

Clitheroe Royal Grammar School

Procedure for the management of controlled medications on school premises This procedure has been written using best practice guidance from local authorities, the Department for Education and the NHS. It incorporates reference to the latest DfE statutory guidance document in this area, "Supporting pupils with medical conditions" (Updated August 2017) which underpins the current CRGS Medical Needs Policy.

General principles

- School staff should treat all medical information as confidential, and it will only be shared as is necessary to maintain the safety and wellbeing of students.
- On a student's admission to school parents/carers are asked to complete an admission form giving full details of medical conditions, any regular/emergency medication required, name of GP, emergency contact numbers, details of hospital consultants, allergies, special dietary requirements and any other relevant medical or health information. This information should be reviewed annually.
- Parents/carers should be encouraged to ask the child's doctor to prescribe medication which can be administered outside school hours wherever possible, for example: asthma preventer inhalers, anticonvulsant medication and antibiotics.
- The school has arrangements including clear procedures for the safe receipt, storage, administration and disposal of medications.
- There is adequate access to and privacy for the use of medication.
- If staff have any concerns relating to the administration of a medication, staff will not administer the medication but will check with parents/carers and/or a healthcare professional.
- The names and contact details of the school nurse are known to all relevant staff in school.

Administration of controlled medications on school premises

- Where the school has received a **written request** from parents/carers or the student's consultant to supervise or administer medication during the school day, the Deputy Headteacher or Headteacher will consider whether this is appropriate and possible.
- Where this is judged to be appropriate and possible, this written request is kept in the student's medical file for reference. Parents/carers will then be issued with a Medication Parental Consent form and this must be returned to school before the medication can be received by the school.
- Staff who supervise/administer any medication on school premises will have received an appropriate level of training. It should be noted that this will be for the general management of medicines in schools and is not specific to the nature of different types of specialist medication. Where specialist training is required, the school will facilitate this in liaison with the school nurse/specialist health team who are supporting a student.
- School will only agree to administer/supervise prescribed medication and this will be once approved by the Deputy Headteacher/Headteacher and with a written request, as detailed above.

Providing the school with approved controlled medication for supervision/administration

Controlled and prescribed medication must be brought into school by the parent/carer and handed over to a key named member of staff. It is the parents/carers responsibility to provide the medication required. The medication should be as dispensed, in the original container and must be clearly labelled with:

- The student's name
- Name of medication
- Strength of medication
- Dosage to be given

- When it should be given
- Length of treatment/stop date, where appropriate
- Any other instructions
- Expiry date (must have been dispensed within the last 6 months)
- Any liquid medications must be accompanied by a 5ml medicine spoon or oral syringe

Please note that the label “to be taken as directed” does not provide sufficient information. Precise instructions must be supplied.

If the medication and/or dosage is changed or ended at a later date by the supervising physician, the school must be notified by the parent/carer immediately.

It is the responsibility of parents/carers to make sure that medication is replenished in a timely manner. School will only retain one month’s supply of controlled medication at any time.

School will work in partnership with parents/carers to ensure that the medication is still fit-to-use and any equipment/devices are in good working order. A designated member of staff on each site will check the medication at least once a term, to ensure that it is within usable dates.

Any medication which has expired will be passed to parents/carers for secure return to a pharmacy.

Self-management of medication

The age at which students are ready to take care of and be responsible for their own medications varies. Students in school are supported to take responsibility for their own health and wellbeing.

With the exception of emergency medication (e.g. buccal Midazolam), controlled drugs will be kept in lockable, non-portable facilities.

A student taking a non-emergency controlled drug will do so under adult supervision. Any access to this medication in school will be supervised by an appropriate adult.

Secure storage of controlled medication

Only named staff have access to the secure storage facility for controlled drugs. On each site this is the designated Main Office First Aiders and members of the senior leadership team.

Supporting administration

Necessary and relevant paperwork for each student will be held in their medical file. This is stored in the medical room. The student medical file includes the written consent for administration/supervision, parental consent form, any other relevant paperwork and the medical administration records. It also contains a photograph of the student for identification purposes. The administration records are personalised to the individual student and are based on an exemplar from the Department for Education.

Before supervising the administration of a controlled medication, the member of staff will check:

- That they can confirm the student’s identity
- That written request for this process is in place
- That the medication name/strength/dosage match those detailed in the file
- That the name on the medication box matches the name of the student it is being issued to
- That the medication is within date
- That the student has not already been given the medication that day, in school

If the member of staff has any doubts about any aspect of the above, they will not supervise the administration of the medication but will instead consult the parent/carer in the first instance.

Immediately after supervising the administration of the medication the member of staff will complete the administration records and sign these.

Reasons for any non-administration/supervision will also be noted in the file and parents/carers will be notified of any “wasted” doses (such as a tablet dropped on the floor.)

If a student refuses to take their medication, they will not be forced to do so. Refusal will be documented and parents/carers will be informed as soon as possible.

If a refusal could result, or results in an emergency, the school’s emergency medical procedures will be followed.

Out of school activities/extended school day

Any controlled medication required during a school visit or out-of-school activity will be held securely by the supervising member of staff.

The visit leader will discuss the management of this medication with the Deputy Headteacher/Headteacher prior to the visit and a procedure will be agreed. Parents/carers will be informed of this agreed procedure. This is done on a case-by-case basis as every situation, student and visit is different.

All members of staff involved in the visit will be made aware of the student’s medical needs and medication and what to do if an emergency were to arise.

For trips outside the UK parents/carers should seek advice from the student’s clinician regarding the timing of doses, carriage etc.

Specific information about the carriage of controlled medication can be obtained from the Home Office and the Embassy of the country to be visited. The airline may also need to be consulted about their specific requirements.



CRGS Health Care Plan (HCP)

Years 7-11: Parent/carer completion form

Sixth Form: Student completion form

Only needs to be completed if the student has a serious health condition



This form should be completed by parents/carers for students in Years 7–11. At Sixth Form the student or parent/carer can complete the form PLEASE READ THE WHOLE FORM BEFORE COMPLETING. Please complete the sections that apply to the young person and attach any clinician-completed action plan where available, such as an Allergy Action Plan, Asthma Action Plan or Diabetes Care Plan. The information provided will be used to help school understand the individual arrangements needed for the student.

Student details

Student full name		Date of birth	
Form group / year		Current date	
Medical diagnosis or condition		Student photo (added by the school)	
Main symptoms / impact in school			
Clinician / specialist involved, if applicable			

Condition overview

Condition	Does this apply?	Action plan attached?	Medication/equipment provided to school?
Allergy / anaphylaxis risk	YES / NO	YES / NO / REQUESTED	YES / NO
Asthma	YES / NO	YES / NO / REQUESTED	YES / NO
Diabetes	YES / NO	YES / NO / REQUESTED	YES / NO
Epilepsy / seizures	YES / NO	YES / NO / REQUESTED	YES / NO
Other medical condition	YES / NO	YES / NO / REQUESTED	YES / NO
Other medical conditions – please specify details here			

Allergy and intolerance information

To be completed by parents/carers for any allergy, suspected allergy, anaphylaxis risk or significant intolerance. Please attach any clinician-completed Allergy Action Plan, if available.

Information requested	Parent/carer response
Does the student have an allergy?	YES / NO
Allergen(s)	
Known intolerance(s), if any	
Has the student ever had anaphylaxis or anaphylactic shock?	YES / NO / DETAILS:
Does the student have their own prescribed adrenaline auto-injector? (EpiPen, Jext, Emerade or other device)	YES / NO / DEVICE NAME:
How many adrenaline auto-injector devices are prescribed?	
Does the student carry their own adrenaline auto-injector device?	YES / NO
I/we will provide the prescribed adrenaline auto-injector device(s) to school	YES / NO / DATE PROVIDED:
Expiry date(s) of adrenaline auto-injector device(s)	
Allergy Action Plan completed by a healthcare professional attached? School MUST have a copy of this.	YES / NO / REQUESTED
How is the allergy best managed in school? Please include food/catering arrangements, avoidance measures and anything else relevant.	
What signs or symptoms might be noticed?	
What should happen if symptoms or exposure occur? Please refer to the attached Allergy Action Plan if there is one.	
Anything else parents/carers would like school to know about the allergy/intolerance	

Asthma information

To be completed by parents/carers where the student has asthma or asthma-like symptoms requiring support in school. Please attach any clinician-completed Asthma Action Plan, if available.

Information requested	Parent/carer response
Does the student have asthma?	YES / NO
Asthma Action Plan completed by a healthcare professional attached?	YES / NO / REQUESTED

Information requested	Parent/carer response
Known triggers	
How is the asthma best managed in school?	
What signs or symptoms might be noticed?	
What should happen if asthma symptoms occur?	
Medication/inhaler required in school	
Does the student carry their own inhaler?	YES / NO
Is an additional inhaler/spacer provided to school?	YES / NO / DETAILS:
Arrangements for PE, exercise or outdoor activities	
Anything else parents/carers would like school to know about asthma	

Diabetes information

To be completed by parents/carers where the student has diabetes or requires blood glucose monitoring/treatment in school. Please attach any clinician-completed Diabetes Care Plan, if available.

Information requested	Parent/carer response
Does the student have diabetes?	YES / NO / TYPE, IF KNOWN:
Diabetes Care Plan completed by a healthcare professional attached?	YES / NO / REQUESTED
How is the diabetes best managed in school?	
Blood glucose monitoring arrangements	
Continuous glucose monitor, insulin pump or mobile phone app used?	YES / NO / DETAILS:
Food, drink, insulin or glucose arrangements in school	
What signs or symptoms might be noticed if blood glucose is low?	
What should happen if blood glucose is low?	
What signs or symptoms might be noticed if blood glucose is high?	

Information requested	Parent/carer response
What should happen if blood glucose is high?	
Equipment/medication required in school	
Does the student need to carry diabetes equipment/medication?	YES / NO / DETAILS:
Anything else parents/carers would like school to know about diabetes	

Epilepsy, seizures or other medical condition

Complete only if relevant. This section can also be used for another condition not covered above.

Information requested	Parent/carer response
Condition / diagnosis	
Healthcare plan or clinician letter attached?	YES / NO / REQUESTED
How is the condition best managed in school?	
What signs or symptoms might be noticed?	
What should happen if symptoms occur?	
Medication/equipment required in school	
Any arrangements for PE, trips or activities	

Emergency and school visit arrangements

Information requested	Parent/carer response
What would constitute an emergency for this student?	
What additional action or medical help may be needed?	
Follow-up care after an emergency	
Specific arrangements for school visits, trips or off-site activities	
Anything the student should always carry or have access to when off-site	

Medication and equipment summary

Medication/equipment	Condition/purpose	Dose/instructions	Carried by student?	Provided to school / location
			YES / NO	
			YES / NO	
			YES / NO	
			YES / NO	

A separate medication consent form should be completed for each medication that school is asked to administer or supervise.

Emergency contact information

Contact	Details	Contact	Details
Family contact 1 Name Relationship Mobile Home/work		Family contact 2 Name Relationship Mobile Home/work	
GP Name Telephone		Specialist clinician, if applicable Name Telephone	

Parent/carer declaration

Declaration	I declare that the information given in this Health Care Plan is correct to the best of my knowledge. I will inform the school immediately if there is any change in my young person's condition, treatment, medication or equipment.
Parent/carer full name (at Sixth Form Student name)	
Parent/carer signature (at Sixth Form Student signature)	
Today's date	

Years 7-11: Please return the completed Health Care Plan to Main School Reception without delay, or email mainschool@crgs.org.uk marked Confidential: FAO Mrs M Collier (School Business Administrator).

Sixth Form: Please return the completed Health Care Plan to Sixth Form Reception without delay, or email sixthform@crgs.org.uk marked Confidential: FAO Miss Emily Nash (School Business Administrator).

Clitheroe Royal Grammar School

Consent Form for the Administration/Supervision of Medication



Complete one consent form for each medication. This form should be completed by a parent/carers when school is asked to administer or supervise medication.

Student's full name		Date of birth	
Current form group		Known medical condition(s)	
Named GP and telephone number		Specialist clinician linked to this medication, if applicable	
Does the student have Special Educational Needs or a disability?	YES / NO / DETAILS:	Has a written request for administration/supervision been sent to school?	YES / NO / DETAILS:
Name of medication		Condition/purpose linked to this medication	
Is this a controlled medication?	YES / NO	Dose to be given	
When dose should be given		How is the medication administered? For example: orally, inhaled, injection	
Is the medication to be supervised and/or administered?	SUPERVISED / ADMINISTERED / SELF-ADMINISTERED	Storage details	
Arrangements for replenishment		How the medication must arrive in school	
Any other instructions or relevant medication information			

Medication consent declaration

Consent statement	The above information is, to the best of my knowledge, accurate at the time of writing. I give consent to school staff to supervise/administer the medication in line with the CRGS Medical Needs policy. I will inform the school immediately, in writing, if there are any changes to my son/daughter's condition, dosage, frequency of medication, or if the medication is stopped by a clinician.
Parent/carers full name	
Parent/carers signature	
Today's date	