



Supporting Medical Conditions Policy

Published: October 2024

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Reviewed: Rebecca Freeman 03/09/2025

Next Review Date: 21/07/2026

Illuminate AP Supporting Medical Conditions and Administering Medication Policy

At **Illuminate AP**, we recognise the importance of supporting children with medical conditions to ensure their safety, wellbeing, and ability to fully participate in school activities. This policy outlines our procedures for managing medical conditions and administering medication within our provisions.

Responsibility

The Designated Safeguarding Lead (DSL) and Operations Managers of **Illuminate AP** are responsible for implementing this policy and ensuring that:

- Staff are suitably trained.
- All relevant staff are aware of each child's medical condition.
- Arrangements are in place in case of staff absence or turnover to ensure continuity of care.
- Supply staff are briefed accordingly.
- Risk assessments are conducted for offsite visits, holidays, and other activities outside the normal timetable.
- Individual healthcare plans are monitored and maintained.

Staff Training and Support

Staff are supported through appropriate training to carry out their role in supporting children with medical conditions. All staff undertake a minimum emergency first aid course upon induction, with paediatric first aid training available where relevant. Training needs are regularly assessed, and both internal and external training sessions are provided.

No staff member will administer prescription medication or undertake healthcare procedures without proper training or instruction, as per individual healthcare plans.

The Child's Role in Managing Their Own Medical Needs

Where children are deemed competent to manage their own health needs and medications, as assessed by their parents and medical professionals, **Illuminate AP** will support them in doing so.

Managing Medicines on Our Premises

Medicines will only be administered when necessary to prevent a child's health or attendance from being adversely affected. **Illuminate AP** will only administer prescription or non-prescription medicines with the parent's written consent. Medications must be signed in and out of the premises by parents/carers and staff using a designated medicine form.

- **No medication containing aspirin** will be given unless prescribed by a doctor.
- Medication, such as pain relief, will not be administered without confirming maximum dosages and when the previous dose was taken.

Medication will either be stored in a locked box or kept with the child's belongings as appropriate. Where possible, medicines will be prescribed to fit within the school day. All medicines will be securely locked away, out of children's reach.

Prescription Medicines

Illuminate AP will only accept prescribed medicines if they:

- Are in-date and have a pharmacy label with the child's name and date of birth.
- Are provided in the original container, with clear instructions for administration, dosage, and storage.
- Insulin will be an exception to the original container rule but must be stored in-date and within a pen or pump.

All medication will be stored safely, and children will know where their medication is kept. A trained staff member or First Aider will administer controlled drugs according to the prescriber's instructions, with records kept of all medication administered.

Non-Prescribed Medicines

Illuminate AP will administer non-prescription medicines upon request from parents if:

- They are in sealed packaging or an unopened bottle.
- They are in clearly identifiable packaging.
- They are to be administered on a short-term basis only.

Staff will follow administration instructions precisely and contact parents if any concerns arise.

Emergency Medication

Emergency medication, such as paracetamol, will only be administered with written consent from parents during induction, followed by verbal confirmation on the day. **Illuminate AP** staff will always contact parents by phone for consent before administering emergency medication.

Record Keeping

Written records of all medicines administered will be maintained to protect staff and children and ensure agreed procedures are followed. Parents will be informed if their child has been unwell or required medication while at the provision.

Sporting Activities

At **Illuminate AP**, we actively support students with medical conditions to participate in sporting activities. We ensure that children have access to their inhalers and other medications during these activities.

We will not:

- Prevent children from easily accessing their medications.
- Assume that all children with the same condition require the same treatment.
- Ignore the views of the child, their parents, or medical professionals.
- Send children home unnecessarily for reasons related to their medical condition.
- Prevent pupils from taking breaks, drinking, eating, or using the toilet as needed to manage their condition effectively.

Complaints

If you have a complaint regarding the support provided for your child's medical condition, please contact our Operations team.

This policy ensures that **illuminate AP** takes all necessary steps to support children with medical conditions, providing a safe and caring environment for all students.

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