Long Term Medical Conditions and Administration of Medication Policy

Introduction

Alamiyah Montessori is an inclusive community that supports and welcomes pupils with medical conditions. It provides pupils with medical conditions with the same opportunities and access to activities in and out of the setting as other pupils. Arrangements for each pupil's medical conditions will be made in partnership with parents and medical professionals where appropriate. This policy will outline how the setting meets the needs of children with long-term medical conditions including diabetes, epilepsy, asthma, anaphylaxis and other allergies.

Aims

- To ensure that the setting has a robust approach to the care of pupils with long term medical conditions and for the management of their medical needs whilst at the setting.
- To ensure that the administration of medication is managed in a robust way according to the individual needs of the child.
- To ensure that the setting partners with parents to provide the best care and education for any pupil with a long term medical condition

Approach

The setting will ensure that:

- It listens to the views of pupils and parents
- All staff understand the medical conditions of pupils at this setting and that they may be serious, and adversely affect a child's quality of life and impact on their ability to learn
- All staff understand their duty of care to children and young people and know what to do in the event of an emergency
- The level of care meets the child's needs
- Pupils and parents feel confident in the care they receive from this setting
- All staff understand and support the policy

- All staff understand that pupils with the same medical condition will not have the same needs

The setting recognises that duties in the Children and Families Act (England only), the Equality Act (England, Wales and Scotland) and the Disability Discrimination Act (Northern Ireland only) relate to children with disability or medical conditions are anticipatory.

Long Term Medication

If a child requires long term medication; for example, asthma pumps, eczema creams or emergency medication for conditions like epilepsy etc. the parent must complete the **Administration of Medication Form** before the medication can be administered.

A GP prescribed medication must be provided by the parent with the original label from the pharmacy detailing the full name of the child, date of birth, the dosage and times of administration. The medication should also be labelled with the issue date and expiry date.

If a child requires emergency medication the parent fills in an **Emergency Medical Agreement** which states details about the pupil's medical condition, signs and symptoms and what to do in an emergency.

Additionally, pupils with serious long term illnesses such as epilepsy, diabetes or allergies which require emergency life saving medication such as an epi pen will have a more detailed **Healthcare Plan**. The Healthcare Plan outlines important additional information including, for example, special dietary requirements, important modifications to the setting routines or activities, risk factors and how to mitigate them, and any other important relevant information or considerations.

Short Term Medication

Children on short term medicine may be brought to the setting if they are well enough to attend at the discretion of the Manager. However, children who are unwell should not be brought to the setting and therefore short term medicines, for example, calpol, antibiotics are not generally administered at the setting. Each case is treated individually depending on the

circumstance and therefore considered on a case by case basis. No child would be excluded on the basis of their health or medical needs.

Emergencies for Pupils with Medical Conditions

- All setting staff, including temporary or supply staff, are aware of the medical conditions of pupils within their care.
- All staff are trained in what to do in the event of an emergency for children with medical conditions
- All staff understand their duty of care to pupils in an emergency
- All staff receive training in what to do in an emergency and this is refreshed at least once a year
- All children with a medical condition have an emergency healthcare plan, which explains what help they need in an emergency. The Emergency Healthcare Plan will accompany a pupil should they need to attend hospital.
- All staff understand and are trained in the setting's general emergency procedures
- All staff, including temporary or supply staff, know what action to take in an emergency and receive updates at least yearly.

If a child does require life saving medication to be administered in an emergency:

A trained member of staff MUST administer the medication with a second member of staff as a support and another member of staff must dial 999 immediately whilst the rest of the staff supervise the other children and keep them calm.

- Staff without this training are not insured to administer life saving medication and MUST NOT administer it since this could put the child's life at further risk.
- If there is risk of death from the condition of the child, the local hospital will be informed that the child is with us.

Administration of Medication

Alamiyah recognises the importance of administering medication according to the agreed care plan for each pupil. The setting will ensure:

- that staff will receive training on this condition and how to administer their medication

from a trained healthcare professional.

- that there are several members of staff who have been trained to administer the medication and meet the care needs of an individual child
- that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies.
- that there is the appropriate level of insurance and liability cover in place
- it will not give medication (prescription or non-prescription) to a pupil without a parent's written consent except for life saving medication in the case of an emergency.
- it will check the maximum dosage and when the previous dose was given
- parents will be informed of any medication given.
- that a trained member of staff is available to accompany a pupil with a medical condition on an off-site visit, including overnight stays

Storage of Medication and Equipment

The setting will ensure that

- medication is stored out of reach of pupils in an unlocked cabinet
- each pupil's medication will be placed in a box with the child's full name, date of birth and photograph on it.
- All medical care plans and documentation will remain in the pupil's medication box
- medication is administered by a trained member of staff.
- all staff understand what constitutes an emergency for an individual child
- emergency medication/equipment is readily available wherever the child is in the setting and on off-site activities, and is not locked away
- Staff can administer a controlled drug to a pupil once they have had specialist training
- medication is in date and labelled in its original container where possible, in accordance with its instructions. The exception to this is insulin, which though must still be in date, will generally be supplied in an insulin injector pen or a pump
- Parents are asked to collect all medications/equipment after they have expired
- Parents are asked to provide new and in-date medication at least one month prior to the expiry date of the old medication.
- all needles and other sharps are disposed of safely in line with local policies
- Sharps boxes provided by the parent are kept securely at the setting and will

accompany a child on off-site visit

- they are collected and disposed of by the parent. (*See Accident and First Aid Policy)*
- If medication requires refrigeration then the medicine will be stored in a labelled box in the fridge in a separate compartment in the office near the medical room

Record Keeping

Parents at the setting are asked if their child has any medical conditions on their registration form. If the child has a long term medical condition or allergy then an emergency medical agreement and administration of medication form are filled in to record the support an individual pupil needs around their medical condition.

If a pupil has a condition such as anaphylaxis, diabetes or epilpsy, an Emergency Heathcare Plan is developed with the parent, setting staff, specialist nurse (where appropriate) and relevant healthcare services if available. This setting has a centralised register of Emergency Healthcare Plans and emergency healthcare agreements, and an identified member of staff has the responsibility for this register.

All plans and agreements are regularly reviewed, at least once a year or whenever the pupil's needs change.

All setting staff are made aware of and have access to the Emergency Healthcare Plan or Agreements for the pupils in their care. Pupil's confidentiality is protected since paperwork is stored away from any unauthorised personnel according to GDPR, The setting seeks permission from parents before sharing any medical information with any other party.

The setting keeps an accurate record of all medication administered, including the dose, time, date and supervising staff. This setting makes sure that all staff providing support to a pupil have received suitable training and ongoing support, to make sure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the pupil's Emergency Medical Agreement or Healthcare plan.

All training will be provided by a specialist nurse, qualified medical professional and/or the

parent. The specialist nurse/setting nurse/other suitably qualified healthcare professional will confirm their competence, and this setting keeps an up-to-date record of all training undertaken and by whom.

Inclusive Environment for Pupils with Medical Conditions.

The environment at Alamiyah will be inclusive for pupils with medical conditions and includes the physical environment, as well as social, sporting and educational activities. Alamiyah is committed to:

- providing a physical environment accessible to pupils with medical conditions and pupils are consulted to ensure this accessibility
- an accessible physical environment for offsite activities
- ensuring that the needs of pupils with medical conditions are adequately considered so that they are involved in structured and unstructured activities, extended setting activities and residential visits.
- help prevent and deal with any problems that may arise in social situations or in lessons at the setting due to the pupil's medical condition. Practitioners use opportunities such as PSHE and science lessons to raise awareness of medical conditions to help promote a positive environment.
- ensuring that all pupils take part in physical activity and that all relevant staff make appropriate adjustments to physical activity sessions to make sure they are accessible to all pupils. This includes offsite clubs and team sports.

The setting:

- understands that pupils should not be forced to take part in activities if they are unwell
- is aware of pupils who have been advised to avoid/take special precautions during activity
- is aware that there are potential triggers for a pupil's medical condition when exercising and how to minimise these
- ensures that pupils have the appropriate medication/equipment/food with them during physical activity
- makes sure that pupils with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at the setting as any other child, and that

appropriate adjustments and extra support are provided

- understands that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition.
- will not penalise pupils for their attendance if their absences relate to their medical condition.

Management of Medical Conditions

- The setting is aware of the common triggers that can make common medical conditions worse or can bring on an emergency.
- The setting is actively working towards reducing or eliminating these health and safety risks and has a written schedule of reducing specific triggers to support this.
- The setting is committed to identifying and reducing triggers both at the setting and on visits.
- Setting staff have been given training and written information on medical conditions which includes avoiding/reducing exposure to common triggers.
- The Emergency Agreement/Healthcare Plan details an individual pupil's triggers and details how to make sure the pupil remains safe throughout the whole or their session and on off site activities.
- Risk assessments are carried out on all off site activities, taking into account the needs of pupils with medical needs

Review

This policy will be reviewed annually or sooner or if there is any change in statutory guidance or legislation. See 'Policy Review Schedule'.

Adopted in a meeting at Alamiyah Montessori on 08/09/2025

Last Reviewed: 04/09/2026

Signed by Nasim Bobat (Manager) and S Motara (Nominated Person)

on behalf of Alamiyah Montessori