

SAFE WORKING PROCEDURE

Medical Support to Pupils

CORPORATE HEALTH & SAFETY | VERSION 4.06 | June 2025

STATEMENT:

In order to comply with legislation and fulfil statutory responsibility, the Council must make sure that:

- A maintained school has a Health and Safety Policy.
- The health and safety policy includes procedures for supporting pupils with medical needs and managing medication.
- The day-to-day decisions on administering medication will fall to the Headteacher.

SCOPE:

This Safe Working Procedure applies to:

- Headteachers and Governing bodies of Southampton City Council Schools.
- All employees of Southampton City Council schools.

Version Control

This Safe Working Procedure is issued and managed by Corporate Health and Safety Service.

Version Number	Date	Amendments
Version 1.00	Aug 1998	
Version 2.00	Aug 2001	
Version 3.00	Jun 2010	
Version 4.00	Sep 2014	
Version 4.01	June 2015	New template
Version 4.02	Aug 2015	New template
Version 4.03	Feb 2019	Added link to DfE supporting pupils at school with medical conditions publication December 2015
Version 4.04	Jan 2021	Links update to HSE, RoSPA, DirectGov and Public Health websites. Forms related update.
Version 4.05	Jun 2023	General Review
Version 4.06	Jun 2025	Periodic Review
Review Conducted		Next Review Date
Sep 2014		Sep 2015
Jun 2015		Jun 2016
Aug 2015		Aug 2016
Feb 2019		Feb 2021
Jan 2021		Jan 2023
June 2023		Jul 2025
June 2025		Jun 2027

Content

1. [Responsibilities](#)
2. [Procedures](#)
3. [Safe Working Procedures Relevant to This Document](#)
4. [Main Legislation Relevant to This Document](#)
5. [Contact Address's and Guidance Links](#)

[Appendix 1](#): Administration of medicines required by pupils attending day school process flowchart.

Forms

- Medical Support to Pupils Forms Set : [Health and Safety Forms](#)
- Template Managing Medicines Policy: [Health and Safety Forms](#)

1. Responsibilities

It is important that responsibilities for pupils' safety is clearly defined and that each person involved with pupils medical needs is aware of what is expected of them. Close co-operation between school, parents/guardians/carers, health professionals and other agencies will help provide a suitably supportive environment for pupils with medical needs.

The Governing Body is responsible for ensuring:

- 1.1. Head Teachers comply with the requirements of this SWP and that the school includes providing medical support in its health and safety policy.

Head Teachers are responsible for ensuring:

- 1.2. There is an up to date policy on providing medical support to pupils including administering of medicines.
- 1.3. The day to day decisions regarding the administration of medication are in line with the policy.
- 1.4. A pupil healthcare plan is completed for each pupil in school that requires support from school staff.
- 1.5. That all staff receive appropriate support and training relevant to the type of medication being administered and are aware of this procedure and school policy.
- 1.6. That the parents/carer/guardian of the pupil requiring medical support of the school policy and its implications for them.
- 1.7. In all complex cases that they liaise with the parents/carers/guardians and where parent/carer/guardian expectation is deemed unreasonable then the Head will seek the advice of the school nurse or such medical advisor.
- 1.8. Emergency first aid provision is in place in accordance with SWP First Aid.

Teachers, Learning Support Assistants, lunchtime supervisors, Home to School Transport etc, must:

- 1.9. Assist with completing of the pupils healthcare plan where requested to do so.
- 1.10. Follow the pupil healthcare plan so they are aware of the possible medical risks attached to pupils they are supporting.
- 1.11. Be aware of possible emergency action and emergency contacts.
- 1.12. Have received appropriate support and training.

2. Procedures

Introduction

- 2.1. The following SWP and Template Managing Medicines Policy draw directly on advice contained within DfE publication supporting pupils at school with medical conditions (Statutory guidance for governing bodies of maintained schools and proprietors of academies in England) December 2015
- 2.2. The DfE publication provides updated guidance on supporting a pupil with a medical condition in schools and early years settings and replaces the earlier DfES (now DCSF) publication 'Managing Medicines in Schools and Early Years Settings': DfES/Department of Health 2005.
- 2.3. The publication sets a clear framework within which Local Authorities, NHS Primary Care Trusts, schools, early years settings and families/carers/guardians are able to work together. This ensures that children requiring medicines/medical support receive the support they need, and schools and staff work within approved guidelines.
- 2.4. The publication should be regarded as an essential reference point when schools and settings are dealing with issues which may not be directly covered in their own policy. However, schools and settings must have in place their own policies regarding managing medicines.
- 2.5. Copies are available from DfES Online Publications website – [Supporting pupils at school with medical conditions Dec 2015](#) References to 'schools' should be taken to include extended school provision, where this is in place.

Children with Medical Needs

- 2.6. Children with medical needs have the same rights of admission to a school or setting as other children.

Access to Education and Associated Services

- 2.7. Some children with medical needs are protected from discrimination under the Equality Act 2010 (EA). The EA defines a person as having a disability if he/she has a physical or mental impairment which has a substantial and long-term adverse effect on her/his abilities to carry out normal day-to-day activities.
- 2.8. Under the EA Part 6 Education Chapter 1 Schools Para 85, responsible bodies for schools (including nursery schools) must not discriminate against disabled pupils in relation to their access to education and associated services – a broad term that covers all aspects of school life including school trips, clubs and activities. Schools should be making reasonable adjustments for disabled children, including those with medical needs at different levels of school life; and for the individual disabled child, in their practices and procedures and in their policies.
- 2.9. Schools are also under a duty to plan strategically to increase access, over time, for disabled children, including those with medical needs.
- 2.10. Like schools, early years settings not constituted as schools, including child minders and other private, voluntary and statutory provision covered by Part 6 Education Chapter 1 Schools Para 85 of the EA should be making reasonable adjustments for disabled children, including those with medical needs.
- 2.11. The National Curriculum Inclusion Statement emphasises the importance of providing effective learning opportunities for all pupils, in terms of:
- 2.11.1. Promoting the spiritual, moral, cultural, mental and physical development of pupils at the school and of society, and
 - 2.11.2. Prepares pupils at the school for the opportunities, responsibilities and experiences of later life.
- 2.12. If schools or settings encounter difficulties in making adjustments to accommodate children with medical needs, advice may be sought from the Local Authority. Contact the Education, Strategy, Planning and Improvement Manager Tel No 023 8083 2713.

Support for Children with Medical Needs

- 2.13. Parents/carers/guardians have the prime responsibility for their child's health and should provide schools and settings with detailed information about their child's medical condition which should be recorded on the pupils Individual Health Care Plan (IHCP).
- 2.14. There is no legal duty that requires school or setting staff to administer medicines except in the case of 2.15 below. Schools will try to ensure that they have sufficient members of support staff who volunteer and who are appropriately trained to manage medicines.
- 2.15. Anyone caring for children including teachers, other school staff and day care staff in charge of children, has a common law duty of care to act like any reasonably prudent parent. Staff need to make sure that children are healthy and safe. In exceptional circumstances the duty of care could extend to administering medicine and/or taking action in an emergency. This duty also extends to staff leading activities taking place off site, such as visits, outings or field trips.
- 2.16. Regarding non-maintained early years settings, the registered person must arrange who will administer medicines within a setting.

- 2.17. Employees of the Local Authority who are not medical healthcare professionals will be supported by their school/setting and the Local Authority in carrying out specified duties and covered by the Local Authority's insurance arrangements provided that they follow this policy, act in good faith and act in accordance with their training.
- 2.18. Staff managing the administration of medicines and those who administer medicines will receive appropriate training and support from health professionals. They will be made aware of the correct procedures to follow in administering medicines, and procedures in the event of the child not reacting in the expected way.

Home to School Transport

- 2.19. The Local Authority has a duty to ensure that pupils are safe during journeys. Trained escorts should be provided if considered necessary.
- 2.20. Drivers and escorts should know what to do in the case of a medical emergency. They should not generally administer medicines, but where it is voluntarily agreed that a driver or escort will administer medicines (i.e. in an emergency), they **must** receive training and support and fully understand what procedures and protocols to follow. They should be clear about roles, responsibilities and liabilities.
- 2.21. Where pupils have life-threatening conditions, specific health care plans (or specific essential information from the plan) should be carried on vehicles. Advice should be sought from the pupil's school, and input will be needed from parents/carers and the responsible medical practitioner. The care plans should specify the steps to be taken to support the normal care of the pupil, as well as the appropriate responses to emergency situations.
- 2.22. All drivers and escorts in Southampton receive basic first aid training. Additionally trained escorts may be needed to support some pupils with complex medical needs.
- 2.23. Some pupils are at risk of severe allergic reactions. Risks can be minimised by not permitting eating on vehicles, and Southampton has a policy of not allowing eating or drinking on vehicles.

Developing Policies

- 2.24. Local Authorities and school governing bodies must have a health and safety policy by law. Schools and settings should review existing health and safety policies in order to ensure that they incorporate the management of medicines and the support of children with medical needs.
- 2.25. The registered person in early years settings, which can legally be a management group rather than an individual, is responsible for the health and safety of children in their care. The legal framework for registered early year's settings is derived from both health and safety legislation and the National Standards for regulation of day care.
- 2.26. Settings outside the LA must take out Employers Liability Insurance to provide cover to staff acting within the scope of their employment. Employers should make sure that their insurance arrangements provide full cover in respect of these actions.
- 2.27. Head teachers and governors of schools may also want to ensure that policies and procedures are compatible and consistent with any registered day care (e.g. Out of School Club) operated by them or an external provider on the school premises.
- 2.28. Policies should aim to enable regular attendance. Formal systems and procedures in respect of administering medicines, developed in partnership with parents/guardians/carers and staff should back up the policy.

- 2.29. A policy needs to be clear to all staff, parents/guardians/carers and children. It could be included in the prospectus, or in other information for parents/guardians/carers.
- 2.30. Template Managing Medicines Policy is offered for incorporation, or as a basis for incorporating the management of medicines, into the Health and Safety policy of schools and settings in Southampton. A Flow-Chart is provided at [Appendix 1](#) to assist in decision-making.

3. Safe Working Procedures Relevant to This Document

- 3.1. [Manual Handling](#)
3.2. [Pupil Moving and Handling](#)
3.3. [First Aid](#)

Note: Other safe working procedures may apply and the assessor should consult the SWPs. An A-Z is available on the Council's [Health and Safety Intranet](#) or the [Schols Website](#).

4. Main Legislation Relevant to This Document

- 4.1. [Health and Safety at Work etc Act](#)
4.2. [The Management of Health and Safety at Work Regulations](#)
4.3. [Children and Families Act 2014](#)

5. Contact Address's and Guidance Documents

- 5.1. Health and Safety Executive
[HSE](#)
5.1.1. [HSE education/index.htm](#)
- 5.2. Department for Education
5.2.1. [Education and Inspections Act 2006](#)
5.2.2. [Supporting pupils at school with medical conditions](#)
- 5.4. Public Health England
[Public Health England](#)
5.4.1. [Guidance on infection control in Schools Apr 2010](#)
5.4.2. [Southampton School Nursing](#)
- 5.5. DirectGov
[DirectGov](#)
5.5.1. [Children with special educational needs \(SEN\)](#)
- 5.6. Royal Society for the Prevention of Accidents
[RoSPA](#)
- 5.7. Institute of Occupational Safety and Health
[IOSH](#)
- 5.8. Corporate Health and Safety Service
[Health and Safety Intranet](#)
5.8.1 [Manual Handling Microsite](#)
[Schools Intranet](#)

For full contact address visit the Health and safety intranet [Useful Contacts](#).

Appendix 1 - Administration of Medicines Required by Pupils Attending School Process Flow Chart

