"Put your heart and soul into everything that you do."
Purpose. Passion. Success.

Medicines in School Policy

Based on: *DfE statutory guidance – Supporting pupils at school with medical conditions (2015, updated)*

1. Introduction
Pattishall CE Primary School is committed to supporting pupils with medical conditions to ensure they have full access to education and school life.
This policy sets out how the school will manage the safe administration of medicines in accordance with statutory guidance.
The Governing Body recognises its duty to ensure arrangements are in place to support pupils with medical needs and to ensure that staff, pupils, and parents/carers are clear about responsibilities and procedures.
Staff will only administer medicines on a voluntary basis and in line with this policy.

2. Legal Framework and Guidance
This policy is written in line with:
- Department for Education statutory guidance: *Supporting pupils at school with medical conditions (2015, updated)*
- Equality Act 2010
- Health and Safety at Work Act 1974
- Data Protection Act 2018 / UK GDPR

3. Roles and Responsibilities
3.1 Governing Body
The Governing Body is responsible for ensuring:
- A clear policy is in place and reviewed annually
- Staff receive appropriate training and support
- The school meets its statutory duties

3.2 Headteacher
The Headteacher is responsible for:
- Day-to-day implementation of this policy
- Ensuring staff understand procedures
- Liaising with parents/carers and health professionals
- Ensuring appropriate training is in place

3.3 School Staff
Staff may be asked to support pupils with medical needs, including administering medication. This is voluntary.
Staff who agree to administer medication will:
- Follow this policy and school procedures
- Receive appropriate training where required
- Record all medication administered
- Store medication securely

Staff may decline to administer medication without penalty.
If unsure, staff must not administer medication and should seek advice.

3.4 Parents/Carers
Parents/carers are responsible for:
- Informing the school of their child's medical needs
- Providing written consent for all medication
- Supplying medication in original packaging with clear instructions
- Ensuring medication is in date
- Collecting unused or expired medication

Children should be kept at home if acutely unwell or infectious.

4. Consent for Medication
Written parental consent is required before any medication is administered.
This includes:
- Prescription medication
- Emergency medication (e.g. inhalers, adrenaline auto-injectors)
- **Age-appropriate liquid paracetamol (non-branded)**

- **Age-appropriate oral antihistamines (non-branded)**

Annual consent for the administration of:
- Liquid paracetamol (non-branded)
- Oral antihistamines (non-branded)

is obtained via the school's **annual medical consent form**.

No medication will be administered without valid written consent unless in a life-threatening emergency.

5. Administration of Medication
Medication will only be administered when:
- Written consent has been received
- Clear written instructions are provided
- The medication is appropriate for school use

A **Medication Request Form** must be completed for all medication requiring administration during the school day.

6. Storage and Handling of Medication
The school will ensure that:
- Medication is stored securely in a locked cabinet or designated safe area
- Medication is clearly labelled and in original packaging
- Pupils do not carry medication unless agreed in their care plan (e.g. inhalers or adrenaline auto-injectors)
- Medication is only accessible to authorised staff

Each item must be labelled with:
- Pupil's name
- Name of medication
- Dosage and timing
- Expiry date
- Storage instructions (if applicable)

7. Individual Healthcare Plans (IHCPs)
Pupils with long-term or complex medical needs will have an Individual Healthcare Plan (IHCP).
IHCPs will:
- Be developed in partnership with parents/carers and relevant healthcare professionals
- Be managed by the SENDCO
- Be reviewed at least annually or sooner if required

8. Changes to Medication
Parents/carers must inform the school immediately of:
- Any change in medication
- Any change in dosage
- Discontinuation of medication

9. Inhalers (Asthma)
- Pupils are encouraged to carry inhalers where appropriate and agreed in their IHCP
- A spare inhaler may be held in school
- Emergency salbutamol inhalers may be used in accordance with parental consent and training
- Inhaler expiry dates are checked regularly

10. Adrenaline Auto-Injectors (AAIs)
- Stored securely but accessible to trained staff
- Clearly labelled with pupil details
- Staff receive regular training in administration
- Expiry dates are checked termly
- Used in accordance with IHCPs and consent

11. Emergency Medication
In emergencies:
- Staff will act in the best interests of the child
- Emergency services (999) will be contacted where appropriate

- Medication may be administered by trained staff in line with agreed procedures

12. School Trips and Educational Visits
The school will make reasonable adjustments to ensure pupils with medical needs can participate in trips and residential visits.
Medication will be:
- Taken on all visits where required
- Administered by trained staff
- Included in risk assessments and visit planning

13. Non-Prescribed Medication (Homely Remedies)
The school may administer:
- Age-appropriate liquid paracetamol (non-branded)
- Age-appropriate oral antihistamines (non-branded)

only when:
- Written parental consent has been provided annually
- It is for a specific short-term condition (e.g. pain, mild allergic reaction)
- It is administered in accordance with school procedures

Medication will not be given:
- Without consent
- As a routine or ongoing treatment
- Without clear justification and documentation

Parents will be informed after administration via Medical Tracker.

14. Refusal of Medication
If a pupil refuses medication:
- The refusal will be recorded
- Parents/carers will be informed
- Advice will be sought where necessary

15. Record Keeping and Confidentiality
The school will maintain accurate records of:
- All medication received
- All medication administered
- Any refusals or incidents

Records will be:
- Stored securely on ‘Medical Tracker’
- Managed in line with UK GDPR
- Shared only with relevant staff on a need-to-know basis

16. Staff Training
Staff supporting pupils with medical needs will receive appropriate training which may include:
- Asthma awareness
- Anaphylaxis training
- Epilepsy awareness
- Diabetes management

Training will be refreshed regularly.

17. First Aid and Emergency Procedures
The school has trained first aid staff including Paediatric First Aiders.
In an emergency:
- 999 will be contacted immediately if required
- Parents/carers will be informed as soon as possible
- First aid will be administered by trained staff

18. Related Policies
This policy should be read in conjunction with:

- Safeguarding and Child Protection Policy
- SEND Policy and Information Report
- Health and Safety Policy
- First Aid Policy
- Equality and Inclusion Policy
- Educational Visits and Trips Policy
- Data Protection Policy (GDPR)

19. Policy Review
This policy will be reviewed:

- Annually by the Governing Body
- Sooner if there are changes in legislation, guidance, or school practice

If you want, I can also:

- Format this into a **professional Word layout with headings/styles already applied**
- Add **flowcharts for staff (medication decision tree, emergency steps)**
- Or align it tightly with **Ofsted “deep dive” expectations wording**

Appendix 1

Sample Individual Healthcare Plan

Name of school/setting	
Child's name	
Group/class/form	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	

Family Contact Information

Name	
Phone no. (work)	
(home)	
(mobile)	
Name	
Relationship to child	
Phone no. (work)	
(home)	
(mobile)	

Clinic/Hospital Contact

Name	
Phone no.	

G.P.

Name	
Phone no.	

Who is responsible for providing support in school	

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency *(state if different for off-site activities)*

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

Appendix 2

Medication Request Form

I request that..... (FULL name of child)

Class.....

be given the following medication:

..... (Name of Medicine(s))

The medicine must be prescribed specifically to the child only.

Dosage: ……

At the following times during the day:

.....
.

For a period of: ..... (school days)

The above medication has been prescribed by the family Doctor. It is clearly labelled indicating contents, dosage and child's name in FULL.

I understand that the medicine must be delivered personally to a member of staff and accept that this is a service which the school is not obliged to undertake.

Signed: ..... (Parent/Carer)

Date: .....

Medication will not be accepted by the school unless this letter is completed and signed by the parent or legal guardian of the child and that the administration of the medicine is agreed by the Headteacher.

Appendix 3

Record of medicine administered to all children

Name of school/setting PATTISHALL CE PRIMARY SCHOOL

Date	Child's Name	Time	Name of medicine	Dose given	Any reactions	Signature of Staff	Print name

Appendix 4

Notification of Medication Given

Dear Parent/Carer,

In accordance with your permission, we have given medication at school today.

Child's name: .....

Class.....

He/She was given.....

Dose.....

At.....

By (Name of Staff).....

Signed..... Date: .....

Appendix 5:

Consent form for use of emergency inhaler

USE OF EMERGENCY SALBUTAMOL INHALER

Child showing symptoms of asthma / having asthma attack

1. I can confirm that my child has been diagnosed with asthma / has been prescribed an inhaler [delete as appropriate].

2. My child has a working, in-date inhaler, clearly labelled with their name, which they will bring with them to school every day/is kept in school (delete as appropriate).

3. In the event of my child displaying symptoms of asthma, and if their inhaler is not available or is unusable, I consent for my child to receive salbutamol from an emergency inhaler held by the school for such emergencies.

Signed: ……. Date: ……

Name (print)……

Child's name: ……. Class:……

Parent's address and contact details:

……

……

……

Telephone: ……

E-mail:……

Appendix 6:

Emergency Salbutamol inhaler use form

Child's name: ……. Class: ……..

Date: ……

Dear……..,

This letter is to formally notify you that…….has had problems with his / her breathing today.

This happened when …….

……...……

- A member of staff helped them to use their asthma inhaler.
- They did not have their own asthma inhaler with them, so a member of staff helped them to use the emergency asthma inhaler containing salbutamol.

They were given …… puffs.

Although they soon felt better, we wanted to advise you of this so you can monitor and contact your doctor if required.

Yours sincerely,