



Policy owned: SIMCE
Policy reviewed: Summer 2026
Policy to be reviewed: Spring 2028
or when HFL release new guidance

'Learn to love and love to learn; in God's love each one will shine' .

St. Andrew's Church of England (VC) Primary School
Policy for Managing Medicines including Allergies in school

Rationale:

Our School Vision is led by the example of St Andrew; *"Come, follow me," Jesus said, "and I will send you out to fish for people."* (**Matthew 4: 19**)

Learn to Love- As Jesus showed Andrew how to be the very best of men, so we guide and support our children to become the best that they can be. We teach our children to care and have respect for themselves and others, physically, morally and culturally. Our curriculum is built around the fish symbol to show that the love of God and Jesus is at the very heart of all that we do.

Love to learn- Just as Jesus immediately saw the character and depth of Andrew at that first meeting on the shores of the Sea of Galilee calling him to be his disciple, so we see and encourage the strengths and interests of all our children. We help them become lifelong learners, encouraging and developing their sense of enquiry and aspiration.

In God's love each one will shine- Following Jesus' command; *"Come, follow me," Jesus said, "and I will send you out to fish for people."* (**Matthew 4: 19**) St Andrew brought people to meet, to love and to learn from Jesus. In a similar way we help our children to follow Christian values, to receive the love of God, and to shine that love to others in His grace.

Aims

At St. Andrew's we aim to offer excellence and choice to all our children, whatever their ability or needs. Most children will, at some time, have short term medical needs; others will have more complex or longer term medical needs. Our school is an inclusive school focused on including all children and ensuring access to high quality teaching and learning in order that they achieve their own unique potential. We work in partnership with parents and medical experts to provide the best possible care for all our pupils.

Introduction

This policy provides our school with supplementary information on managing medication in line with the "Supporting Pupils with Medical Needs" policy.

The purpose of this policy is to ensure that any medicines administered within school are done so in a safe and monitored environment. It has been written using guidance from Herts County Council's Education Health and Safety Manual 2008 and HCC updated guidance.

Some children with medical needs are protected from discrimination under the Equality Act 2010 and at our school we will not discriminate against disabled pupils in relation to their access to education and associated services. We will make reasonable adjustments and support to provide so pupils with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child.

All staff working in a LA maintained school are covered in respect of public liability insurance while they are acting on behalf of the County Council. This includes any duties that are undertaken to support a healthcare plan.

There is no legal duty that requires schools and staff to administer medication, this is a voluntary role. The staff that administer medicines do so in strict compliance with written parental requests expressed in a designated format and

stored in a recognised central location. When this permission is not offered, it is expected that parents will come into school at the appropriate time in order to administer medication.

Most children with medical needs are able to attend school regularly and with some support from the school, can take part in most normal school activities. However, school staff may need to take extra care in supervising some activities to make sure that these pupils, and others, are not put at risk.

We recognise that most children will at some time have medical needs either on a short-term or long-term basis and others may require medicines in particular circumstances, such as allergies. The school aims to enable regular attendance. However, it is expected that children are not sent to school when they are clearly unwell or infectious.

Training

At St Andrew's we ensure that we have sufficient members of staff who are appropriately trained to manage medicines as part of their duties, they have received appropriate training and support from health professionals e.g. annual epipen/asthma pump training. These members of staff will administer medication and undertake healthcare procedures, in line with any specific requirements detailed in pupil's individual healthcare plans (IHP).

In order to continue to meet the care needs of individual pupils our school will consider cover arrangements and the potential impact of staff absence, offsite visits, extra-curricular activities etc. when determining the numbers of staff to be trained.

Refusing medication

If a child refuses to take medication staff will not force them to do so, but note this in the records and inform parents/carers as soon as possible.

Procedures for managing prescription medicines.

It is helpful, where possible if medication be prescribed in dose frequencies which enable it to be taken outside of school hours. E.g. medicines that need to be taken 3 times a day can be managed at home.

Parents/carers should be encouraged to ask the prescriber about this. However, this might not be practicable and in such a case parents may make a request for medication to be administered to their child at school.

We will not accept medicines that have been taken out of the container nor make changes to prescribed dosages on parental instruction. In all cases it is necessary to check:

- Name of child
- Name of medicine
- Dosage
- Written instructions (frequency of administration, likely side effects)
- Expiry date
- Medicines other than inhalers will be stored in a locked cabinet or fridge during the day.
- A record will be made of when the medicine was dispensed.

Storage

Medication is placed in fridge (if necessary) or First Aid cupboard in the Staffroom, never in class First Aid box.

Pupils should, at all times, know where their own medication is stored and how to obtain it.

All emergency medicines (asthma inhalers, EpiPens etc.) must be readily available whenever the child is in the school and not locked away. Protocols should also be in place to ensure that pupils continue to have access to emergency medication in situations such as a fire evacuation.

Medication Administration

- Parent or carer completes a Request for School to Administer Medication form and this is handed to the office with medication.
- A notification is sent to the class teacher and the class LSA that the child needs to take medicine at a specific time.
- The form is placed on the clipboard in the Staffroom.

- At appropriate time, if lunchtime first aider is not available another trained first aider will administer medication and complete the reverse of form.
- At end of day or course of medication, the form has to be signed by parent/carer to confirm that meds were administered and that they have been collected.
- These forms are kept for 7 years.

(Appendix 1 Request for school to Administer Medication)

Asthma

Asthma Registration

- Parent or carer completes a new Medical Conditions form (Appendix 2 Medical Information form), an Asthma Registration form and Asthma Card which are handed to the Office with medication.
- Class Teacher and Lead First Aider are informed.
- Asthma (Pump) inhaler, Asthma Registration Form and Card are placed in a green medical bag with child's name and kept in individual classrooms in First Aid Kit. (Card denotes dosage etc. of medication).
- A photocopy of the Asthma Card and Asthma Registration form are placed in Asthma Registration File in School Office.
- All details are added to the child's individual MIS (Arbor) record.
- Class medical folder, main First Aid folder and Staff Room First Aid Folder are updated.
- Every time (Pump) inhaler is administered it is entered on form.
- These forms are kept for 7 years.

The school holds 2 emergency Salbutamol inhalers. 1 inhaler is kept in the Early Years First Aid cupboard and 1 in the main, upper school's First Aid cupboard. Parents of asthmatic children are asked to give their written permission for the school to use of these inhalers in the event of an emergency when the child's personal inhaler is unusable.

(Appendix 3 Asthma Register Registration Form)

Allergies

Allergy Medication

- Parent or carer completes a new Medical Information form and a Request for School to Administer Medication form which is handed to the Office with medication.
- Class Teacher and Lead First Aider and whole school staff are informed.
- Allergy medication is placed in main First Aid cupboard in the Staff Room with child's name marked clearly.
- All details are to be added to the child's individual MIS (Arbor) record.
- A new, whole school allergy record, with child's photograph and allergy details are printed from MIS for Headteacher. These records are displayed in the main First Aid Folder, in the Staff Room and in the Early Years building.
- Class medical folder, main First Aid folder and Staff Room First Aid folder are updated with details.
- Every time medication is administered it is entered on form.
- These forms are kept for 7 years.
- If the school cook caters for the child, parents & carers are to apply to HCL for a special menu. Once this process is complete, HCL sends a special menu to the School Office and to the School's kitchen, this is displayed in the kitchen. School Office give a copy of the special menu to the child's class teacher.
 - o Lunchtime staff are informed of allergy and new menu.

EpiPens (Autoinjectors)

- Parent or carer completes a new Medical Information form, a Request for School to Administer EpiPen Medication form and provides a 'basci' form (completed by health professional) which is handed to the Office with EpiPen.
- Class Teacher, Lead First Aider and whole school staff are informed.
- EpiPen is placed in the class First Aid box/bag, with Request for School to Administer EpiPen Medication form and 'basci' form.
- All details are to be added to the child's individual MIS (Arbor) record.
- A new, whole school allergy record, with child's photograph and allergy details are printed from MIS for Headteacher. These records are displayed in the main First Aid Folder, in the Staff Room and in the Early Years building.

- Class medical folder, main First Aid folder and Staff Room First Aid folder are updated with details.
- Every time EpiPen is administered it is entered on form. With further details of event.
- These forms are kept for 7 years.

The school holds 2 emergency EpiPens: 1 x junior 0.15mg dose and 1 x adult 0.3mg dose in the First Aid cupboard. Parents of children with EpiPens are asked to give their written permission for the school to use these EpiPens and for the dosage in the event of an emergency when the child's personal EpiPen is unusable.

All staff members are given regular (annual) EpiPen training, EpiPen procedures are followed and parents/carers are informed. An ambulance will be called immediately and a report made on ridor.

(Appendix 4 Request for school to administer EpiPen Medication)

If a child refuses to take any medicine, we will not force them to do so, but will note this in the records and contact the named contact on the medicine record form immediately.

Records

Records of medical history and needs are kept by medical LSA (currently ES). They are also noted on MIS (Arbor) by Office staff.

Out of date medication

Any unused medication should be recorded as being returned back to the parent/carer when no longer required. If this is not possible it should be returned to a pharmacist for safe disposal.

UN approved sharps containers should always be used for the disposal of needles or other sharps, these should be kept securely at school (e.g. within first aid /medical room) and if necessary provision made for off-site visits. All sharps boxes to be collected and disposed of by a dedicated collection service in line with local authority procedures.

- Asthma, allergy and EpiPen medication is checked on a regular basis. If this is found to be near expiry a reminder is sent home to the parents.
- These reminders are sent 3 times then parents are contacted by phone.

Defibrillators

The school has 2 Defibrillators in school, one is stored in the staff room and one in the nurture room. The staff are trained in their use.

Long term medical needs

It is important for the school to have sufficient information regarding the medical condition of any pupil with long term medical needs. In these cases our SENDco, with support by our Lead First Aider, will draw up a health care plan for such pupils, involving the parents and the relevant health professionals.

(Appendix 5 HealthCare Plan for a pupil with Medical Needs)

Controlled Drugs

Controlled drugs, such as Ritalin, are controlled by the Misuse of Drugs Act. Therefore, it is imperative that controlled drugs are strictly managed between the school and parents.

Ideally controlled drugs are only brought in on a daily basis by parents, but certainly never more than a week's supply and the amount of medication handed over to the school should always be recorded. *In exceptional circumstances, ie; If the drugs are not stored individually in blister packs but loose in a prescription bottle, larger quantities can be held in school but the controlled drugs procedures must be adhered to.*

Controlled drugs should be stored in a locked non-portable container, such as a safe, and only specific, named staff are allowed access to it. Each time the drug is administered it must be recorded, including occasions when the child has refused to take it.

If pupils refuse to take medication, school staff should not force them to do so. The school should inform the child's parents as a matter of urgency. If necessary, the school should call the emergency services.

The person administering the controlled drug should monitor that the drug has been taken. Passing a controlled drug to another child is an offence under the Misuse of Drugs Act.

Non Prescription Medication

Where non-prescription (over the counter) medicines are administered e.g. for pain relief, written consent must still be obtained from parents & carers. A member of staff should supervise the pupil taking the medication and inform parents/carers where pain relief medication has been administered.

Non-prescription medication does not need a GP signature / authorisation in order for a school to give it. Staff should check that the medicine has been administered without adverse effect in the past and that parents have confirmed that this is the case.

At St Andrew's we will only administer non-prescribed medication after clear parental instruction and written permission. Staff administration of non-prescribed medication will be recorded in the same manner as for prescribed. Staff will also check the maximum dosage and when any previous dose was given.

A child under 16 should never be given aspirin containing medicine, unless prescribed by a doctor. (there are links between the use of aspirin to treat viral illnesses and Reyes Syndrome, a disease causing increased pressure on the brain)

Self-Management

It is important that as children get older they should be encouraged to take responsibility and manage their own medication. This should be clearly set out in the child's health care plan in agreement with the parents, bearing in mind the safety of other pupils. Staff should be aware of the need for asthmatics to carry medication with them (or for staff to take appropriate action) when, for example, participating in outdoor physical education. Children should be aware of where their medication is stored.

Offsite visits

At St Andrew's it is an expectation that all pupils with medical needs will participate in offsite visits. All staff supervising visits are aware of any medical needs and relevant emergency procedures. Where necessary individual risk assessments will be conducted.

We ensure that a member of staff who is trained to administer any specific medication accompanies the pupil that they are responsible for and that the appropriate medication is taken with them on the visit.

In-line with organisational procedures for all trips, risk assessments include access to the school's emergency procedures. (See Policy for Off-site Visits).

Appendix 6: Parental Agreement to administer medicine during a school journey.

Sporting Activities

Most pupils with medical conditions can participate in PE and extra-curricular sport. Any restrictions on a child's ability to participate in PE will be recorded in their health care plan.

If pupils need to take precautionary measures before or during exercise they will be allowed immediate access to their medicines. (e.g. asthma inhalers). Staff supervising sporting activities should be aware of all relevant medical conditions and emergency procedures.

Policy 'overseen and approved' by: SIMCE

Policy Reviewed: Summer 2026

To be reviewed: Summer 2028

Appendix 1: Request for school to Administer Medication

REQUEST FOR SCHOOL TO ADMINISTER MEDICATION

- The school will not give your child medicine without a completed and signed form.
- All medicine needs to be handed directly to the School Office or member of school staff by a parent or carer.
- If more than one medicine is to be given, a separate form should be completed for each one.
- Medicines must be in the original container as dispensed by the pharmacy and clearly marked with the child's full name.

CHILD'S DETAILS

Name:			
Date of Birth:		Year Group:	
Condition or illness:			

MEDICATION

Name of medication:					
Number of days to be taken in school		From (date)		Until (date)	

FULL DIRECTIONS FOR USE

Dosage:	
Time to be administered:	
Any special precautions:	
Date & time of last dose/or expected time of regular daily dose at home before school	
Possible side effects:	
Self administration?:	Y/N (Circle as applicable)
Procedures to take in an emergency:	

CONTACT DETAILS

Name:	
Relationship to child:	
Address:	
Daytime telephone no:	
Name & telephone no of GP:	

Signature of Parent/Carer.....Date:

Appendix 1: Record of Medication Administered In School (reverse of page 1)

Record of Medication Administered in School

CHILD'S NAME: _____

MEDICAL CONDITION/ILLNESS:_____

[illegible]

Appendix 2: Medical Information form**MEDICAL INFORMATION**

CHILD'S DETAILS			
NAME:			
NHS MEDICAL NO.:			
DATE OF ADMISSION TO SCHOOL:			YEAR GROUP:

DOCTOR'S PRACTICE INFORMATION	
PRACTICE NAME:	
ADDRESS:	
TELEPHONE NUMBER:	

MEDICAL CONDITIONS			
	YES	NO	GIVE DETAILS OF CONDITION AND ANY MEDICATION (**)
Asthma (*)			
Allergies (hayfever, plas- ters, etc.)			
Hearing Problems			
Sight Problems			
Nose Bleeds			
Speech Problems			
Special Dietary Needs (#)			
Any other medical condi- tions that we should be aware of, including serious historical information ?			

(*) Please complete the Asthma form.

(**) Please complete a medication form available from the Office.

(#) Details must also be provided to the school's catering company. Please call into the Office for more information.

MEDICAL INFORMATION UPDATES

It is the sole responsibility of parents to update the school with any changes to the information contained in this form. Please notify the school office and request a new **Medical Information Form**

Parent/carers signature:.....Date:.....

Appendix 3: Record of Asthma Medication Self-Administered In School

ASTHMA/INHALER REGISTRATION FORM

CHILD'S NAME _____ **D.O.B** _____

How long has your child suffered from asthma/been prescribed an inhaler?.....

Please give some information about the nature and history of your child's attacks (ie: frequency, what brings on attacks, any other related allergies):

.....
.....

Medication/Inhaler (Please include even if only administered at home).

Name of medication/inhaler:

How often is medication/inhaler given at home?:.....

Does your child need their inhaler at school? **Yes/No**

If 'Yes' please give details/frequency/dosage instructions:

.....
.....

- If your child requires an inhaler to be kept in school, please ensure that it is clearly labelled with your child's name, and is in-date.
- If you require an adult to administer your child's medication, please complete a separate form which is available from the School Office. If your child administers their own medication, please ensure they can do so correctly.

Emergency Salbutamol Inhalers

We have 2 emergency Salbutamol inhalers and disposable spacers in school. These are for our children to use if their own inhaler is unusable.

A disposable spacer will be used each time the emergency inhaler is administered so that the inhaler can be reused. Please Note: these inhalers are for emergency use only and not as a substitute for your child's inhaler.

I give permission for my child named above to use a school emergency Salbutamol inhaler, together with a disposable spacer if their prescribed inhaler is unusable. ☐

We will always inform you if your child suffers an attack at school. Please let your child's class teacher/School Office know if she/he comes to school having had a recent attack.

Any changes to your child's medication/condition please notify the School Office immediately.

Signed: _____ Print Name: _____

Date: _____

Appendix 3: Record of Asthma Medication Self-Administered In School (reverse of page 1)

Record of Asthma Medication Self-Administered In School

CHILD'S NAME: _____

[illegible]

Appendix 4: Request for school to administer Epipen Medication

REQUEST FOR SCHOOL TO ADMINISTER EPIPEN MEDICATION

CHILD'S DETAILS

Name:	
Date of birth:	
Condition or Illness: Please give full information about the nature and history of your child's attacks, e.g. frequency, what brings on attack; any other related allergies	

MEDICATION

Name/Type of Medication: (as described on the container)	
Date Dispensed:	
Expiry Date:	

- **The Medication/Autoinjector pen must be in the original container as dispensed by the pharmacy and clearly marked with your child's name.**
- **Parents must also provide the school with a copy of a signed 'bsaci' Allergy Action Plan.**

CONTACT DETAILS

Name:	
Relationship to child:	
Address:	
Daytime Telephone No:	
Name & Telephone No of GP:	

Any changes to your child's medication/condition please notify the School Office immediately.

Signed: _____ Print Name: _____

Date: _____

Appendix 5: HealthCare Plan for a Pupil with Medical Needs

HEALTHCARE PLAN

Child's Name:

Class:

Date of Birth:

Child's Address:

Medical Diagnosis or Condition:

CONTACT INFORMATION

Family Contact 1.

Name:

Phone No:

(work)
(home)
(mobile)

Family Contact 2.

Name:

Phone No:

(work)
(home)
(mobile)

Family Contact 3.

Name:

Phone No:

(mobile)

(work)
(home)

Family Contact4.

Name:

Phone No:

(mobile)

(work)
(home)

Clinic/Hospital:

Name:

Title:

Phone No:

GP:

Name:

Phone No:

Describe medical needs and give details of child's symptoms:

Daily care requirements: (e.g. before sport/at lunchtime)

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

Follow up care:

Who is responsible in an emergency: (State if different for off-site activities)

Special Instructions:

Form copied to:

Parents, Class Teacher, School Office.

Lead First Aider Signature:

Parent Signature:

Appendix 6: Parental Agreement for school to administer medicine during a school journey.

**Parental agreement for St Andrew's C of E VC Primary School staff
to administer medicine during School Visit or Journey**

Staff will not give your child medicine unless you complete and sign this form. The school has a policy that the staff can administer medicine when a child is offsite on a school visit or journey.

Name of child	
Date of birth	
Class	
Medical condition or illness	

Medicine

Name/type of medicine (as described on the container)	
Date dispensed	
Expiry date	
Dosage and method	
Timing	
Special precautions	
Are there any side effects that the school needs to know about?	
Self administration	
Procedures to take in an emergency	

Note: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
Name and telephone no. of GP	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

I understand that I must hand this form to the member of staff responsible for First Aid on the day of the visit or on the first day of the journey together with the medication.

If more than one medicine is to be given, a separate form should be completed for each one.

I accept that this is a service that the school is not obliged to undertake.

Signed: _____ Print Name: _____ Date: _____

FOR SCHOOL USE ONLY

Record of medicine administered to an individual child during a School Visit or Journey

To be administered in conjunction with Parental Agreement as overleaf:-

Name of child	
Class	
Date medicine provided by parent	
Name/type of medicine (as described on the container)	
Quantity received	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature _____

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			