



Medicine Policy



Date: September 2026

Review September 2027

CONSIDERATION

ASPIRATION

RESPONSIBILITY

ENJOYMENT

Aims

The aims of this policy are to:

- Ensure pupils with medical conditions receive appropriate support whilst attending school.
- Ensure medicines are administered safely and appropriately.
- Provide clear guidance for staff, parents and governors.
- Support pupils with medical conditions to access all aspects of school life, including educational visits and extra-curricular activities.
- Ensure compliance with statutory guidance and safeguarding responsibilities.

Legislation and Guidance

This policy is based on:

- DfE Supporting Pupils at School with Medical Conditions.
- The Children and Families Act 2014.
- Equality Act 2010.
- EYFS Statutory Framework (2025).
- Health and Safety at Work etc. Act 1974.
- Benedict's Law requirements relating to allergy safety.
- Cheshire East guidance for schools.
- School First Aid Policy.
- School Health and Safety Policy.

Roles and Responsibilities

The Governing Board

The Governing Board is responsible for:

- Ensuring arrangements are in place to support pupils with medical conditions.
- Monitoring implementation of this policy.
- Receiving reports relating to significant medical incidents where appropriate.

The Headteacher

The Headteacher is responsible for:

- Implementing this policy.
- Ensuring staff receive appropriate training.
- Ensuring Individual Healthcare Plans are in place where required.
- Ensuring medicines are stored safely.
- Ensuring systems are in place for record keeping and communication with parents.

Staff

Staff are responsible for:

- Following school procedures relating to medicines.
- Undertaking appropriate training where required.
- Familiarising themselves with relevant healthcare plans.
- Reporting concerns promptly.

Parents and Carers

Parents are responsible for:

- Providing accurate medical information.
- Supplying medicines in their original packaging.
- Ensuring medicines are within expiry dates.
- Updating the school regarding changes to medical conditions or treatment.

Administration of Medicines

Where possible, parents should administer medicines outside of school hours.

The school will only administer medicines when:

- They have been prescribed by a healthcare professional; or
- The Headteacher has authorised administration of a non-prescribed medicine in exceptional circumstances.

Before any medicine is administered:

- Written parental consent must be obtained. **See Appendix 1.**
- Medicines must be supplied in original packaging.
- The pupil's name, dosage instructions and expiry date must be clearly visible.

Administration records will be maintained – **see record keeping section below.**

Individual Healthcare Plans (IHPs)

The school recognises that some pupils have long-term or complex medical conditions.

- Pupils with significant medical needs will have an Individual Healthcare Plan (IHP).
- Plans will be developed in partnership with parents, healthcare professionals and school staff.
- Plans will set out:
 - The medical condition.
 - Daily management arrangements.

- Medication requirements.
- Emergency procedures.
- Educational visit arrangements.
- Training requirements for staff.
- Plans will be reviewed annually or sooner if circumstances change.
- Relevant staff will have access to the plan.

Allergy Management and Benedict's Law

The school is committed to meeting the requirements of Benedict's Law.

The school Allergy Lead is Kirsty Goldsmith.

The Allergy Lead will:

- Maintain the allergy register.
- Monitor Allergy Action Plans and Healthcare Plans.
- Ensure staff training remains up to date.
- Review allergy incidents.

The school will:

- Maintain a central allergy register.
- Ensure relevant staff have access to allergy information.
- Hold spare Adrenaline Auto-Injectors (AAIs) where permitted.
- Complete allergy risk assessments where appropriate.
- Record and review allergic incidents and AAI usage.

All staff, including teaching, support, administration, catering and midday staff, will complete annual allergy awareness and anaphylaxis training.

Training will include:

- Recognising allergic reactions.
- Recognising anaphylaxis.
- Emergency response procedures.
- Use of Adrenaline Auto-Injectors.
- Incident reporting procedures.

Storage of Medicines

Medicines will be stored securely in accordance with manufacturer instructions.

- Medicines will be kept in their original container.
- Access will be restricted to authorised staff.
- Refrigerated medicines will be stored in a secure designated refrigerator.

- Pupils will not access stored medicines without permission.

Emergency medicines such as:

- Asthma inhalers
- Adrenaline Auto-Injectors
- Diabetes emergency medication

will remain readily accessible and will not be locked away.

Controlled Drugs

Controlled drugs will be:

- Stored securely in a locked cabinet.
- Accessed only by authorised staff.
- Recorded whenever administered.
- Returned to parents when no longer required.

Record Keeping

When a parent has provided written consent for medication to be administered in school, and this has been authorised by a member of the Senior Leadership Team and a Lead Paediatric First Aider, a medication administration record form (Appendix 2) will be passed to the relevant teaching team and completed each time medication is administered.

Records will include:

- Name of pupil.
- Name of medicine.
- Dosage administered.
- Date and time administered.
- Name and signature of the staff member administering the medication.

Staff will also record all medication administered in school on the whole-school medication log located within the school's secure medical records system: **R:\First aid-Medical\MEDICATION RECORDS.xlsx**

Parents will be informed if:

- Medication has been administered.
- A scheduled dose is refused or missed.
- An adverse reaction occurs.
- A concern arises regarding the effectiveness of the medication or the pupil's response.

Records will be retained in accordance with Cheshire East retention schedules and data protection requirements.

Educational Visits

When pupils are taken off-site:

- Necessary medicines will accompany the pupil.
- Staff will carry emergency contact information.
- Relevant Healthcare Plans will accompany the visit.
- Appropriate risk assessments will be completed.
- Staff supervising visits will be aware of medical needs and emergency procedures.
- There will always be a member of staff accompanying the visit who is familiar with the medical needs of participating pupils and any relevant emergency procedures.

Emergency Procedures

In the event of a medical emergency:

- A trained member of staff will provide appropriate assistance.
- Emergency medication will be administered where required.
- Emergency services will be contacted when necessary.
- Parents will be informed as soon as possible.

Asthma

Pupils with asthma will have immediate access to their inhalers.

Emergency inhalers may be held in accordance with Department of Health guidance.

Diabetes

Pupils with diabetes will be supported in accordance with their Healthcare Plan.

Appropriate arrangements will be made for:

- Blood glucose monitoring.
- Access to snacks.
- Access to emergency treatment.

Epilepsy

Emergency procedures for pupils with epilepsy will be detailed within the Healthcare Plan.

Staff will receive appropriate training where required.

Anaphylaxis

A suspected anaphylactic reaction will always be treated as a medical emergency.

- Adrenaline Auto-Injector administered if required.
- 999 called immediately.
- Parents informed.
- Incident recorded and reviewed.

Training

The school will ensure that staff receive:

- Induction training as appropriate.
- Refresher training.
- Condition-specific training where required.
- Allergy and anaphylaxis training.
- Healthcare Plan briefing where relevant.

Training records will be maintained.

Monitoring Arrangements

This policy will be reviewed annually by the Headteacher. At every review, the policy will be approved by the Governing Board.

Governors will receive updates relating to:

- Training compliance.
- Significant medical incidents.
- Allergy management arrangements.
- Healthcare Plan compliance.

Links with Other Policies

This policy should be read alongside:

- First Aid Policy.
- Health and Safety Policy.
- Supporting Pupils with Medical Conditions Policy.
- Safeguarding and Child Protection Policy.
- Educational Visits Policy.
- Benedict's Law (Allergy Safety) Policy.

APPENDIX 1



Edleston Primary School **Request for school to administer medication.**

I request my child (Full Name)	
Class	
Date of Birth	

Be given the following medicine(s) in school. All details provided are accurate and correct.

<u>Medical Condition or Illness (Please detail)</u>	
.....	
.....	
.....	
Medicine Type to be given.....	
Name of Medicine.....	
Dosage.....	Expiry Date
Method.....	Self Administration Yes/No
Times to be given.....	Time of last dose.....
<p>The above medication has been prescribed by the family or hospital doctor (Health Professional note received as appropriate). It is clearly labelled indicating contents, dosage and child's name in FULL</p> <p>I understand that I must deliver the medicine personally to (agreed member of staff) and accept that this is a service that the school/setting is not obliged to undertake. I understand that I must notify the school/setting of any changes in writing.</p>	
<p>Name of GP.....</p> <p>Address of GP.....</p> <p>Telephone number of GP.....</p>	

Note to parents:

1. Medication will not be accepted by the school unless this form 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.
2. Medicines must be in the original container as dispensed by the Pharmacy.
3. The agreement will be reviewed on a termly basis.

The Governors and Headteacher reserve the right to withdraw this service.

Requested by:

Signed	Date	Name of parent {Please print}

Approved by:

Signed	Date	Paediatric First Aider.

