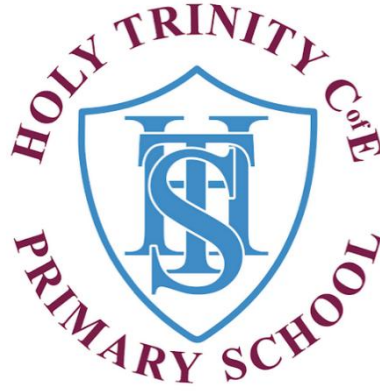




Holy Trinity C of E Primary School

A Church school community aspiring for all to live life to the full

Supporting Pupils with Medical Conditions Policy

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Next Review July 2027

Committee Full Governors

PURPOSE

This policy sets out the circumstances in which we may administer medicines within school, and the procedures that we will follow.

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1. Introduction

Holy Trinity Church of England Primary School is committed to ensuring that all pupils with medical conditions are fully supported to access education, participate in all aspects of school life and achieve their full potential. We believe that children with medical conditions should enjoy the same opportunities as their peers and should not be disadvantaged because of their health needs.

This policy sets out how the school will meet its duties under the statutory guidance Supporting Pupils at School with Medical Conditions and outlines the procedures for supporting pupils with both short-term and long-term medical needs, including the safe administration of medicines.

The governing board and school leaders are committed to ensuring that:

- pupils with medical conditions are properly supported so they can access a full and inclusive education;
- arrangements are in place to meet pupils' medical needs safely and effectively;
- staff understand their roles and responsibilities in supporting pupils with medical conditions;
- appropriate training is provided where required;
- effective partnerships are maintained with parents, healthcare professionals and external agencies.

Most pupils will experience a medical condition requiring support at some point during their school life. While many conditions are short-term, some pupils require ongoing medical support through an Individual Healthcare Plan (IHP). Where appropriate, these plans are developed in partnership with parents, healthcare professionals and the school to ensure that pupils receive appropriate care while maintaining full access to learning and wider school life.

The school recognises that there is no general legal duty requiring school staff to administer medicines. However, staff may do so voluntarily where appropriate training, support and written parental consent are in place. Where a member of staff has agreed to administer medication or provide medical support, the school will ensure they receive appropriate information, guidance and training to carry out these responsibilities safely and confidently.

The Headteacher is responsible for ensuring effective implementation of this policy, including maintaining appropriate systems for Individual Healthcare Plans, staff training, the safe storage and administration of medicines, and regular review of procedures. Governors provide strategic oversight and monitor the effectiveness of the school's arrangements to ensure they remain compliant with statutory guidance and responsive to the needs of pupils.

The school recognises that effective support for pupils with medical conditions relies upon strong collaboration between school staff, parents, healthcare professionals and other agencies. Through this partnership approach, Holy Trinity aims to create a safe, inclusive and supportive environment where every child is able to live life to the full, regardless of their medical needs.

2. Supporting Pupils with Medical Conditions and the Administration of Medicines

The school will make reasonable arrangements to support pupils with medical conditions so that they can participate fully in school life, remain healthy and achieve their full potential. Leaders recognise that effective support depends upon close partnership working between the school, parents, healthcare professionals and, where appropriate, the pupil.

Parents are responsible for informing the school of any medical condition that may affect their child's health, wellbeing or participation in school activities. They must provide the school with accurate and up-to-date information regarding their child's condition, prescribed medication and any changes to treatment. Where appropriate, parents should provide supporting advice from relevant healthcare professionals to enable the school to make suitable arrangements.

Where a pupil requires ongoing medical support, the school will work with parents and relevant health professionals to develop an Individual Healthcare Plan (IHP). This will clearly outline the pupil's medical needs, any medication required, emergency procedures, staff responsibilities and any reasonable adjustments necessary to enable the pupil to access education safely.

The administration of medicines within school is undertaken on a voluntary basis by appropriately trained members of staff. Medicines will only be administered where:

it would be detrimental to the pupil's health if the medicine were not administered during the school day;

- written parental consent has been provided;
- the medicine has been prescribed or agreed in accordance with this policy; and
- staff have received any necessary information, guidance or specialist training required to administer the medication safely.

Leaders ensure that appropriate records are maintained for all medicines administered in school. Individual Healthcare Plans, parental consent forms and medication records are stored securely within the school office and are accessible only to authorised members of staff who require the information to fulfil their duties.

3. The Role of Parents/Carers

Parents and carers have the primary responsibility for their child's health and should, wherever possible, administer medicines outside the school day. This may be achieved by arranging doses before and after school or, where appropriate, by attending school to administer medication themselves.

Where it is essential for medication to be administered during the school day, parents must:

- inform the school of their child's medical condition and any changes to treatment or medication;
- provide the medication directly to the school office in its original container;
- complete and sign the Parent Permission for Administration of Medication Form (Appendix 1);
- ensure that medicines are in date, clearly labelled and supplied with the prescriber's instructions where appropriate;
- collect any remaining short-term medication promptly once it is no longer required.

Children should not bring medication into school themselves unless this has been specifically agreed as part of an Individual Healthcare Plan (for example, asthma inhalers or adrenaline auto-injectors where appropriate).

The school relies upon parents to provide accurate and up-to-date information so that appropriate arrangements can be made to support their child's medical needs safely.

4. Prescription Medication

Where possible, prescription medicines should be administered at home. However, the school will administer prescribed medication during the school day where it would be detrimental to a pupil's health or their ability to access education if this did not take place.

Prescription medicines will only be accepted where they:

- are provided in the original pharmacy-labelled container;
- include the child's name and date of birth (where applicable);
- clearly state the prescribed dosage and administration instructions;
- are within their expiry date; and

- are accompanied by written parental consent using the school's medication consent form (Appendix 1).

The only exception to this is insulin, which may be supplied in an insulin pen or pump rather than its original dispensing container.

The school will not:

- administer medicines that have been removed from their original container;
- alter prescribed dosages on parental instruction;
- administer medicines without appropriate written consent; or
- accept medicines that are out of date or incorrectly labelled.

Prescribed medicines, unless required for immediate emergency use, will be stored securely within the school office in a locked medicines cabinet or refrigerator where appropriate.

Emergency medication, including asthma inhalers, adrenaline auto-injectors and other emergency medicines identified within an Individual Healthcare Plan, will be readily accessible at all times. Wherever possible, emergency medication will remain with the pupil or be stored in an agreed accessible location appropriate to the pupil's age and needs. Additional emergency medication, where provided, will be stored securely within the school office in accordance with the pupil's Individual Healthcare Plan.

The school will maintain accurate records of all medication administered, including the date, time, dosage, member of staff administering the medication and any relevant observations or concerns. in the School Office, in a box clearly labelled with the child's name and photograph.

5. Long Term Medical Needs

Some pupils have long-term medical conditions that require ongoing support to enable them to access education safely and participate fully in school life. Where appropriate, the school will work in partnership with parents, healthcare professionals and the pupil to develop an Individual Healthcare Plan (IHP).

Individual Healthcare Plans will be reviewed regularly and whenever a pupil's medical needs change. They will clearly set out:

- the pupil's medical condition and its impact on school life;
- daily support and any reasonable adjustments required;
- medication, dosage and administration arrangements;

- emergency procedures and contact information;
- the roles and responsibilities of staff;
- arrangements for educational visits and other off-site activities; and
- any training required to support the pupil safely.

Where specialist medical procedures or medication are required, staff will only undertake these responsibilities following appropriate training and with the agreement of the member of staff concerned. Leaders will ensure that training is refreshed as required and that appropriate records are maintained.

The school is committed to enabling pupils with long-term medical conditions to participate fully in all aspects of school life, including educational visits, enrichment activities and extra-curricular opportunities wherever it is safe and appropriate to do so.

6. Controlled Drugs

Controlled drugs will be managed in accordance with the Misuse of Drugs Act 1971 and associated guidance.

Where a pupil requires a controlled drug during the school day:

- written parental consent must be provided;
- only the minimum quantity required should be brought into school;
- all medication received and returned will be recorded;
- controlled drugs will be stored securely in a locked, non-portable cabinet with access restricted to authorised members of staff; and
- every administration will be recorded in the school's medication records.

Only members of staff who have received appropriate training and have agreed to undertake this responsibility will administer controlled drugs.

If a pupil refuses to take prescribed medication, staff will not force them to do so. Parents will be informed immediately and, where appropriate, emergency medical assistance will be sought. Any refusal will be recorded in the medication record.

Unused controlled drugs will be returned to parents for safe disposal or, where this is not possible, returned to the dispensing pharmacy. Medicines will never be disposed of in general waste.

7. Non-Prescription Medication

Where possible, non-prescription medicines should be administered at home. However, the school may administer non-prescription medication where:

- it is necessary to enable the pupil to remain in school;
- it would be detrimental to the pupil's health or wellbeing if the medication were not administered during the school day; and
- written parental consent has been provided.

Non-prescription medicines will only be accepted if they:

- are supplied in their original container with the manufacturer's dosage instructions;
- are clearly labelled with the pupil's name where appropriate;
- are within their expiry date; and
- are accompanied by a completed Parent Permission for Administration of Medication Form (Appendix 1).

The school will not administer aspirin or medicines containing aspirin to pupils under the age of 16 unless prescribed by a medical practitioner.

The dosage administered will never exceed the manufacturer's instructions or the prescriber's advice. All administration of non-prescription medicines will be recorded in the school's medication records.

8. Administering Medicines

Medicines will only be administered by members of staff who have received appropriate information, instruction and, where necessary, training. Staff will only administer medication when they are confident and competent to do so and have agreed to undertake this responsibility.

Where specialist medical procedures or medication are required (for example, adrenaline auto-injectors, buccal midazolam or insulin), staff will receive appropriate training from a suitably qualified healthcare professional before supporting the pupil. Refresher training will be provided where required or whenever a pupil's medical needs change.

The school will maintain an up-to-date record of staff who are trained to administer medicines and specialist medication. Leaders will ensure sufficient trained staff are available to meet the needs of pupils with Individual Healthcare Plans.

Before administering any medication, staff will:

- confirm the identity of the pupil;
- check the medication against the parental consent form and, where appropriate, the Individual Healthcare Plan;
- verify the correct medication, dosage, route of administration and expiry date; and
- administer the medication in accordance with the prescribed instructions.

All medication administered in school will be recorded promptly, including the date, time, dosage, member of staff administering the medication and any relevant observations or concerns.

9. Emergency Medication (Asthma and Anaphylaxis)

The school recognises that prompt access to emergency medication is essential in protecting the health and wellbeing of pupils with asthma and severe allergies.

Asthma

The school maintains an emergency salbutamol inhaler and compatible spacers in accordance with current Department for Education guidance. The emergency inhaler will only be used where:

- written parental consent has been obtained;
- the pupil has been diagnosed with asthma or prescribed a reliever inhaler; and
- the pupil's own inhaler is unavailable or unusable.

Emergency inhalers will be stored in an agreed accessible location and checked regularly to ensure they remain in date and fit for use.

Allergy and Anaphylaxis

Pupils at risk of anaphylaxis will have an Individual Healthcare Plan outlining:

- known allergens;
- signs and symptoms of an allergic reaction;
- emergency procedures;
- medication requirements; and
- staff responsibilities.

Adrenaline auto-injectors (AAs) will be stored in an agreed accessible location that enables rapid access in an emergency while maintaining appropriate security. Where appropriate, additional emergency medication will also be stored within the school.

Staff working with pupils at risk of anaphylaxis will receive appropriate training in recognising symptoms and administering adrenaline auto-injectors. Following any administration of an adrenaline auto-injector, emergency medical services (999) will always be called, parents will be informed immediately and the incident will be reviewed to identify any learning or further support required.

Leaders will continue to review allergy management arrangements in line with current Department for Education guidance and emerging best practice.

10. Self-Management of Medical Conditions

Where appropriate, pupils will be encouraged to develop increasing independence in managing their own medical conditions and medication, taking account of their age, maturity and individual needs.

Any arrangements for self-management will be agreed between the school, parents and relevant healthcare professionals and will be clearly documented within the pupil's Individual Healthcare Plan.

Where pupils are assessed as competent to carry and administer their own medication, appropriate arrangements will be put in place to ensure that:

- medication remains readily accessible whenever required;
- staff know which pupils are carrying medication;
- appropriate supervision and support are available if needed; and
- the safety of both the individual pupil and others is maintained.

Staff will encourage pupils to develop confidence and independence while ensuring that appropriate support remains available at all times.

11. Refusing medication

If a pupil refuses to take prescribed medication, staff will not force them to do so. The refusal will be recorded and parents/carers informed as soon as possible.

Where the refusal presents a risk to the pupil's health or results in a medical emergency, staff will follow the procedures outlined in the pupil's Individual Healthcare Plan, seek immediate medical assistance where necessary and contact parents without delay.

Leaders will review any incidents involving refused medication to ensure that appropriate support and risk management arrangements remain in place.

12. Offsite visits

The school is committed to ensuring that pupils with medical conditions are able to participate fully in educational visits, residential visits and enrichment activities wherever it is safe and appropriate to do so.

Prior to any visit, leaders will ensure that:

- relevant medical information and Individual Healthcare Plans are reviewed;
- suitable risk assessments are completed where required;
- appropriate medication accompanies the pupil throughout the visit;
- sufficient members of staff are trained to administer any necessary medication; and
- emergency procedures are understood by all accompanying staff.

Parents are responsible for providing all required medication in its original container together with any completed consent forms before the visit.

Pupils who are authorised to carry their own emergency medication, such as asthma inhalers or adrenaline auto-injectors, should continue to do so during educational visits unless alternative arrangements have been agreed within their Individual Healthcare Plan.

Where medication is required during residential visits, written parental consent must be obtained before departure and medicines will be administered and recorded in accordance with this policy.

13. Storage and Disposal of Medicines

The school will ensure that all medicines are stored safely, securely and in accordance with the manufacturer's instructions. Medicines requiring refrigeration will be stored appropriately, while all other medicines will be kept in a locked medicines cabinet with access restricted to authorised members of staff.

Emergency medication will remain readily accessible at all times in accordance with the pupil's Individual Healthcare Plan.

The School Office will undertake regular checks to ensure medicines remain in date and fit for use. Parents will be informed promptly when replacement medication is required.

Parents are responsible for collecting medicines that are no longer required or have reached their expiry date. Where medicines are not collected, the school will arrange for their safe disposal through a community pharmacy where appropriate.

Where pupils require injectable medication, appropriate sharps disposal arrangements will be agreed as part of the Individual Healthcare Plan. Approved sharps containers will be provided where necessary and disposed of safely in accordance with healthcare guidance.

14. Monitoring, Review and Quality Assurance

The Headteacher is responsible for ensuring this policy is implemented consistently across the school.

Leaders will monitor the effectiveness of the school's arrangements through:

- regular review of Individual Healthcare Plans;
- monitoring of medication records;
- evaluation of staff training needs;
- review of incidents involving medical conditions or medication;
- governor monitoring and challenge; and
- updates to reflect changes in statutory guidance and best practice.

This policy will be reviewed annually, or sooner where changes to legislation, statutory guidance or the needs of the school community require.

Appendix 1

Parent Permission for Administration of Medication and Record Form

Child Information

Child's Full Name: _____

Date of Birth: _____

Class/Group: _____

Medication Information

Name of Medication: _____

Dosage: _____

Route (e.g., oral, topical): _____

Time(s) to be Administered: _____

Start Date: _____

End Date: _____

Reason for Medication: _____

Possible Side Effects: _____

Storage Instructions

- ☐ Refrigeration required
- ☐ Store at room temperature
- ☐ Other: _____

Parent/Guardian Authorization

I hereby give permission for the staff at Holy Trinity CofE Primary School to administer the above medication to my child as prescribed. I understand that:

- The medication must be provided in its original container with the pharmacy label.
- I must notify the staff of any changes in the medication or dosage.
- I release the staff from liability for administering the medication as instructed.

Parent/Guardian Name (Print): _____

Signature: _____

Date: _____

Phone Number: _____

Emergency Contact Name & Number: _____

Appendix 2

Long Term Administration of Medication Continuation Sheet

Child Information

Child's Full Name: _____

Date of Birth: _____

Class/Group: _____

Medication Details

Name of Medication: _____

Dosage: _____

Route (e.g., oral, topical): _____

Time(s) to be Administered: _____

Start Date: _____

End Date: _____

Reason for Medication: _____

Possible Side Effects: _____

Medication Administration Record

Date	Time	Dosage Given	Administered By (Initials)	Comments

Appendix 3

Consent Form: Asthma Individual Health Care Plan

Child and Parent Details

Child's Full Name: _____

Date of Birth: _____

Class/Group: _____

Parent/Guardian Name: _____

Contact Number: _____

Emergency Contact Name & Number: _____

Asthma Triggers

Please list known asthma triggers (e.g., pollen, exercise, cold air):

Medication

Name of Medication: _____

Dosage: _____

Route (e.g., inhaler, oral): _____

Time(s) to be Administered: _____

Storage Instructions: _____

Emergency Procedures

Describe the steps to be taken in case of an asthma attack:

Consent

I hereby give permission for the staff at Holy Trinity CofE Primary School to administer the above medication to my child as prescribed and to follow the emergency procedures outlined above. I also consent to the staff contacting emergency services if necessary.

Parent/Guardian Signature: _____

Date: _____

Appendix 4

Consent Form: Allergies and Risk of Anaphylaxis Individual Health Care Plan

Child and Parent Details

Child's Full Name: _____

Date of Birth: _____

Class/Group: _____

Parent/Guardian Name: _____

Contact Number: _____

Emergency Contact Name & Number: _____

Known Allergens

Please list all known allergens (e.g., peanuts, dairy, insect stings):

Symptoms of Allergic Reaction

Please describe the typical symptoms your child experiences during an allergic reaction:

Medication

Please list any medication prescribed for your child (e.g., antihistamines, adrenaline auto-injectors):

Medication Name: _____ Dosage: _____

Route (e.g., oral, injection): _____

Storage Instructions: _____

Emergency Procedures

Please describe the emergency procedures to be followed in case of an allergic reaction:

Consent

I hereby give consent for the staff at Holy Trinity CofE Primary School to administer the above medication to my child as prescribed. I also authorize staff to contact emergency services and act in the best interest of my child in the event of a severe allergic reaction. I understand that the medication must be provided in its original container with a pharmacy label and that I must notify the staff of any changes.

Parent/Guardian Signature: _____ Date: _____

Appendix 5

Example Consent Form for Residential Visit

1. Child and Parent Details

Child's Full Name: _____

Date of Birth: _____

Class/Group: _____

Parent/Guardian Name: _____

Relationship to Child: _____

2. Visit Information (to be completed by school)

Destination/Location: _____

Dates of Visit: From _____ To _____

Purpose of Visit: _____

Planned Activities: _____

3. Medical and Dietary Needs

Does your child have any medical conditions?

☐ No ☐ Yes (please specify): _____

Is your child currently taking any medication?

☐ No ☐ Yes (please specify): : _____

Does your child have any allergies or dietary requirements?

☐ No ☐ Yes (please specify):: _____

4. Emergency Contact Details

Primary Emergency Contact Name: _____

Relationship to Child: _____

Phone Number: _____

Alternative Emergency Contact Name: _____

Relationship to Child: _____

Phone Number: _____

5. Parental Consent

I give permission for my child to participate in the above residential visit. I understand that the staff will take all reasonable care of my child during the visit. In the event of an emergency, I consent to any necessary medical treatment being given by qualified personnel.

Parent/Guardian Signature: _____

Date: _____