



Medication and Supporting Pupils at School with Medical Conditions Policy

Version 2

Approved by	Governing Body	Date: March 2026
Last Reviewed	January 2026	
New Review due by	January 2028	

Document History:

Date	Amendment
Dec 25	Inclusion of Homely Remedies and emergency pain relief medication held in school Updates to the appendices

Introduction

The Governors and staff of Our Lady of Lourdes RC Primary school wish to ensure that pupils with medication needs receive appropriate care and support at school.

The school aims to ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

These guidelines have been drawn up with reference to the document, 'Supporting pupils at school with medical conditions' published by the DfE/Department of Health in December 2015.¹

For children, who have Special Educational Needs, but do not take medication, refer to the SEN policy which brings together their health and social care needs with either an EHCP or Provision Map.

Roles and Responsibilities

The school works in partnership with all interested and relevant parties including the school's governing body, all school staff, parents, community healthcare professionals and pupils to ensure the policy is planned, implemented and maintained successfully.

The following roles and responsibilities are used for the medical conditions policy at this school. These roles are understood and communicated regularly.

Governors

Under Section 100 of the Children's and Families Act 2014² the Governors **must** ensure that:

- arrangements are in place for supporting pupils at school with medical conditions.
- the arrangements in place are sufficient to meet their statutory responsibilities and all policies, plans, procedures and systems are properly and effectively implemented.

Headteacher

The school's headteacher has a responsibility to:

- Ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks.
- Ensure the policy is put into action, with good communication of the policy to all.
- Ensure every aspect of the policy is maintained.
- Ensure pupil confidentiality.
- Assess the training and development needs of staff and arrange for them to be met.
- Ensure all relevant staff are made aware of pupils' medical conditions.
- Ensure all supply teachers and new staff are made aware of the medical conditions policy and relevant pupils' medical conditions.
- Update the policy at least once a year according to review recommendations and recent local and national guidance and legislation.
- Ensure risk assessments are in place for school trips, residential trips and other school activities outside of the normal timetable.
- Ensure all Healthcare plans are monitored annually (or when the child's conditions changes).

¹ [*Supporting pupils at school with medical conditions \(DfE December 2015\)*](#)

² [*Children and Families Act 2014 Section 100*](#)

All school staff

All staff have a responsibility to:

- Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency.
- Understand the school's medical conditions policy.
- Know which pupils in their care have a medical condition and be familiar with the content of the pupil's Healthcare or Internal Care Plan.
- Allow all pupils to have immediate access to their emergency medication.
- Maintain effective communication with parents, including informing them if their child has been unwell at school.
- Be aware of pupils with medical conditions who may be experiencing bullying or need extra social support.
- Understand the common medical conditions and the impact it can have on pupils (pupils should not be forced to take part in any activity if they feel unwell).
- Ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in.
- Ensure pupils have the appropriate medication or food with them during any exercise and are allowed to take it when needed.
- Use opportunities such as PSHE and other areas of the curriculum to raise pupil awareness about medical conditions.
- Staff members are not required to administer medication in school; they must volunteer to do so.

First aider

First aiders have a responsibility to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards with the school.
- When necessary ensure that an ambulance or other professional medical help is called.

Pupils

The pupils at this school have a responsibility to:

- Treat other pupils with and without a medical condition equally.
- Tell their parents, teacher or nearest staff member when they are not feeling well.
- Let a member of staff know if another pupil is feeling unwell.
- Treat all medication with respect.
- Know how to gain access to their medication in an emergency.
- If mature and old enough, know how to take their own medication and to take it when they need it (by going to the School Office).
- Ensure a member of staff is called in an emergency situation.

Parents/Carers

The parents/carers of a child at this school have a responsibility to:

- Tell the school if their child has a medical condition.
- If the child has special dietary needs, written confirmation is required from a Healthcare professional.
- Ensure the school has a complete and up-to-date Health Care Plan for their child where applicable.

- Inform the school about the medication their child requires during school hours where applicable.
- Inform the school of any medication their child requires while taking part in visits, outings or field trips and other out-of-school activities.
- Tell the school about any changes to their child's medication, what they take, when, and how much.
- Inform the school of any changes to their child's condition.
- Ensure their child's medication and medical devices are labelled with their child's full name.
- Ensure that their child's medication is within expiry dates.
- Keep their child at home if they are not well enough to attend school.
- Ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional.
- If necessary children would have a written care/self-management plan from their doctor or specialist healthcare professional to help their child manage their condition.

Healthcare Plan

For each pupil with long-term or complex medical condition a Health Care Plan is drawn up by the parents and school, in conjunction with the appropriate health professionals.

Healthcare Plans are used to inform the appropriate staff (including supply teachers and support staff) of pupils in their care who may need emergency help (Appendix i) and includes:

- Information about the pupil's condition.
- Any medication name, dosage and timing.
- Particular procedures, dietary needs, precautions.
- What constitutes an emergency for the pupil.
- What to do in an emergency.
- Who to contact in an emergency.

Where there is particular concern about the ability of school to meet particular health care needs, or where expectations go beyond what school considers reasonable, the Headteacher will seek advice from relevant professionals which may include the school nurse and the pupil's GP.

It is the parent's responsibility to inform school of any changes that need to be included in their child's Health Care Plan.

Healthcare Plans are reviewed annually.

Internal Care Plans

Internal Care Plans are drawn up for pupils with medical conditions which are unlikely to result in an emergency, but staff need to be aware of.

Internal Care Plans are developed by the school, in conjunction with parents but not necessarily with health professionals.

It is the parent's responsibility to inform school of any changes that need to be included in their child's Internal Care Plan.

Internal Care Plans are reviewed annually.

Storage and access to Care Plans

Parents are provided with a copy of the pupil's current agreed Health Care Plan.

Healthcare and Internal Care Plans are kept in a cupboard in the School Office and, if necessary, in emergency medication boxes, accessible only by members of staff.

Apart from the central copy, all staff are able to access copies of pupils' Healthcare or Internal Care Plans from the files kept in each classroom.

When a member of staff is new to a pupil group, for example due to staff absence, they are made aware of (and have access to) the Healthcare or Internal Care Plans of pupils in their care.

Permission from the pupil and parents is sought before sharing any medical information with any other party.

Staff

Staff who volunteer to assist in the administration of medication receive appropriate training/guidance through arrangements made with the School Health Service (e.g. anaphylaxis, asthma and epilepsy training).

The school keeps a register of staff who have had the relevant training. All staff attending receive a certificate confirming the type of training they have had. A log of medical condition training is kept by the school and reviewed every 12 months to ensure any new staff receive training.

For medication where no specific training is necessary, (antibiotics, eye drops etc.) any member of staff may administer prescribed and non-prescribed medication to pupils under the age of 16, but only with a Medication Consent Form, completed by the pupil's parent.

All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication unless they have been specifically contracted to do so.

Staff understand their duty of care to pupils in the event of an emergency. In an emergency situation school staff are required under common law duty of care to act like any reasonably prudent parent. This may include administering medication.

Generally, staff should not take pupils to hospital in their own car. If this cannot be avoided the Headteacher will make the decision and if a pupil needs to be taken to hospital, two members of staff will always accompany them and will stay with them until a parent arrives. School tries to ensure that one staff member will be one the pupil knows.

If a pupil needs to be taken to hospital in an ambulance one member of staff will accompany them and stay with them until a parent arrives.

School staff bear in mind the issue of confidentiality for the pupil, when sharing medical information. Under the UN Convention on the Rights of the Child 1989³, children have a right to participate in decisions about their lives, and the pupil (if s/he has the capacity) should be consulted, as well as the parents, to agree who should have access to medical records and information about the pupil. Parents

³ [UN Convention on the Rights of the Child 1989](#)

should be informed that if information is withheld from relevant school staff, they cannot be responsible if they act incorrectly in good faith.

Administration – Prescribed Medication

Parents are asked if their child has any health conditions or health issues on the medical questionnaire, which is filled out when starting in Nursery/Reception. Parents of new pupils starting at other times during the year are also asked to provide this information. (Appendix ii)

It is the parent's responsibility to ensure new and in date medication comes into school on the first day of the new academic year.

Parents are responsible for providing the school with comprehensive information regarding the pupil's condition and medication.

Each item of medication must be delivered to School Office, in normal circumstances by the parent/carer, **in a secure and labelled container as originally dispensed**. Each item of medication must be clearly labelled with the following information:

- Pupil's Name
- Name of medication
- Dosage
- Frequency of administration
- Date of dispensing
- Storage requirements (if important)
- Expiry date

The school will not accept items of medication in unlabelled containers.

Prescribed medication will not be accepted in school without a completed Medication Consent Form signed by a parent. These are available from School Office. (Appendices iii and iv)

Where it is appropriate to do so, pupils will be encouraged to administer their own medication, however this is always under staff supervision. If required, medication can be administered by a member of staff, and witnessed by a second member of staff.

Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).

The school will not make changes to dosages on parental instructions.

If a pupil refuses to take medicines, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.

Medicines will never be given to another pupil for whom they have not been prescribed.

Administration - Homely Remedies in School

A homely remedy is a product that can be obtained without prescription, for the immediate relief of a minor ailment. A minor ailment is an illness or condition that is not chronic or serious. For these purposes a minor ailment includes allergies, toothache, headache, period pain, bites and stings, cold and flu like symptoms, dry skin, coughs and minor eye conditions.

All homely remedies are stored in a locked cupboard which are clearly labelled. Parents must give written permission before any homely medicine is administered, and this permission will remain in place (Appendix v). Only the ailments specified on the permission form from parents may be treated and they may only be treated using the specified products and doses.

Home remedies must be supplied by the parent and must be unopened when supplied to school. Once medication has been administered a message will be sent advising what has been administered, why and the dosage.

Homely remedies and the ailments they treat:

- Antihistamine – allergies, hay fever, bites and stings
- Paracetamol – toothache, headache, period pain, cold and flu symptoms, sore throats
- E45 or equivalent – dry skin
- Eye drops for minor eye conditions
- Linctus – coughs

Administration – Emergency Pain Relief held in school

On occasion parents/carers may be called from the school office to request verbal permission to administer emergency pain relief to their child should they show signs of a raised temperature; headache; ear pain, toothache etc. Dosage will be given as stated on the instructions and a text to confirm the administration will be sent to the parent/carer.

Administration – Emergency Medication

All pupils with medical conditions have easy access to their emergency medication.

Pupils know where their emergency medication is stored and how to access it.

Storage of Medication

Medication is clearly labelled and kept in the first aid cabinets in the School Office, out of the reach of pupils. In the case of children with epi-pens, a second EpiPen is kept in a clearly labelled box in the pupil's classroom. All staff, including support staff and SMSAs, are made aware of the location of all medications.

The school is responsible for the correct storage of medication. All refrigerated medication is clearly labelled and stored in a fridge in the staffroom, which is inaccessible to unsupervised pupils.

Emergency medication is readily available to pupils who require it at all times during the school day or at off-site activities.

Record Keeping

Administration of medicine is recorded and these records are available to parents. These records state what, how and dosage was administered, when and by whom. Any side effects of the medication should be noted.

Disposal

School staff will not dispose of medicines. Date expired medicines or those no longer required for treatment will be returned immediately to the parent for transfer to a pharmacist for safe disposal.

At the end of each school term the school will check the expiry dates for all medication stored at school.

Any medication that is out of date or nearing expiry will be sent home at the end of the school year. All in-date medication will be stored over the summer in the locked First Aid cabinets.

Spacers will be washed at the end of each term. Children who use their inhaler on a more frequent basis will have their spacer washed at the end of each half-term.

Trips

The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a pupil on a school trip if appropriate supervision cannot be guaranteed.

All staff attending off-site visits are aware of any pupils with medical conditions on the visit. They receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed.

If a sharps box is needed on an off-site or residential visit, a named member of staff is responsible for its safe storage and return to a local pharmacy or to school or the pupil's parent.

Residential visits

Risk assessments are carried out by the school prior to any out-of-school visit and medical conditions are considered during this process. Factors considered include: how all pupils will be able to access the activities proposed, how routine and emergency medication will be stored and administered, and where help can be obtained in an emergency.

Unacceptable practice

Although school staff should use their discretion and judge each case on its merits with reference to the child's individual healthcare plan, it is not generally acceptable practice to:

- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- assume that every child with the same condition requires the same treatment;
- ignore the views of the child or their parents; or ignore medical evidence or opinion (although this may be challenged);
- send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
- if the child becomes ill, send them to the school office unaccompanied or with someone unsuitable;
- penalise children for their attendance record if their absences are related to their medical condition, e.g. hospital appointments;
- prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;
- require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs; or
- prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany the child.

Liability and indemnity

Insurance is arranged via the Diocese of Salford.

Complaints

In the event Parents/Carers or pupils are dissatisfied with the support provided they should raise their concerns directly with the school. If, for whatever reason, this does not resolve the issue, they may make a formal complaint as outlined in the school's Complaints policy.

SCHOOL HEALTH CARE PLAN FOR ALLERGIC REACTIONS
including ANAPHYLAXIS

Date completed:

Insert photo here

Name of child:

Address:

Date of Birth:

Allergy to:

Other Conditions:

Emergency Contacts (list by priority and include relationship):

1 Contact 999 or 112

2 Parent name and details

3 Parent name and details or other contact

Designated school contact: Mrs Linda Chadwick, Headteacher, 01204 333181

Name / Address / Contact details of

Consultant:

GP:

School Nurse: Public Health Nursing 01204 462325

Parent's description of previous triggers, signs and symptoms:

Medication in the emergency kit, dosages and instructions for medication:

(administer in which order? antihistamine 1st then EpiPen or EpiPen straightaway)

1

2

3

This care plan must be stored with the emergency kit in an easily accessible place and should not be kept in a locked cupboard. All staff should know where to locate this care plan and the emergency kit.

Signed..... Date.....

Reviewed.

Section 3 – Additional Medical Information

CONFIDENTIAL: To be completed by the parent or legal guardian of the child. Please complete and return even if there are no issues to be raised.

Please give details of the following. By professionally diagnosed and professionally prescribed, we mean that the child has been seen by a doctor, medical professional (such as a nurse) or another specialist.

Full name of child this information relates to:	
Any professionally diagnosed allergies/anaphylaxis or sensitivities to food, medication, animals or to insect stings:	
☐ Please tick box if there are NO issues to report.	
Any professionally diagnosed chronic or recurring medical conditions needing regular or occasional medication or treatment:	
☐ Asthma ☐ Diabetes ☐ Eczema ☐ Epilepsy ☐ Other:	
☐ Please tick box if there are NO issues to report.	
Any professionally prescribed medication taken regularly:	
☐ Please tick box if there are NO issues to report.	
Any other professionally diagnosed conditions that might affect your child in his or her everyday school life:	
☐ Visual impairment ☐ Hearing impairment ☐ Physical impairment ☐ ADHD ☐ Autism (all forms)	
☐ Other:	
☐ Please tick box if there are NO issues to report.	
Does your child wear glasses? YES / NO	
If YES (Please give further information):	
Other than your GP (detailed previously) please give the name and contact details of any other medical professional your child is seeing regularly:	
Any other relevant medical information you feel school should be informed about:	

*** It is the parents/carers responsibility to ensure all medical information is kept up to date with school and any changes to this information that school is notified as soon as possible. ***



Record of PERMANENT medicine administered to an individual child

It is the responsibility of the parent/carer to ensure that all medicines held in school are in date.

Name of school/setting	Our Lady of Lourdes RC Primary School, Farnworth, BL4 0BP
Name of child / Year group	
Name / Strength / Form of medicine (tablet, spray, medicine etc)	
Quantity received (100ml / 28 tab etc)	
Dose and frequency of medicine in words (millilitres not ml)	
Route (oral, eyes, nose, ears etc)	
Expiry Date	
Quantity returned	

Staff Signature _____

Signature of parent _____

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

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

CONFIRMATION AGREEMENT TO ADMINISTER TEMPORARY MEDICATION

I agree that my child will receive prescribed medication as requested below.

Medication: Dosage:.....

Frequency of Administration:.....

Dosage Route:.....Storage Requirements:.....

Date of Dispensing:.....Expiry Date:.....

Start Date:..... End Date:.....

Signed: Date:

Date				
Time Given				
Dose Given				
Administered By				
Signed				

Date				
Time Given				
Dose Given				
Administered By				
Signed				

Date				
Time Given				
Dose Given				
Administered By				
Signed				

Administration of Homely Remedies in School

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- Eye drops for minor eye conditions
- Linctus – coughs

Name of child

Date of birth

Class

Minor Ailment for treatment

Name of medicine

Expiry date

Dosage and method

Special instructions

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.

Signed: _____

Date _____