Altrincham
CE Aided Primary School

‘Grow Strong and Bear Fruit’

Date Ratified	May 2026
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Policy Ratified by	Curriculum & Standards Committee

Administering Medication Policy

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Statement of intent

Altrincham CE Primary School will ensure that pupils with medical conditions receive appropriate care and support at school, in order for them to have full access to education and remain healthy.

This policy has been developed in line with the DfE's guidance: 'Supporting pupils at school with medical conditions'.

The school is committed to ensuring that parents/carers feel confident that we will provide effective support for their child's medical condition, and make the pupil feel safe whilst at school.

1. Legal framework

1.1. This policy has due regard to statutory legislation and guidance including, but not limited to, the following:

- Children and Families Act 2014
- DfE 'Supporting pupils at school with medical conditions' 2015

2. Definitions

2.1. Altrincham CE Primary School defines "medication" as any prescribed or over the counter medicine.

2.2. Altrincham CE Primary School defines "prescription medication" as any drug or device prescribed by a doctor.

2.3. Altrincham CE Primary School defines a "staff member" as any member of staff employed at the school, including teachers.

2.4. For the purpose of this policy, "medication" will be used to describe all types of medicine.

3. Key roles and responsibilities

3.1. The governing body has overall responsibility for the implementation of the Administering Medication Policy and procedures of Altrincham CE Primary School.

3.2. The governing body has overall responsibility of ensuring that the Administering Medication Policy, as written, does not discriminate on any grounds, including but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.

3.3. The governing body is responsible for handling complaints regarding this policy, as outlined in the school's Complaints Policy.

3.4. The governing body is responsible for ensuring the correct level of insurance is in place for the administration of medication.

3.5. The governing body is responsible for ensuring that members of staff who provide support to pupils with medical conditions are suitably trained and have access to information needed.

3.6. The governing body is responsible for ensuring that relevant health and social care professionals are consulted in order to guarantee that the needs of pupils with medical conditions are properly supported.

3.7. The governing body will manage any complaints or concerns regarding the support provided or administration of medicine using the school's Complaints Procedure Policy.

3.8. The Head Teacher is responsible for the day-to-day implementation and management of the Administering Medication Policy and relevant procedures of Altrincham CE Primary School.

3.9. The Head Teacher is responsible for ensuring that appropriate training is undertaken by staff members administering medication.

3.10. The Head Teacher is responsible for ensuring that staff members understand the local emergency services' cover arrangements and that the correct information is provided for the navigation system.

3.11. Staff, including teachers, support staff and volunteers, are responsible for following the policy and for ensuring pupils do so also.

3.12. Staff, including teachers, support staff and volunteers, are responsible for implementing the agreed policy fairly and consistently.

3.13. If a pupil is sent to hospital, at least one member of staff will accompany the pupil until their parent/carer has arrived.

3.14. Parents/carers are expected to keep the school informed about any changes to their child/children's health.

3.15. Parents/carers are expected to complete a medication administration form (appendix A) prior to bringing medication into school.

3.16. Parents/carers are expected to discuss medications with their child/children prior to requesting that a staff member administers the medication.

3.17. The Head Teacher and the school nursing team are responsible for ensuring that all necessary risk assessments are carried out regarding the administration of medication, including for school trips and external activities.

3.18. In the case of staff absence, the Head Teacher is responsible for organising another appropriately trained individual to take over the role of administering medication.

3.19. It is staff members' responsibility to understand what action to take in general terms during a possible medical emergency, such as raising the alarm with other members of staff and/or phoning for emergency services.

4. Training of staff

4.1. Teachers and support staff will receive training on the Administering Medication Policy as part of their new starter induction.

4.2. Teachers and support staff will receive regular and ongoing training as part of their development.

4.3. The Head Teacher will ensure that a sufficient number of staff are suitably trained in administering medication.

4.4. All relevant staff will be made aware of a pupil's medical condition.

4.5. The Head Teacher will ensure that supply teachers are appropriately briefed regarding pupils' medical conditions.

4.6. A first aid certificate does not constitute appropriate training in supporting children with medical conditions.

4.7. The Head Teacher will provide staff members with opportunities and details of CPD.

4.8. Altrincham CE Primary School will provide whole-school awareness training so that all staff are aware of the Administering Medication Policy and understand their role in implementing the policy.

5. Medication

5.1. Prior to staff members administering any medication, the parents/carers of the pupil must complete and sign a medication administration form (appendix A).

5.2. No pupil under the age of 16 will be given medicines without written parental consent. However, on occasion we will accept verbal permission by telephone. Later, a form would be sent to confirm verbal consent had been given.

5.3. The school will only store Antihistamine, Paracetamol, and Ibuprofen, which will be administered only with prior parental consent and strictly in emergency situations. All medication given must be accurately recorded on MediTracker.

5.4. We store aspirin in school, in a locked container, as a first line of defence against an adult cardiac event. Under no circumstance will a pupil under the age of 16 be given aspirin unless there is evidence that it has been prescribed by a doctor.

5.5. Medicines must be in date, labelled, and provided in the original container with dosage instructions. Medicines which do not meet these criteria will not be administered, with the exception of insulin which is acceptable to use if it is in date but in a different container, such as an insulin pen.

5.6. Before administering medicine, maximum dosages and when the previous dose was taken will be checked.

5.7. A maximum of four weeks' supply of medication may be provided to the school.

5.8. When medicines are no longer required, they will be returned to the parents/carers of the pupil.

5.9. Needles and sharp objects will always be disposed of in a safe way, such as using 'sharp boxes'.

5.10. Medications will only be administered at school if it would be detrimental to the child not to do so.

5.11. Medications will be stored securely in the medical room.

5.12. In the event of a school trip or activity which involves leaving the school premises, medicines and devices, such as EpiPen's, insulin pens and asthma inhalers, will be readily available to staff and pupils.

5.13. Only suitably qualified staff will administer a controlled drug.

5.14. Staff members have the right to refuse to administer medication. If a class teacher does refuse, the Head Teacher will delegate the responsibility to another staff member.

5.15. Any medications left over at the end of the course will be returned to the pupil's parent/carer.

5.16. Written records will be kept for any medication administered to pupils.

5.17. Pupils will never be prevented from accessing their medication.

5.18. Where appropriate, pupils will be encouraged to take their own medication under the supervision of a teacher.

- Parents/carers will be consulted before a pupil is given approval to be responsible for their own medication.
- These arrangements will be reflected in their individual healthcare plan (IHCP).

5.19. If a pupil refuses to take their medication, staff will not force them to do so, but will follow the procedure agreed upon in their IHCP and parents/carers will be informed so that alternative options can be considered.

5.20. Altrincham CE Primary School cannot be held responsible for side effects which occur when medication is taken correctly.

5.21. Where a pupil's medical condition is unclear, or where there is a difference of opinion, judgements about what support to provide will be based on the available evidence, including a consultation with parents/carers.

6. Individual healthcare plans

6.1. For chronic or long-term conditions and disabilities, an IHCP will be developed in liaison with the pupil, parents/carers, headteacher, special educational needs coordinator (SENCO) and medical professionals.

6.2. When deciding what information should be recorded on a IHCP (see appendix B), the governing body will consider the following:

- The medical condition, as well as its triggers, signs, symptoms and treatments
- The pupil's resulting needs, such as medication (the correct dosage and possible side effects), equipment and dietary requirements
- The specific support needed for the pupil's educational, social and emotional needs
- The level of support that is needed and whether the pupil will be able to take responsibility for their own health needs
- The type of provision and training that is required, including whether staff can be expected to fulfil the support necessary as part of their role
- Which staff members need to be aware of the pupil's condition
- Arrangements for receiving parental consent to administer medication
- Separate arrangements which may be required for school trips and external activities
- Which staff member can fulfil the role of being a designated, entrusted individual where confidentiality issues are raised
- What to do in an emergency, including whom to contact and contingency arrangements
- What is defined as an emergency, including the signs and symptoms that staff members should look out for

6.3. The governing body will ensure that IHCPs are reviewed at least annually. IHCPs will be routinely monitored throughout the year by SENDCO.

7. Monitor and review

7.1. This policy is reviewed aat least every two years by the governing body and the Head Teacher.

7.2. Records of medication, which have been administered on school grounds, will be monitored and the information will be used to improve school procedures.

7.3. Staff members who are trained to administer medication will routinely recommend any improvements to the procedure.

7.4. Altrincham CE Primary School will seek advice from any relevant healthcare professionals as deemed necessary.

Appendix A- Parental Agreement Form

Altrincham C of E Aided Primary School

Permission and Instructions for administration of medicines

Please note that **all sections must be completed** before medicines can be administered by school staff. (If any box is not applicable, please write N/A)

Medicines must be in the original container, and clearly labelled with the child's name.

Name of child	
Date of birth	
Class/Year	
Medical condition or illness	
Start date of permission	
End date of permission **or** ongoing	
Name of medicine, as described on container	
Date dispensed	
Expiry date	
Dosage and method	
Time/s medicine to be administered	
Special precautions/other instructions	
Are there any side effects that the school needs to know about?	
Self-administration?	
Procedures to be taken in an emergency	
Name of person giving permission	
Relationship to child	
Daytime telephone number	
Address	

The above information is, to the best of my knowledge, accurate at the time of writing.

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.

Signature _____ Date _____

Appendix B – Individual Healthcare Plan Template

Altrincham CE Primary School Individual Healthcare Plan

Pupil's name:

Address:

Date of birth:

Class teacher:

Medical condition:

_____

_____

_____

Date plan drawn up: __/__/__

Review date: __/__/__

CONTACT INFORMATION

Family contact 1

Name:

Phone number:

(work):

(home):

(mobile):

Relationship:

Family contact 2

Name:

Phone number:

(work):

(home):

(mobile):

Relationship:

GP

Name:

Address:

Phone No:

<u>Clinic/hospital contact</u>

Name:

Phone number:

Describe medical condition and give details of pupil's individual symptoms:

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

Describe what constitutes an emergency for the pupil, and the action to be taken if an emergency occurs:

Follow up care:

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

Signed	Date
Parent/carer	
Pupil (where appropriate)	
Headteacher	
SENCO	
GP	

APPENDIX C – Inhaler Permission Form

Altrincham C of E Aided Primary School

Permission and Instructions for Administration of an Asthma Inhaler

Please note that **all sections must be completed** before medicines can be administered by school staff. (If any box is not applicable, please write N/A)

Medicines must be in the original container, and clearly labelled with the child's name.

Name of child	
Date of birth	
Class/Year	
Name of Parent/carer giving permission	
Relationship to child	
Parent/carer's telephone number/s	
Name of reliever medication, as described on container	
Expiry date	
Dosage	
Does the child use a spacer?	Yes/No
Time/s medicine to be administered	
Special precautions/other instructions	
Are there any side effects that the school needs to know about?	
Self-administration?	Yes/No
Procedures to be taken in an emergency	
The school holds a spare reliever inhaler, for use **in emergencies**, eg child's own inhaler unavailable/not working. Do you give permission for your child to use this, if necessary?	Yes/No
What signs can indicate that your child is having an asthma attack?	
What are your child's triggers (things that make their asthma worse?	☐ Pollen ☐ Exercise ☐ Cold/flu ☐ Stress ☐ Weather ☐ Air pollution ☐ Other – please list:

The above information is, to the best of my knowledge, accurate at the time of writing.

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 will ensure that school is supplied with an in date inhaler.

Signature _____ Date _____

Appendix D – Asthma Card

School Asthma Card

To be filled in by the parent/carer

Child's name

Date of birth D D M M Y Y

Address

Parent/carer's name

Telephone – home

Telephone – mobile

Email

Doctor/nurse's name

Doctor/nurse's telephone

This card is for your child's school. **Review the card at least once a year and remember to update or exchange it for a new one if your child's treatment changes during the year.** Medicines and spacers should be clearly labelled with your child's name and kept in agreement with the school's policy.

Reliever treatment when needed

For shortness of breath, sudden tightness in the chest, wheeze or cough, help or allow my child to take the medicines below. After treatment and as soon as they feel better they can return to normal activity.

Medicine	Parent/carer's signature

If the school holds a central reliever inhaler and spacer for use in emergencies, I give permission for my child to use this.

Parent/carer's signature Date

D D M M Y Y

Expiry dates of medicines

Medicine	Expiry	Date checked	Parent/carer's signature

Parent/carer's signature Date

D D M M Y Y

What signs can indicate that your child is having an asthma attack?

Does your child tell you when he/she needs medicine?

☐ Yes ☐ No

Does your child need help taking his/her asthma medicines?

☐ Yes ☐ No

What are your child's triggers (things that make their asthma worse)?

☐ Pollen ☐ Stress

☐ Exercise ☐ Weather

☐ Cold/flu ☐ Air pollution

If other please list

Does your child need to take any other asthma medicines while in the school's care?

☐ Yes ☐ No

If yes please describe below

Medicine	How much and when taken

Dates card checked

Date	Name	Job title	Signature / Stamp

To be completed by the GP practice

What to do if a child is having an asthma attack

1. Help them sit up straight and keep calm.
2. Help them take one puff of their reliever inhaler (usually blue) every 30-60 seconds, up to a maximum of 10 puffs.
3. **Call 999 for an ambulance if:**
   - their symptoms get worse while they're using their inhaler – this could be a cough, breathlessness, wheeze, tight chest or sometimes a child will say they have a 'tummy ache'
   - they don't feel better after 10 puffs
   - you're worried at any time.
4. You can repeat step 2 if the ambulance is taking longer than 15 minutes.

Health & care information you can trust

asthma UK

Any asthma questions?
Call our friendly helpline nurses
0300 222 5800
(9am – 5pm; Mon – Fri)
www.asthma.org.uk

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