



## Gateway Primary School Policy Cover Sheet

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|------------------------------------------------|---------------------------------------------------------------------------------------|
| <b>Policy Name:</b>                            | <b>Administering Medicines</b>                                                        |
| <b>Adopted at / by:</b>                        | <b>FGB</b>                                                                            |
| <b>Signed on behalf of the Governing Board</b> |   |
| <b>Name:</b>                                   | <b>Kevin Moyes</b>                                                                    |
| <b>Date:</b>                                   | <b>September 2026</b>                                                                 |
| <b>Signed on behalf of Headteacher:</b>        |  |
| <b>Name:</b>                                   | <b>Kayleigh Anstee</b>                                                                |
| <b>Date:</b>                                   | <b>September 2026</b>                                                                 |
| <b>Review period:</b>                          | <b>1 year</b>                                                                         |
| <b>Date of next Review</b>                     | <b>September 2027</b>                                                                 |

## Gateway Primary School

### Supporting Pupils with Medical Needs and the Administration of Medicines Policy

#### 1. Introduction

Gateway Primary School is committed to ensuring that pupils with medical conditions are supported to access school safely, consistently and inclusively.

This policy sets out the school's arrangements for supporting pupils with medical needs and for the safe administration and management of medicines during the school day and when pupils are participating in school activities, including educational visits and trips.

The school recognises that pupils may have short-term or long-term medical conditions, some of which may require medication, adjustments to the school day, additional supervision or specific emergency procedures.

The school will work in partnership with pupils, parents/carers, healthcare professionals and other relevant agencies to ensure that appropriate arrangements are in place.

This policy should be read alongside the school's other relevant policies and procedures, including:

- Supporting Pupils with Medical Conditions documentation and Individual Healthcare Plans (IHPs);
- Allergy Safety Policy;
- First Aid Policy;
- Health and Safety Policy;
- Critical Incident and Emergency Management Plan;
- Safeguarding and Child Protection Policy;
- Educational Visits Policy;
- SEND Policy;
- Attendance Policy.

#### Allergy Safety

Gateway Primary School has a separate **Allergy Safety Policy**, which provides the school's detailed arrangements for identifying, assessing and managing allergies and the risk of anaphylaxis.

This policy does not duplicate the school's allergy safety arrangements. Where a pupil has an allergy, this policy should be read alongside the Allergy Safety Policy and the pupil's Individual Healthcare Plan.

The school's Allergy Safety Policy is maintained and reviewed separately in accordance with the statutory requirements applying to allergy safety.

#### 2. Legislative and Guidance Framework

This policy has regard to the statutory duties and guidance applying to schools in England, including:

- Children and Families Act 2014, including Section 100 concerning support for pupils with medical conditions;

- Children's Wellbeing and Schools Act 2026, including statutory requirements relating to allergy safety;
- Equality Act 2010;
- Special Educational Needs and Disability Code of Practice: 0 to 25 years;
- Department for Education statutory guidance *Supporting pupils with medical conditions at school*;
- Department for Education statutory guidance *Allergy safety in schools*;
- relevant Department for Education guidance relating to school food and special dietary requirements;
- relevant health and safety, safeguarding and first-aid requirements.

The school will have regard to current statutory guidance and will update this policy when relevant legislation or guidance changes.

### **3. Aims**

The aims of this policy are to:

- ensure pupils with medical conditions are supported appropriately and safely;
- enable pupils with medical conditions to participate as fully as possible in school life;
- minimise the impact of medical conditions on learning, attendance and wellbeing;
- ensure medicines are administered safely and appropriately;
- ensure staff understand their responsibilities when supporting pupils with medical needs;
- provide clear arrangements for emergency situations;
- ensure appropriate Individual Healthcare Plans are developed where required;
- ensure appropriate arrangements are in place for educational visits and activities outside school;
- work positively and collaboratively with parents/carers and healthcare professionals;
- ensure reasonable adjustments are considered where required;
- ensure medical information is handled sensitively and confidentially;
- ensure arrangements are reviewed when a pupil's needs change.

### **4. General Principles**

Gateway Primary School recognises that pupils with medical conditions should be supported to attend school and participate in education wherever this can be achieved safely.

The existence of a medical condition will not, in itself, be a reason to prevent a pupil from:

- attending school;
- participating in the curriculum;
- taking part in physical education;
- attending educational visits;
- participating in clubs or enrichment activities; or
- accessing other opportunities available to their peers.

The school will consider reasonable adjustments and appropriate support to remove barriers created by a pupil's medical condition.

Arrangements will be proportionate to the pupil's needs and will take account of the nature of the condition, the treatment required and the level of risk.

## **5. Individual Healthcare Plans**

Where appropriate, the school will develop an Individual Healthcare Plan (IHP) for a pupil with a medical condition.

An IHP may be appropriate where:

- the pupil has a long-term or complex medical condition;
- the pupil requires regular medication during the school day;
- the pupil requires emergency medication;
- the pupil requires specific adjustments or additional support;
- there are significant risks associated with the pupil's medical condition;
- a healthcare professional recommends an IHP; or
- the school, pupil or parent/carer considers an IHP necessary.

An IHP will normally include, where relevant:

- the pupil's medical condition and relevant symptoms;
- medication required;
- dosage and timing;
- arrangements for administering medication;
- signs that the pupil may require assistance;
- emergency procedures;
- the roles and responsibilities of staff;
- arrangements for educational visits and activities;
- any reasonable adjustments required;
- arrangements for monitoring and review.

The IHP will be developed in partnership with parents/carers and, where appropriate, the pupil and relevant healthcare professionals.

An IHP will be reviewed when the pupil's needs change and at appropriate intervals.

For pupils with allergies, the school's Allergy Safety Policy and relevant allergy-specific IHP arrangements will apply.

## **6. Parental Responsibility and Consent**

Parents/carers should, wherever reasonably possible, administer medication outside school hours.

Where medication is required during the school day and cannot reasonably be administered by the parent/carer, the school will consider a request to administer or supervise the medication.

Written parental consent must be obtained before routine medication is administered by school staff.

Parents/carers must provide the school with accurate and up-to-date information about their child's medical condition and medication.

Parents/carers are responsible for:

- providing medication prescribed for their child;
- ensuring medication is in date;
- providing medication in the original labelled container;
- providing clear instructions regarding dosage and administration;
- informing the school of changes to medication or treatment;
- collecting medication when it is no longer required.

The school will work with parents/carers to ensure that arrangements remain appropriate.

## **7. Responsibilities of the School**

The Headteacher has overall responsibility for ensuring that appropriate arrangements are in place for pupils with medical conditions.

The school will:

- identify pupils requiring medical support;
- work with parents/carers and healthcare professionals;
- ensure appropriate plans and risk assessments are developed;
- ensure relevant staff receive appropriate information and training;
- ensure medicines are stored securely and appropriately;
- maintain appropriate records;
- provide appropriate support during educational visits and activities;
- review arrangements when a pupil's circumstances change;
- ensure emergency procedures are understood and followed.

The school will make reasonable efforts to ensure that appropriate support is available. However, individual staff members will not be expected to undertake medical procedures for which they have not received appropriate information, instruction or training.

## **8. Staff Responsibilities**

Staff may be asked to support pupils with medical conditions as part of the school's arrangements.

Where staff administer medication, they will be provided with appropriate information, instruction and, where necessary, training.

Staff must:

- follow the pupil's agreed healthcare arrangements;
- check medication and dosage carefully before administration;
- record medication administered;
- report concerns or errors immediately;
- maintain confidentiality;
- seek assistance where they are unsure how to proceed;
- follow emergency procedures where required.

Staff must not administer medication contrary to the agreed instructions or consent arrangements, except where emergency procedures and relevant legislation provide for emergency administration.

The school will maintain appropriate records of staff who have received specific medical training.

## **9. Administration of Prescribed Medication**

Where medication is required during the school day:

- appropriate parental consent must be in place;
- medication must normally be provided in its original pharmacy-dispensed container;
- the medication must be clearly labelled with the pupil's name;
- dosage instructions must be clear;
- medication must be within its expiry date;
- administration must follow the instructions provided;
- administration must be recorded.

The school will not normally accept medication that has been removed from its original container or altered from the prescribed instructions solely on the basis of verbal parental instruction.

Where a change in dosage or treatment is required, appropriate written evidence will be sought.

## **10. Non-Prescribed Medication**

Gateway Primary School does not routinely administer non-prescribed medicines.

An exception may be made where medication is specifically required as part of an agreed healthcare arrangement or Individual Healthcare Plan and appropriate parental consent and instructions are in place.

The Headteacher will determine whether the school is able to support such arrangements safely.

## **11. Controlled Drugs**

Controlled drugs will be managed securely and in accordance with relevant legal requirements.

Where controlled medication is required:

- quantities received will be recorded;
- medication will be stored securely;
- access will be limited to authorised staff;
- administration will be recorded;
- refusals to take medication will be recorded;
- unused medication will be returned to parents/carers when appropriate.

Controlled medication must never be shared between pupils.

## **12. Self-Administration**

Where a pupil is able to manage their own medication safely, the school will encourage appropriate independence.

This may include medication such as inhalers or other medication that the pupil has been assessed as capable of carrying and administering.

Self-administration will only take place where appropriate arrangements, consent and instructions are in place.

The school will consider the pupil's age, maturity, understanding and ability to manage the medication safely.

## **13. Emergency Medication**

Where a pupil has a medical condition that may require emergency medication, appropriate arrangements will be established through the pupil's Individual Healthcare Plan and/or relevant school procedures.

Emergency medication must be readily accessible and available whenever the pupil is on the school site or participating in a school activity.

Gateway Primary School maintains a supply of spare emergency medication, including:

- spare emergency asthma inhalers and appropriate equipment; and
- emergency adrenaline auto-injectors (AAIs/epi-pens).

The school's emergency AAIs are available for use where a pupil is believed to be experiencing anaphylaxis, including where a pupil experiences their first known anaphylactic reaction and does not have their own prescribed AAI available.

The school's spare emergency inhalers are available for use where a pupil is experiencing an asthma attack and does not have access to their own prescribed inhaler, in accordance with the school's emergency asthma arrangements.

These emergency supplies are an additional safeguard and do not replace the requirement for pupils with diagnosed medical conditions to have their own prescribed medication available in school.

Staff must know:

- what emergency medication is available;
- where it is stored;
- when it may be required;
- how to access it quickly;
- how to use it where they have received appropriate training;
- when emergency services must be contacted.

Emergency medication must be available whenever pupils are participating in school activities, including educational visits and trips.

For pupils with allergies or at risk of anaphylaxis, the school's Allergy Safety Policy and the pupil's allergy-specific healthcare arrangements must be followed.

#### **14. Refusal of Medication**

A pupil must not be forced to take medication.

If a pupil refuses medication:

- staff will remain calm and supportive;
- the refusal will be recorded;
- parents/carers will be informed where appropriate;
- the pupil's healthcare plan will be followed;
- medical advice or emergency assistance will be sought where the refusal creates a significant risk.

Where a pupil's medical condition deteriorates or there is an emergency, staff will follow the relevant emergency procedure and contact emergency services where necessary.

#### **15. Storage and Security of Medicines**

Medicines will be stored securely and in accordance with their storage requirements.

Storage arrangements will take account of:

- security;
- accessibility;
- temperature requirements;
- the need for rapid access to emergency medication;
- the pupil's age and ability to self-administer.

Emergency medication must not be stored in a location that would prevent timely access during an emergency.

Medicines requiring refrigeration will be stored appropriately and securely.

Medication must not be accessible to other pupils unless the pupil has been specifically authorised to carry and administer their own medication.

The school's spare emergency asthma inhalers and AAI's will be stored and checked in accordance with the school's relevant procedures.

#### **16. Records**

The school will maintain appropriate records relating to medical needs and medication.

Records may include:

- parental consent;
- Individual Healthcare Plans;
- medication received;
- medication administered;
- medication refused;
- medication returned;
- staff training;
- relevant incidents;
- changes to medical arrangements.

The use of emergency medication will be recorded in accordance with the school's relevant procedures.

Records will be stored securely and accessed only by those who need the information to support the pupil safely.

## **17. Receiving and Returning Medication**

Medication should normally be delivered to and collected from the school office by a parent/carer or another agreed responsible adult.

Medication must not normally be sent into school unaccompanied by a parent/carer unless an alternative arrangement has been agreed.

The school will maintain an appropriate record of medication received.

Parents/carers will be contacted when medication is approaching its expiry date or when replacement medication is required.

Out-of-date or no-longer-required medication will be returned to parents/carers or disposed of safely in accordance with appropriate procedures.

## **18. Asthma and Inhalers**

Gateway Primary School maintains spare emergency asthma inhalers in school for use where a pupil experiencing an asthma attack does not have access to their own prescribed inhaler, in accordance with the school's emergency asthma procedures and applicable guidance.

The spare inhalers are intended as an additional safety measure and do not replace the requirement for pupils with asthma to have their own prescribed inhaler available in school.

Where appropriate:

- pupils will have access to their prescribed inhaler;
- pupils will be encouraged to carry their inhaler where appropriate to their age and circumstances;
- inhalers will be readily accessible and not stored in a location that would cause unnecessary delay in an emergency;
- the school's spare emergency inhaler will be available for use in accordance with the school's emergency asthma arrangements;
- spare inhalers will be available during physical activity and educational visits;

- administration of medication will be recorded where required;
- parents/carers will be asked to ensure prescribed inhalers remain in date and are replaced when necessary.

The school's spare inhalers will also accompany pupils on educational visits, trips and other off-site activities, where appropriate, so that emergency asthma medication remains available away from the school site.

Inhalers must not be shared between pupils except where the school's emergency procedures specifically permit the use of the school's spare emergency inhaler.

Where a pupil experiences a severe asthma attack, staff will follow the pupil's healthcare plan and the school's emergency asthma procedures. Emergency services will be contacted where required. Staff will not delay calling 999 while waiting for a parent/carer to arrive.

## **19. Sunscreen**

Parents/carers are responsible for ensuring that pupils have appropriate protection from the sun.

Where sunscreen is brought into school:

- it must be clearly labelled with the pupil's name;
- pupils should apply their own sunscreen where they are able to do so safely;
- sunscreen must not be shared between pupils;
- staff may provide appropriate verbal guidance but will not normally apply sunscreen directly to pupils.

Where a pupil is unable to apply sunscreen independently because of a medical or additional need, the school will consider appropriate arrangements with parents/carers.

## **20. Educational Visits and Off-Site Activities**

Pupils with medical conditions should be supported to participate fully in educational visits wherever reasonably possible.

Before a visit, staff will consider:

- the pupil's medical condition;
- required prescribed medication;
- emergency medication;
- the school's spare emergency asthma inhaler;
- emergency AAls/epi-pens;
- emergency procedures;
- supervision arrangements;
- access to medical facilities;
- travel arrangements;
- activities and environmental risks;
- whether additional risk assessment is required.

The school's emergency medication must accompany pupils on educational visits and other off-site activities where relevant. This includes the school's spare asthma inhalers and emergency adrenaline auto-injectors (AAIs/epi-pens).

A suitably informed and, where necessary, trained member of staff must be available to support pupils with medical needs.

Staff accompanying pupils must know where emergency medication is being carried and how to access it quickly if required.

For pupils with allergies, the school's Allergy Safety Policy must also be followed.

## **21. Illness and Infection**

The school will follow current public-health advice regarding infectious illnesses and exclusion periods.

Parents/carers will be contacted where a pupil becomes unwell at school and may be asked to collect their child where appropriate.

In cases of vomiting or diarrhoea, pupils will normally be required to remain away from school until 48 hours after the last episode, in accordance with current public-health advice.

Head lice will be managed sensitively and in accordance with current public-health guidance. Parents/carers may be advised to check and treat their child where appropriate.

## **22. Medical Emergencies**

In an emergency, the immediate priority is the safety and wellbeing of the pupil.

Staff will:

- follow the pupil's healthcare plan where available;
- administer the pupil's prescribed emergency medication where appropriate;
- where appropriate and in accordance with the school's emergency procedures, administer the school's spare emergency medication, including a spare asthma inhaler or emergency AAI/epi-pen;
- provide first aid within the limits of their training;
- call 999 where required;
- contact parents/carers as soon as reasonably practicable;
- ensure a member of staff remains with the pupil;
- record the incident appropriately;
- review the pupil's healthcare arrangements following the incident.

### **Emergency adrenaline auto-injectors**

Gateway Primary School maintains a supply of emergency adrenaline auto-injectors (AAIs/epi-pens) for use in accordance with the school's emergency allergy procedures.

These may be used where a pupil is believed to be experiencing anaphylaxis, including where the pupil is experiencing their first known anaphylactic reaction and therefore does not have their own prescribed AAI.

Staff should not delay emergency treatment while waiting for confirmation of a previous diagnosis of allergy where the signs and symptoms indicate suspected anaphylaxis.

Where an emergency AAI is administered:

- 999 must be called immediately;
- the pupil must remain under appropriate supervision;
- the pupil's parent/carer must be contacted as soon as reasonably practicable;
- the incident must be recorded;
- the school's Allergy Safety Policy and emergency procedures must be followed;
- the incident should be reviewed to determine whether any further medical, safeguarding or procedural action is required.

The school's emergency AAIs are an additional emergency safeguard and do not replace the requirement for pupils with diagnosed allergies to have their own prescribed medication available in school.

## **23. Confidentiality and Information Sharing**

Information about a pupil's medical condition is sensitive personal information.

The school will ensure that relevant information is shared with staff who need it to keep the pupil safe and support their education.

Information may be shared with:

- relevant teaching and support staff;
- first aiders;
- staff supervising educational visits;
- catering staff where dietary or medical information is relevant;
- external professionals where appropriate and lawful.

The school will balance confidentiality with the need to ensure that staff have sufficient information to respond appropriately to a medical emergency.

## **24. Staff Training**

The school will ensure that staff supporting pupils with medical conditions receive appropriate information and training.

Training will be proportionate to the needs of the pupils and may include:

- administration of specific medicines;
- emergency medication;
- asthma awareness and emergency inhaler use;
- first aid;
- condition-specific procedures;

- use of medical devices.

Relevant staff will receive appropriate information about the location and use of the school's spare emergency asthma inhalers and emergency AAls.

The school will maintain records of relevant staff training and arrange refresher training where appropriate.

Specific allergy awareness training and emergency allergy procedures are managed through the school's separate Allergy Safety Policy.

## **25. Insurance**

Gateway Primary School will ensure that appropriate insurance arrangements are in place for staff supporting pupils with medical conditions.

Staff acting within the scope of their training, the school's agreed procedures and appropriate consent arrangements will be covered by the school's relevant insurance arrangements, subject to the terms of the applicable policy.

Staff should seek advice from the Headteacher where they are uncertain about their role or responsibilities.

## **26. Monitoring, Review and Evaluation**

The Headteacher is responsible for ensuring that this policy is implemented and reviewed.

The school will monitor:

- the effectiveness of healthcare plans;
- medication administration records;
- medical incidents;
- use of emergency medication;
- staff training;
- parent/carer concerns;
- participation of pupils with medical conditions;
- arrangements for educational visits;
- any significant changes in medical needs.

Where an incident, near miss or change in a pupil's medical condition indicates that arrangements should be amended, the school will review the relevant healthcare plan and procedures.

The school's separate Allergy Safety Policy will be reviewed in accordance with the statutory requirements applying specifically to allergy safety.

This policy will be reviewed regularly and whenever there are significant changes to legislation, statutory guidance or school procedures.



## Medicine Authorisation Form

|                                              |  |
|----------------------------------------------|--|
| <b>Child's Name</b>                          |  |
| <b>Class</b>                                 |  |
| <b>Medicine</b>                              |  |
| <b>Dose</b>                                  |  |
| <b>Frequency</b>                             |  |
| <b>Dates for Medicine to be administered</b> |  |
| <b>Signature Parent/Carer</b>                |  |
| <b>Date</b>                                  |  |

### Medication Given

[illegible]

