



Longridge Church of England Primary School

Berry Lane, Longridge, Preston PR3 3JA
Head Teacher- Mrs C Parkin BA MEd NPQH
www.longridge-cofe.lancs.sch.uk

Policy For the Administration of Medicines and Support for Pupils with Medical Needs

Introduction

It is the general view of Longridge Church of England Primary School, that pupils' non prescribed medication should be administered by parents at home wherever possible. School staff do not have a legal duty to administer medicines. Any such role is voluntary and done through goodwill. However, we do recognise that many pupils, at some point during their time at primary school, will need to have medication administered to them. For some it may be in order to complete a short course of treatment (e.g. antibiotics). For others they could need supervision whilst becoming independent at managing a chronic condition (e.g. diabetes).

Some children will need access to emergency medicines in the case of a life-threatening condition (e.g. anaphylaxis). It may not always be possible for medication to be taken outside of school hours or for parents to come into school to give their child medicines when required. It is the responsibility of parents to provide details of their children's health care issues and how we can best support them. Our aim is to encourage regular attendance of our pupils and support children at our school with medical needs.

This policy has been written to formally establish an understanding for all staff and parents concerning the school's involvement in administering medication to its pupils. It has been produced with reference to

- 'Supporting pupils at school with medical conditions' - Statutory guidance for governing bodies of maintained schools and proprietors of academies in England - December 2015
- Section 100 of the Children and Families Act 2014 which places a duty on governing bodies to make arrangements for supporting pupils at their school with medical conditions
- Equality Act 2010 which states it is unlawful for a school to discriminate against a pupil or prospective pupil by treating them less favourably due to disability.

Parental Consent

For all medicines brought into school we require parents to complete and sign a form in order to give written consent. Medicine can be administered by staff or administered by the pupil with supervision by staff. A copy of this form is available from the school office and on the school website so that parents can print out and complete it at home should they wish to. This provides information such as:

- the child's name, date of birth and class,
- the medical condition that the medicine is for,
- the name of medicine, date dispensed and expiry date,
- the dosage, method and timing of administration,
- any side effects that staff need to be aware of

All completed forms should be kept for as long as the medication is required. Further medication of the same type can continue to be brought in and given but the completion of a new form would be required if there is any change (e.g. in dosage). We are not able to make changes to dosages purely on parental instructions, the information on the dispensing label must match the parent's instructions or the medicine will not be given. All items of medication should be delivered directly to and collected from the school office by pupils' parents / carers, not by pupils themselves. Medication must be in a labelled container as originally dispensed and cannot be accepted if it has been repackaged or relabelled by parents. The appropriate measuring device should be included (e.g. spoon or syringe).

Non-Prescription Medicines

Non-prescription medication such as cough medicines and throat lozenges will not usually be administered by school staff and should not be brought into school. If a parent wishes for their child to receive such medication, they can arrange to come into school to administer it themselves or request their GP to prescribe it.

However, certain over the counter medicines can be administered if it facilitates the child attending school. Parents may request for one dose of paracetamol suspension (Calpol) to be administered during the school day with the usual requirement for the necessary form to be completed. No other form of non-prescription pain relief will be given. Parents may also request for a dose of antihistamine solution (eg Piriton) to be administered.

Procedure for Administration of Medicines

The class teacher will be informed at what time the pupil is required to go to the school office for their medication and will ensure that they are sent at the relevant time. Medication will be administered by Mrs Porter or Mrs McCormick, in case of absence this role will be filled by Mrs Parkin or Mrs Dewhurst. The staff member administering medicine / supervising a pupil taking medication will check:

- the child's name and date of birth / school year with the child and that this matches the name on the medicine to be given,
- that written consent has been given,
- that this dosage has not already been given,
- the prescribed dosage,
- the expiry date and
- the written instruction on the label or container and if necessary, within the medication packaging.

If any of the above raises concerns about the safety of giving the medicine, it should not be administered. Instead, advice should be taken from the parent or relevant health professional before taking any further action. Staff should sign a record every time that they administer medication or supervise a pupil taking it. This should be kept in the school office.

Self-Administration of Medicines

Parents may request for their child to take prescribed medication independently and must give written consent in order for them to do so. This may be desirable for pupils that have long-term conditions such as eczema or asthma. Parents need to be aware that their child would then be responsible for self-administering the medication themselves and administration would not be supervised by staff nor would they record when it has been used. The pupil would need to be able to use and store their medication appropriately. Reliever inhalers must still be kept in pupils' trays in case of an asthma attack.

Refusal of Medicines

If a pupil refuses to take their medicines, staff will not force them to do so. Instead, they should note the refusal in their records, the child returned to class and their teacher informed. If the medicine was to treat a life-threatening condition (e.g. asthma or diabetes) and so the pupil's refusal may result in a medical emergency, immediate attempts must be made to contact the parents. If not, the child's parents must be informed at the end of the school day.

Storage of Medicines

Medicines requiring refrigeration should be kept in a clearly labelled box in the staffroom fridge. Pupils should not be allowed unsupervised access to the staffroom at any time. Non-emergency medicines and spare reliever inhalers / adrenaline injectors should be locked away in a locked cupboard in the school office.

Emergency medicines should be easily accessible and available for immediate use. Reliever inhalers should be labelled with the child's name and kept in the pupil's classroom. Adrenaline injectors should be

labelled and kept in a locked medicines box in the pupils' classroom. All staff should know the key code. All emergency medication kept in classrooms should be sent home at the end of every full term so that parents can check that it remains in date and has not run out. It is the responsibility of parents to ensure that their child has the medication that they require in school and that it has not gone beyond its expiry date.

It is advisable for all pupils with a reliever inhaler to have a spare one that can be kept in the school office in case their inhaler is lost or runs out during the school day. It is also recommended that pupils who are currently prescribed an adrenaline injector should have a spare one kept in the school office so that if they have an allergic reaction and one dose of adrenaline is not adequate to counteract their reaction, is faulty or ineffectively administered then a second adrenaline injector would be available. Spare reliever inhalers and adrenaline injectors should have their expiry dates checked at the end of every full term by office staff. If they need to be replaced parents should be informed.

Disposal of Medicines

School staff should not dispose of medication. Unused or out-of-date medicines should be returned to parents for disposal. If parents do not collect these medicines they should be taken to a local pharmacy for safe disposal. If an adrenaline injector is used at school, it should be shown to ambulance staff on their arrival at school so that the drug details can be noted and passed on to hospital staff. Used adrenaline injectors and any other medical needles should be disposed of into the sharps box, kept in the school office. The collection and disposal of this box can be arranged with Lancashire County Council's Environmental Services, PCT or private contractor.

Sporting Activities

Some pupils with medical needs may need to take precautionary measures before or during exercise and / or need immediate access to their medicines. This is especially the case for those children with asthma or diabetes. Staff supervising sporting activities should consider whether risk assessments are necessary for some pupils with medical needs, be aware of their medical conditions and procedures in case of emergency. Staff should ensure that all emergency medicines that may be required are taken to PE lessons, Sports Days and swimming lessons.

Educational Visits and Residential Trips

At all times on school trips emergency medicines must be kept within easy access to the pupils that may require them. If a pupil has been prescribed emergency medicine and does not have it with them on the day of the trip, they will not be allowed to attend. They must remain in school and be supervised by a member of staff whilst their parents are contacted to inform them of the situation. For pupils that have been prescribed an adrenaline injector, they must be accompanied by a member of staff trained to give this if it is required. Pupils requiring assistance in monitoring their diabetes will need to be accompanied by a member of staff with diabetes training. If a parent desires for their child to be given non-emergency medication on a school trip / residential trip this needs to be agreed with the member of staff in advance. Staff do not have to give non-emergency medicines and are at liberty to refuse to do so. In the case of residential trips staff may administer one dose of paracetamol suspension for aches / headache and / or travel sickness medication for the return journey home. However, these medications can only be given if the usual consent form is signed and the teacher in charge is prepared to administer them. A record of all medication given will be made and this will be returned to the school office at the end of the trip.

Children with Long-Term Medical Needs

Parents of all pupils will be requested to complete a form detailing their children's medical needs before they first start at this school. Parents are responsible for providing the school with information regarding their child's condition and medication. This information must be in writing, signed and current. This information should be updated annually or earlier if there is any change to the pupil's condition or medication.

All parents of children with asthma will be encouraged to complete an asthma card (Appendix 1) annually or more often in the case of any changes. A record of all children with asthma will be available for staff to access. All staff should be aware of the pupils in their care who may need reliever inhalers and where these are kept. Each member of staff should be aware of the information provided to school on a child's asthma card for pupils in their class.

Parents reporting that their child has an allergy or food intolerance are asked to complete a form (Appendix 2). These children appear on the school's Medical Needs Register. Details of the pupils with allergies or food intolerances are accessible to staff. This includes information on adrenaline injector pens. This emergency medication is kept in a lockable medical cabinet within the child's classroom.

Not all pupils who have medical needs will require a Health Care Plan. The purpose of such plans is to ensure that school staff have sufficient information to understand and support a pupil with long term medical needs e.g. epilepsy, anaphylaxis. For pupils with long-term medical needs it is helpful for a written health care plan to be developed by parents and relevant health professionals. This can include;

- details of a child's condition,
- special requirements (e.g. dietary needs),
- any side effects of the medicines,
- what constitutes an emergency,
- what action to take in an emergency,
- what not to do in an emergency,
- who to contact in an emergency and
- the role staff can play.

A health care plan template is available (Appendix 3).

February 2026

Food Allergy/Intolerance Notification Form

This form should be completed by the parent or guardian of pupils under the age of 18 (By signing this form, you confirm you are providing accurate information that is true to the best of your knowledge)

Name of Pupil.....

Class.....

Teacher.....

Date.....



(This information will be reviewed at the start of every term. Please notify us of any changes.)

Does your child have an allergy or intolerance to any of the following allergens?

Yes Please tick the relevant box or boxes below



Peanuts



Celery



Cereals (Gluten)



Milk



Sesame



Soya



Nuts



Molluscs



Mustard



Eggs



Crustaceans



Sulphites



Fish



Lupin

Other (Please State):
.....

When were you first aware your child has an allergy/intolerance?

When did your child last react to the allergen?

What symptoms were present?

What treatment was given?

How long did the reaction last?

Were paramedics involved?

Did the child attend hospital?

Was the food allergen actually eaten?

What kind of food (e.g. a type of fish) was involved?

Was it an ingredient of the food?

Was it as a result of cross contamination?

Was it as a result of coming into close contact with others who have eaten or come into contact with the allergen?
.....

Has this allergy/intolerance been medically diagnosed? Yes No

If not, are they awaiting diagnosis? Yes No

Date of diagnosis..... Hospital.....

Medical evidence provided? Yes No Attached? Yes No

Does your child require medication? Yes No

Which medication?

How is it administered?

Does it have a Use By date?

I confirm that the information supplied within this document is correct. Any changes in my child's allergy/intolerance status will immediately be notified to the school catering manager.

Name of Parent/Guardian completing this form.....

Address.....

Contact Telephone Number.....

.....
For office use only
.....

Review Date: Any changes - Yes (complete new form) No

Review Date: Any changes - Yes (complete new form) No



Longridge Church of England Primary School

Berry Lane, Longridge, Preston PR3 3JA
 Head Teacher- Mrs C Parkin BA MEd NPQH
 Email head@longridge-cofe.lancs.sch.uk

Section 1: Child / Young person's information

Name	
Date of birth	
Year Group	
School Address	Longridge CE Primary School Berry Lane, Longridge Preston, PR3 3JA
Home Address	
Medical condition	
Date	
Document to be updated	

Section 2: Family contact information

Name	
Relationship	
Home Phone Number	
Mobile Phone number	
Work Phone Number	
E-Mail	
Name	
Relationship	
Home Phone Number	
Mobile Phone Number	

Work Phone Number	
E-Mail	

Section 3: Professionals involved / Contact details

Name	Profession	Contact details

Section 4: Description of medical condition

Section 5: Emergency procedures

Symptoms	Action to take	