



ADMINISTRATION OF MEDICATION 2026-2027

That all may have life - life in all its fullness

Our Mission Statement

The aim of our school is excellence in education in accordance with the teachings of the church.

We recognise that everyone is unique and has something to offer and we seek to develop each child's potential in a learning community where all are respected. We want every child to achieve and experience success.

Working in partnership with children, their parents, our parish and the wider community, we promote Christ's teaching as found in the Gospel so that 'all may have life, life in all its fullness'.

We aim to ensure this is done by;

- Praying together
- Living and working together as a loving, caring and forgiving community
- Valuing the experience and diversity of every person in our community
- Encouraging the children to achieve of their best – mentally, emotionally and spiritually
- Helping all in our community to experience the joy of learning and working together

The Governors and staff of St Margaret Clitherow Primary School, wish to ensure that pupils with medical needs receive proper care and support at school. It is helpful, where clinically appropriate, if medicines are prescribed in dose frequencies which enable it to be taken outside school hours. Parents are encouraged to ask the prescriber about this. It is to be noted, medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime.

Medication will only be accepted in school if a doctor has prescribed it.

Medication will not be accepted in school without completing the schools medical permission form for administering medicine in school.

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

Each item of medication must be delivered in its original container and handed directly to the Headteacher (or to a nominated person authorised by the Headteacher).

Where the pupil travels on school transport with an escort, parents/carers should ensure the escort is informed of any medication sent with the pupil, including medication for administration during respite care.

Medication must be clearly labelled with the following information:

- Pupil's name.
- Name of medication.
- Dosage.
- Frequency of dosage.
- Date of dispensing.
- Storage requirements
- Expiry date.

The school will not accept items of medication which are in unlabelled containers. Unless otherwise indicated all medication to be administered in school will be kept in a medicine cabinet.

The school will provide parents/carers with details of when medication has been administered to their child.

Where it is appropriate to do so pupils will be encouraged to administer their own medication, if necessary under staff supervision.

It is the responsibility of parents/carers to notify the school if there is a change in medication, a change in dosage requirements, or the discontinuation of the pupil's need for medication.

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.

Controlled Drugs

The supply, possession and administration of some medicines are controlled by the Misuse of Drugs Act and its associated regulations. Some may be prescribed as medication for use by children, eg Methylphenidate (Ritalin).

Schools should keep controlled drugs in a locked non-portable container and only named staff should have access. A record should be kept for audit and safety purposes.

Refusing Medicines

If a child refuses to take medicine, staff should not force them to do so, but should note this in the records. Parents should be informed of the refusal on the same day. If a refusal to take medicines results in an emergency, to contact the emergency services and parents.

Non-Prescription Medicines

Staff should never give non-prescribed medicine to a child.

A child under 16 years should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.

Policy Amendment: Supporting Pupils with Serious Allergies and Asthma

Effective Date: September 2026

Review Cycle: Annual

Introduction and Purpose

In line with the national requirements introduced in September 2026, this policy outlines St Margaret Clitherow Primary School enhanced framework for supporting pupils with serious allergies and asthma. The purpose of this policy is to ensure a safe, inclusive environment and to provide clear guidance on emergency responses to anaphylaxis and asthma attacks.

Roles and Responsibilities

The Headteacher

The Headteacher holds overall accountability for ensuring that:

- This policy is fully implemented, kept up to date and followed by all members of the school community.
- All staff members clearly understand their specific responsibilities regarding pupils with medical conditions.
- Spare emergency medication (AAIs and salbutamol inhalers) are purchased, safely stored, and regularly checked for expiry dates.
- A robust system is in place so that staff know exactly which pupils have allergies or asthma and are familiar with their specific action plans.

School Staff

- Training: All staff will undergo mandatory allergy awareness training. This includes recognising symptoms of an allergic reaction/asthma attack, responding to medical emergencies, and correctly administering Adrenaline Auto-Injectors (AAIs).
- Day-to-day Awareness: Staff must be familiar with the Individual Healthcare Plans (IHPs) of the pupils they teach or supervise.
- Emergency Response: Staff must be prepared to administer emergency medication or supervise self-administration if a pupil is capable but requires oversight.

Individual Healthcare Plans (IHPs) & Action Plans

Every pupil with a diagnosed serious allergy or asthma must have an up-to-date **Individual Healthcare Plan (IHP)**, which includes their specific allergy or asthma action plan.

- These plans must explicitly detail the child's specific triggers, regular medication, and the exact steps to be taken in an emergency.
- IHPs must be reviewed annually or sooner if the child's medical needs change.

Emergency Medication: Prescribed & Spare Devices

Personal Medication

Crucial Rule: Spare school-held devices must **never** replace a pupil's own prescribed medication.

- Pupils must bring their own, clearly labelled, in-date AAls and/or inhalers to school every single day.
- Medication must be carried by the pupil (or kept in an easily accessible, designated location) during **PE, sports activities, clubs, and school trips**.
- In line with NHS guidance, pupils who require AAls are strongly recommended to **carry two devices** at all times.

School-Held Spare Emergency Devices

As permitted by national legislation, the school has purchase spare AAls and salbutamol ("blue") inhalers without a prescription for emergency use.

Device Type	Permitted Use Conditions	Storage & Maintenance
Spare Adrenaline Auto-Injectors (AAls)	Used only if the child is known to be at risk, AND the school holds written medical authorisation and parental consent (typically within their IHP).	Stored safely in a central, accessible location; checked regularly by designated staff.
Spare Salbutamol Inhalers	Used only if the child is known to be at risk, AND the school holds written medical authorisation and parental consent (typically within their IHP).	Stored safely in a central, accessible location; checked regularly by designated staff.

Incident Recording and Lessons Learnt

To continually improve pupil safety, the school has implemented a stricter approach to incident management:

- **Immediate Recording:** Every incident involving an allergic reaction, asthma attack, or the administration of medication (whether personal or school spare) must be recorded immediately.
- **Parental Notification:** Parents/carers must be informed as soon as possible on the day of the incident.
- **Review and Lessons Learnt:** Following any serious medical incident, the leadership team and relevant staff will conduct a formal review to analyze the response, evaluate procedures, and update individual plans or school policy as necessary to prevent future occurrences.