



Trinity St. Peter's

Church of England Primary School

where children shine

Medicine Policy

Trinity St Peter's C.E. Primary School is committed to safeguarding and promoting the welfare, health and safety of all pupils. Some pupils may require medicines during the school day to access learning fully and safely. This policy outlines how the school manages medication in accordance with statutory guidance.

This policy complies with the Department for Education's statutory guidance 'Supporting Pupils at School with Medical Conditions' (2015).

The aims of this policy are to:

- Ensure pupils with medical needs receive appropriate support.
- Promote regular attendance through effective medical care.
- Store, handle and administer medicines safely.
- Minimise the number of medicines kept on site.
- Maintain clear and accurate records.
- Promote a culture of shared responsibility between the school, families and healthcare professionals.

Children Who Are Unwell

Children who are unwell should not attend school. Where a child becomes unwell during the school day, parents/carers will be contacted and must collect the child promptly. For further advice please refer to: [Public Health Guidance in infection control in schools and other childcare settings](#)

Prescribed Medicines

Medicines will only be administered during school hours when:

- They are prescribed by a healthcare professional and the medicine is required to be taken at least four times a day

In these cases, parents/carers must:

- Complete a Medicine Record Form;
- Provide medicines in original packaging with pharmacy labels and
- Deliver and collect medicines from the school office.

School staff will:

- Store medicines securely;
- Administer medication according to written instruction and
- Record all doses administered.

Non-Prescribed Medicines

The school does not store or administer non-prescribed (over-the-counter) medicines.

Examples include:

- Calpol or other paracetamol-based products
- Ibuprofen
- Piriton and other antihistamines
- Cough medicines and throat lozenges

If children require medication, parents/carers are welcome to come to school to administer during the school day.

However, in exceptional circumstances, where it would be detrimental to a pupil's health or attendance not to do so, the school may agree to administer an over-the-counter medicine on a case-by-case basis, subject to:

- Professional medical advice/written parental consent
- Clear instructions regarding dosage and timing
- The medicine being supplied in original packaging
- Agreement by the Headteacher or a delegated senior leader

Any such administration will be recorded in line with the school's medicines record procedures.

Children must not bring medicines into school for self-administration. This is for reasons such as:

- To ensure all medicines in school are used safely and under supervision.
- To prevent accidental incorrect usage.
- To prevent sharing or misuse of medication between pupils.
- To ensure accurate monitoring of dosage and interactions.

Long-Term and Complex Medical Needs

For pupils with chronic or complex needs, an Individual Healthcare Plan (IHP) will be developed. This will be written collaboratively between the school, parents/carers, and relevant health professionals. Staff responsible for supporting pupils with medical conditions will receive appropriate training. Training records will be maintained by the school.

An IHP will include:

- Medical condition details
- Required medication and dosages
- Emergency procedures
- Roles and responsibilities
- Arrangements for trips, activities, and residential visits

When agreed in the pupil's Individual Healthcare Plan, pupils may self-administer prescribed medication. This is only when it is safe and appropriate to do so and under staff supervision.

Self-administration applies mainly to:

- Inhalers
- EpiPens (age-dependent)
- Diabetes management (case by case)

Refusal of Medication

If a pupil refuses medication:

- Staff will not force the child to take it. Where refusal may place the pupil at significant risk, this will be managed in accordance with the pupil's Individual Healthcare Plan and emergency procedures
- The refusal will be recorded and their parents/carers will be notified.

Storage and Disposal

All medicines are stored securely in the school office unless an IHP specifies otherwise. Inhalers are kept in classrooms for immediate access.

Parents/carers are responsible for:

- Checking expiry dates
- Ensuring replacements are supplied and
- Disposal of medication.

Emergency Procedures

In a medical emergency:

- Emergency services will be contacted immediately.
- Parents/carers will be notified.

- Staff may administer emergency medication in accordance with the IHP or following emergency services advice.

Monitoring and Review

Policy reviewed: 2025/26

Next review: 2027/28



Parental Agreement for school to administer medicine

Name of child:	
Date of birth:	
Class:	
Medical Condition or illness:	
Name of medicine:	
Date dispensed:	
Dosage and Method:	
Time to be given and any additional administration information if required:	

- I confirm my contact details are up-to-date.
- I accept that this medication is administered in accordance with relevant statutory guidance and that staff administer medicines on a voluntary basis supported by the school.
- I understand that I must notify the school of any changes in writing.

Signature:

Date:

School Asthma Card

To be filled in by the parent/carer

Child's name

Date of birth DD MM YY

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
<input type="text"/>	<input type="text"/>

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 DD MM YY

Expiry dates of medicines

Medicine	Expiry	Date checked	Parent/carer's signature
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Parent/carer's signature Date DD MM YY

ASTHMA QUESTIONS?

Ask our respiratory nurse specialists
Call **0300 222 5800**
WhatsApp **07378 606 728**
(Monday-Friday, 9am-5pm)
AsthmaAndLung.org.uk

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

Does your child tell you when they need medicine?

Yes No

Does your child need help taking their 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

Medicine	How much and when taken
<input type="text"/>	<input type="text"/>

Dates card checked

Date	Name	Job title	Signature / Stamp
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

To be completed by the GP practice

Actions to take if a child is having an asthma attack

1. Help them to sit up – don't let them lie down. Try to keep them calm.
2. Help them take one puff of their reliever inhaler (with their spacer, if they have it) every 30 to 60 seconds, up to a total of 10 puffs.
3. If they don't have their reliever inhaler, or it's not helping, or if you are worried at any time, **call 999 for an ambulance.**
4. If the ambulance has not arrived after 10 minutes and their symptoms are not improving, repeat step 2.
5. If their symptoms are no better after repeating step 2, and the ambulance has still not arrived, **contact 999 again immediately.**



