

The Shevington Federation

Millbrook and Shevington Vale Primary Schools



Administration of Medicines in School

Written By: K Tomlinson

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The Shevington Federation

Millbrook Primary School and Shevington Vale Primary School including
Section 27 organisations.

Medical Conditions and Medication Policy

Reviewed: September 2026

Next Review: September 2027

Applies to: All pupils, staff, governors and volunteers

1. Policy Statement

The Shevington Federation is committed to ensuring that pupils with medical conditions are properly supported so that they have full access to education, including school trips and physical education, and are not disadvantaged because of their health needs.

This policy has been written in line with statutory requirements and reflects current best practice.

This policy complies with Section 100 of the *Children and Families Act 2014* and the Department for Education's statutory guidance *Supporting Pupils at School with Medical Conditions* .

2. Legal Framework

This policy should be read in conjunction with the following legislation and guidance:

- **Children and Families Act 2014 (Section 100)** – duty to support pupils with medical conditions
 - **DfE Statutory Guidance: Supporting Pupils at School with Medical Conditions** (updated guidance currently in force)
 - **Equality Act 2010** – duty to make reasonable adjustments for pupils with disabilities or long-term medical conditions
 - **Health and Safety at Work etc. Act 1974** – duty of care to pupils and staff
 - **UK GDPR and Data Protection Act 2018** – protection of sensitive medical information
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3. Responsibilities

The Governing Body

- Ensures arrangements are in place to support pupils with medical conditions.
- Ensures staff receive appropriate training.

The Headteacher

- Has overall responsibility for the implementation of this policy.
- Ensures that staff are aware of pupils' medical needs where appropriate.
- Ensures that individual healthcare plans (IHPs) are developed and reviewed.

Parents/Carers

- Inform the school of any medical conditions.
- Ensure medication is provided in line with this policy.
- Update the school of any changes to their child's medical needs.

Staff

- Follow this policy and any individual healthcare plans.
 - Undertake training where required.
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4. Absence Due to Illness

Children should be kept at home if they are acutely unwell. Parents/carers should notify the school as soon as practicably possible on the first day of absence and on each subsequent day if the absence continues. All absences are recorded on the school's Arbor management system with the stated reason.

5. Managing Medicines in School

5.1 General Principles

- Where possible, medicines should be administered at home.

- Schools are **not required** to administer medication unless it is essential for the pupil to attend school.
- No medication will be administered without **written parental consent**.

These principles reflect DfE statutory guidance .

6. Prescribed Medication

The school will administer prescribed medication where the following conditions are met:

- Medication is essential to be taken during the school day.
- Written consent is provided using the school's medication consent form.
- Medication is supplied in its **original packaging**, with a pharmacy label showing:
 - Child's name
 - Name and dosage of medication
 - Frequency and method of administration

Medication and consent forms must be handed to the school office, not to class teachers. Parents/carers are responsible for collecting medication at the end of the school day.

A written record of all medication administered will be maintained by the school in line with statutory guidance .

7. Inhalers and Emergency Medication

- Inhalers, spacers and other emergency medicines (e.g. adrenaline auto-injectors) must be clearly labelled.
 - Inhalers are stored in an agreed, accessible location within the classroom.
 - Pupils are encouraged to carry and manage their own inhalers where appropriate and agreed with parents/carers.
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8. Refusal of Medication

If a pupil refuses to take medication, staff will not force administration. Parents/carers will be informed immediately, and the incident will be recorded.

9. Non-Prescribed Medication

The school does **not** administer non-prescribed medication, including pain relief (e.g. Calpol), cough or throat remedies.

Exceptions may be made only where:

- Medication is prescribed for a specific medical condition, **or**
- Exceptional circumstances apply and are agreed by the Executive Headteacher or in their absence the most Senior Person on sight.

This approach aligns with DfE guidance on managing medicines in schools .

10. Long-Term and Complex Medical Needs

Parents must inform the school of any long-term medical conditions, including:

- Diagnosis and condition details
- Signs and symptoms
- Medication and side effects
- Dietary or activity requirements
- Emergency procedures and contacts

Where appropriate, an **Individual Healthcare Plan (IHP)** will be developed in consultation with parents/carers, health professionals and the pupil.

IHPs are reviewed at least annually or sooner if needs change .

11. Educational Visits and Sporting Activities

All pupils are encouraged to participate in educational visits and physical activities. Reasonable adjustments will be made to support pupils with medical conditions in line with the Equality Act 2010 .

Parents/carers must complete consent forms for all off-site activities, including medical information and emergency consent.

The school reserves the right to withdraw a pupil if essential medical information or consent is not provided.

12. Storage and Disposal of Medication

- Only the required daily dose should be brought into school where possible.
- Medication is stored securely in the school office or medical fridge, except inhalers.
- Parents/carers are responsible for collecting and safely disposing of unused or expired medication.

13. Emergency Procedures

In the event of a medical emergency:

- Staff will call **999** and request an ambulance.
- Parents/carers will be contacted immediately.
- A member of staff will accompany the pupil to hospital until parents arrive.

Emergency procedures follow DfE statutory guidance .

14. Confidentiality and Data Protection

Medical information is treated as **special category data** and handled in accordance with UK GDPR and the Data Protection Act 2018 .

Information is shared strictly on a need-to-know basis to ensure the safety and wellbeing of pupils.

15. First Aid

First aid is administered by trained staff only. All accidents and first aid incidents are recorded and reported in line with health and safety requirements.

Parents/carers will be informed of concerns via:

- Telephone call in the first instance and or email if no immediate response is available
 - Communication from the class teacher
 - Written correspondence
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16. Monitoring and Review

This policy will be reviewed annually or sooner if there are changes to legislation or statutory guidance.