LONGPARISH
Church of England
Primary School

Administration of Medicines and Medical Conditions Policy 2026

Policy approved by the Governing Board – September 2026

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Review Date: September 2027

Introduction

Longparish Primary School is committed to supporting all pupils with medical conditions so that they have full access to education, including school trips, physical education, extra-curricular activities and residential visits.
The school recognises that pupils may have short-term, long-term or fluctuating medical conditions requiring support during the school day. These may include, but are not limited to:

- Allergies (food, environmental, insect venom, medication and latex allergies)
- Asthma
- Diabetes
- Epilepsy
- Eczema
- Anaphylaxis
- Long Covid
- Coeliac disease
- Other physical or mental health conditions requiring medical support

The school will comply with current DfE guidance on supporting pupils with medical conditions and allergy safety requirements.

Policy Statement

Longparish Primary School will undertake to ensure compliance with relevant legislation and statutory guidance regarding pupils with medical conditions and the administration of medicines.
Responsibility for administration of medicines and implementation of this policy rests with the Headteacher.
All medical information will be treated confidentially in accordance with data protection requirements.
The school will ensure:

- Appropriate support for pupils with medical conditions.
- Safe administration of medicines.
- Appropriate staff training.
- Effective communication with parents, carers and healthcare professionals.
- Individual Healthcare Plans (IHPs) where required.
- A safe and inclusive environment for pupils with medical needs.

Aims and Objectives

The school will:

- Establish safe procedures for the management and administration of:
    - Prescribed medicines
    - Emergency medicines
    - Maintenance medications
    - Controlled drugs
- Ensure pupils with medical conditions can access all aspects of school life.
- Support pupils with allergies, asthma and anaphylaxis.

- Maintain effective Individual Healthcare Plans (IHPs).
- Ensure sufficient numbers of appropriately trained staff are available.
- Maintain emergency medication and equipment where required.
- Ensure all staff understand their responsibilities.
- Review this policy annually or following significant legislative or operational changes.

Medical Conditions and Individual Healthcare Plans (IHPs)
The school recognises that many pupils with medical conditions require arrangements beyond medicine administration alone.
An Individual Healthcare Plan (IHP) will be developed where appropriate, particularly for pupils who:

- Require medication within school.
- Have asthma requiring an inhaler.
- Have severe or diagnosed allergies.
- Are prescribed adrenaline auto-injectors (AAIs).
- Have diabetes, epilepsy or other significant medical conditions.
- Require emergency intervention.
- Require reasonable adjustments under the Equality Act 2010.

IHPs will include:

- Details of the medical condition.
- Signs and symptoms.
- Medication required.
- Emergency procedures.
- Roles and responsibilities.
- Arrangements for school visits and activities.
- Parent and healthcare professional contact details.

IHPs will be reviewed at least annually and whenever there is a change in medical need.

Administration
The administration of medicines remains primarily the responsibility of parents/carers.
The Headteacher is responsible for ensuring pupils are appropriately supported during the school day and that medicines are administered safely where agreed.

Routine Administration
Prescribed Medicines
The school will administer prescribed medicines where:

- A completed parental consent form has been received.
- The medicine is prescribed by an authorised healthcare professional.
- The medicine is supplied in its original labelled container.

Short-course medication such as antibiotics should normally be administered at home where dosing schedules allow.

Non-Prescribed Medicines
The school will not routinely administer non-prescribed medicines.
Paracetamol may only be administered:

- When prior parental consent has been obtained.
- In accordance with school procedures.
- At the discretion of the Headteacher or delegated member of staff.

Children under 16 will not be given medicines containing aspirin unless prescribed.

Maintenance Medication
The school will support pupils requiring regular medication including:
- Asthma inhalers
- Insulin
- Epilepsy medication
- Other maintenance medications

Appropriate parental consent and, where required, an IHP will be in place.

Allergy Management
The school recognises that allergies can be life-threatening.
In accordance with Benedict's Law and current statutory guidance, the school will:
- Maintain a whole-school awareness of allergy safety.
- Identify pupils with diagnosed allergies.
- Ensure Individual Healthcare Plans are in place for pupils requiring them.
- Communicate effectively with staff regarding allergy risks.
- Minimise exposure to known allergens wherever reasonably practicable.
- Maintain procedures for responding to allergic reactions and anaphylaxis.
- Record allergy incidents and near misses and use these to improve practice.

The school will maintain a separate Allergy Safety Policy to comply with statutory guidance.

Asthma Management
The school recognises asthma as a serious medical condition.
The school will:
- Maintain an Asthma Register.
- Ensure pupils with asthma have an up-to-date asthma plan where required.
- Ensure prescribed reliever inhalers are readily accessible.
- Support pupils in carrying and using inhalers where appropriate.
- Ensure staff know how to respond to an asthma attack.
- Maintain emergency procedures for asthma incidents.

Where permitted under current regulations, the school may hold an emergency salbutamol inhaler for use in accordance with national guidance.

Non-Routine Administration
Emergency Medicines
The school may administer emergency medicines including:
- Adrenaline Auto-Injectors (EpiPen®, Jext®, Emerade® or equivalent)
- Emergency asthma medication
- Buccal Midazolam or Rectal Diazepam
- Glucagon
- Other emergency medicines identified within an IHP

Appropriate training must be completed before staff undertake these responsibilities.

Adrenaline Auto-Injectors (AAIs)
In line with Benedict's Law and DfE Allergy Safety Guidance, Longparish Primary School will:
- Hold spare, in-date AAIs on site.
- Ensure they are readily accessible in an emergency.
- Ensure trained staff can recognise anaphylaxis.
- Ensure staff know how and when to administer AAIs.
- Contact emergency services immediately following administration.

AAIs may be used in accordance with statutory guidance during an emergency.

Procedure for Administration
Before medication is administered:
- A parental consent form must be completed.
- Medicines must be provided in original packaging with pharmacy labels intact.
- Staff must check:
    - Child's name
    - Medication
    - Dose
    - Route
    - Date
    - Expiry date

A medication administration record will be completed each time medication is given.
If a pupil refuses medication:
- Medication will not be forced.
- Parents/carers will be informed as soon as possible.
- Appropriate medical advice will be sought if necessary.

Contacting Emergency Services
An ambulance will be called immediately where:
- A pupil experiences anaphylaxis.
- A severe asthma attack does not improve promptly.
- A seizure requires emergency assistance.
- Emergency medication has been administered and further assessment is required.
- Any situation is considered life-threatening.

Parents/carers will be informed as soon as reasonably practicable.

Training
The Headteacher will ensure:
- All staff receive awareness training regarding medical conditions.
- All staff receive allergy awareness and emergency response training.
- Relevant staff receive condition-specific training.
- Training records are maintained.
- Refresher training is completed regularly.

Training will include:
- Asthma awareness
- Allergy awareness
- Anaphylaxis recognition
- Use of AAIs
- Individual Healthcare Plans
- Emergency response procedures

This reflects current statutory expectations under Benedict's Law.

Storage
The Headteacher is responsible for ensuring medicines are stored safely.
Medicines will:
- Remain in original containers.
- Be clearly labelled.
- Be stored according to manufacturer instructions.
- Be accessible when required for emergency use.

- Be checked regularly for expiry dates.

Parents remain responsible for providing in-date medication.

Record Keeping

The school will maintain:

- Medication consent forms.
- Medication administration records.
- Individual Healthcare Plans.
- Staff training records.
- Allergy incident and near miss records.
- Emergency medication checks.

Disposal

Parents/carers are responsible for collecting expired or no-longer-required medicines and returning them to a pharmacy for safe disposal.
Sharps containers will be used where necessary and disposed of through approved arrangements.

Approval and Review

Item	Date
Policy Adopted and ratified by Governing Body	September 2026
Headteacher	Sarah Jordan
Named Allergy Lead	Frances Verran
Review Period	Annually
Next Review Date	September 2027