



Medicine Management Policy

Last reviewed	September 2026
Next review due	September 2027
Summary of key changes	Updated to reflect recent legislation regarding allergy management in schools
Approved by LGB	14 th September 2026

Aims

A clear policy that is understood and accepted by all staff, parents and children providing a sound basis for ensuring that children with medical needs receive proper care and support in school, and that for such children attendance is as regular as possible. The policy is to include:

- Procedures for managing prescription medicines which need to be taken during the school day
- Procedures for managing prescription medicines on outings and trips
- Roles and responsibilities of staff administering medicines
- A clear statement of parental responsibilities in respect of medicines
- Written permissions from parents for medicines
- Circumstances in which children may take non-prescription medicines
- Assisting children with long term medical needs
- Staff training
- Record keeping
- Safe storage of medicines
- The school's emergency procedures

Policy statement

Regular school attendance is vital for every child and Up Holland High School does all that it can to maintain high attendance figures. Nevertheless, from time to time every child will become ill and may require some time out of school to recover. In general, where a child requires medication (or treatment) they should be kept at home until the course of treatment is complete. There are, however, a few exceptions:

- When a child has almost fully recovered and simply needs to complete a course of medication (e.g. antibiotics) for a day or so.
- Where the child takes medication on a long term basis for a chronic condition e.g. diabetes, epilepsy, ADHD, allergies
- Where a child suffers from asthma (or any other occasional ailment) and may need to use an inhaler.
- Where equipment such as an inhaler is necessary, we strongly encourage children to take personal responsibility for these items.

The Human Medicines (Amendment) (No. 2) Regulations 2014 allows schools to keep a salbutamol inhaler for use in emergencies. This applies to all primary and secondary schools in the UK. Schools are not required to hold an inhaler – this is a discretionary power enabling schools to do this if they wish. Up Holland High School has taken the option to keep Salbutamol inhalers in school for emergency situations.

The emergency salbutamol inhaler should only be used by children, for whom written parental consent for use of the emergency inhaler has been given, who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication.

From September 2026, under Section 34 of the Children's Wellbeing and Schools Act 2026, schools are required to publish and regularly review an allergy policy. This Medicine Management Policy should be read alongside UHHS's Allergy Management Policy which covers identification and risk assessment, Individual Healthcare Plans/allergy action plans, food and curriculum considerations, training requirements, emergency response (including use of students' prescribed AAls and school "spare" AAls), incident reporting and review.

This policy should also be read alongside UHHS's policy for Supporting Students with Medical Needs.

Policy Implementation

The Governing Body of Up Holland High School have delegated the responsibility of implementing this policy effectively to the Headteacher. This includes the responsibility to ensure that sufficient staff are suitably trained, a commitment that all relevant staff will be made aware of the child's condition, cover arrangements in case of staff absence or staff turnover to ensure someone is always available.

All teaching and pastoral staff have the responsibility to ensure they provide sufficient information to brief supply teachers on any medical conditions, compile risk assessments for school visits and other school activities outside of the normal timetable, and monitoring of individual healthcare plans.

Legal Aspects

There is no legal duty on non-medical staff to administer medicines or to supervise a child taking it. This is purely a voluntary role. Staff should be particularly cautious agreeing to administer medicines where:

- The timing is crucial to the health of the child;
- Where there are potentially serious consequences if medication or treatment is missed;
- Where a degree of technical or medical knowledge is needed.

Staff who volunteer to administer medicines should not agree to do so without first receiving appropriate information and / or training specific to the child's medical needs.

- Under NO circumstances must any medication, even non-prescription drugs such as paracetamol, be administered without parental approval.
- When a pupil receives medication, it will be logged in a central record.

Safety checklist

- Is any specific training required to administer medicines?
- Is any necessary protective clothing or equipment available?
- Has the parent completed the Medication Consent Form? Has a copy been filed?
- Is the member of staff clear on what they are expected to do?
- Is the emergency contact information, particularly for the G.P. and parent or guardian clear?
- What action is necessary in the event of an accident or failure of the agreed procedures?
- Details of this policy and procedures will be publicised widely and available from the school website.

- Will medication be stored in a safe place and at a suitable temperature?
- Staff must be aware of infectious diseases.

The following will NOT be administered by school staff.

- Injections (other than where training has been given such as Epi Pen)
- Cystic fibrosis chest massage
- Tracheotomy procedures
- Catheterisation
- Rectal Valium insertion
- Other invasive procedures

Instruction and Training

Specific instructions and/or training should be given to staff before they are required to assist with or administer medicines or medical procedures. This must include the identification of tasks that should not be undertaken. Such safeguards are necessary both for the staff involved and to ensure the wellbeing of the child. Even administering common medicines can sometimes be dangerous if children are suffering from non-related illnesses or conditions. Up Holland High School will arrange for regular whole staff training sessions by the School Nurse as well as individual training for those holding the responsibility of administering medicines in school.

The Administering of Medication

School will be responsible for the safe storage and availability of any necessary medication required during school time. Your child will be supervised whilst taking medication and a record kept of time and date of medication.

In all instances the school will do all it can to persuade the parent to come into school to administer medicines.

Prescribed Medicines:

We will never accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.

Parents/Carers will be requested to complete Medicines Management Form B prior to any medication being administered in school. It is the parents responsibility to check medication is in date and any replacements are provided to school prior to expiry date of current medication, such as epi-pens etc.

It is helpful when clinically appropriate that medicines are prescribed in dosages that enable it to be taken outside of school hours. We will encourage parents to discuss this with the

prescriber. Prescribers should be encouraged to issue two prescriptions, one for home and one for school, thus avoiding the need for repackaging of medicines.

Controlled drugs should never be administered unless cleared by the Head. Reference should be made to the DfE's document Supporting Students at School with Medical Conditions (Dec 2015).

Non-Prescription Drugs:

Staff should never give non-prescribed drugs to a child unless there is specific permission from the parent/carers.

Administration of the medicine will be witnessed and counter signed by a second member of staff.

Telephone permission then written confirmation/permission will be sought by sending home a copy of Form B, Parental agreement for school/setting to administer medication. This will be an exceptional situation rather than the norm. A child under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor. The completed Form B will be copied and retained in a central file as a record for future reference. If the medication is required three times a day, it is reasonable that parents are able to do this at home.

Medication brought into school should be dropped off at the Reception office. Pupils are not allowed to carry medication on their person or in bags.

The Administering of Inhalers

In order to administer inhalers in school we will hold a register of children in the school that have been diagnosed with asthma or prescribed a reliever inhaler, a copy of which should be kept with the emergency inhaler.

In order for the school to administer inhalers to pupils the following procedure will be applied:

- Written parental consent for use of the emergency inhaler included as part of a child's individual healthcare plan;
- The emergency inhaler will only be used by children with asthma with written parental consent for its use;
- Appropriate support and training for staff in the use of the emergency;
- Records of use of the emergency inhaler will be kept and all parents/carers will be informed that their child has used the emergency inhaler;
- Ensure we have at least two volunteers responsible for ensuring the protocol is followed.

The emergency kit

An emergency asthma inhaler kit will include:

- A salbutamol metered dose inhaler
- Instructions on using the inhaler
- Instructions on cleaning and storing the inhaler
- Manufacturer's information
- A checklist of inhalers, identified by their batch number and expiry date, with monthly checks recorded
- A note of the arrangements for replacing the inhaler
- A list of children permitted to use the emergency inhaler
- A record of administration (i.e. when the inhaler has been used)

Storage and care of the inhalers

School will ensure that:

- On a monthly basis the inhaler is present and in working order, and the inhaler has sufficient number of doses available
- Replacement inhalers are obtained when expiry dates approach
- Replacement spacers are available following use
- The plastic inhaler housing (which holds the canister) has been cleaned, dried and returned to storage following use, or that replacements are available if necessary.

School-held Spare AAls

In line with the July 2026 Allergy safety in schools guidance and the Human Medicines (Amendment) Regulations 2017, the school will hold spare adrenaline auto-injectors/adrenaline devices (AAls/ADs) on site for emergency use. The Regulations permit spare adrenaline devices to be used for the purpose of saving a life, including where a child, young person or individual presents for the first time with anaphylaxis due to an unrecognised allergy.

- If the child, young person or individual has their own prescribed adrenaline devices, these should be used in the first instance.
- If the child, young person or individual does not have prescribed adrenaline devices, or if their prescribed devices are not available or misfire, the school-held spare adrenaline devices may be used without delay.
- The school will seek advance consent from parents/carers, or from the young person where appropriate, for use of spare adrenaline devices. However, the Regulations do not require prior consent for spare devices to be used in an emergency. In an emergency, anyone may take reasonable action to save a life without checking whether prior consent has been given, so treatment is not delayed.
- Spare adrenaline devices are in addition to pupils' prescribed devices and must be available quickly during the school day and during any school-arranged activity where pupils are under the school's care.

- Spare adrenaline devices will be stored securely but not locked away in a way that delays access. Their location will be known to all relevant staff and included in staff induction, allergy awareness training, emergency drills and the school's allergy safety training records.

Safe storage and disposal of medicines

- Medicine should be administered from the original container or by a monitored dosage system such as a blister pack. The member of staff should not sign the medicine record book unless they have personally administered, assisted, or witnessed the administration of the medicines.
- When medicines are used, staff will need to ensure that they fully understand how each medicine or drug should be stored. Storage details can be obtained either from the written instructions of the GP/Pharmacist or from parents.
- All medicines should be stored in the original container, be properly labelled, and kept in a secure place, out of reach of children. Arrangements may be needed for any medicines that require refrigeration. These should be clearly labelled and kept separated from any foodstuff.
- Medicines should only be kept while the child is in attendance.
- Where needles are used, a sharps container and adequate arrangements for collection and incineration should be in place. Such arrangements are necessary for any equipment used which may be contaminated with body fluids, such as blood etc.
- Any unused or outdated medication will be returned to the parent for safe disposal unless advised otherwise.

Accidental failure of the agreed procedures

Should a member of staff fail to administer any medication as required they will inform the parent as soon as possible. However, the position should not normally arise as any child requiring vital medication or treatment would not normally be in school.

Children with infectious diseases

Children with infectious diseases will not be allowed in school until deemed safe by their GP and / or the School Nurse or local health authorities.

Produced in conjunction with:

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