



**Kendall Church of England**  
Primary School

Administering Medicines Policy Document  
relating to Kendall Church of England Primary School  
was approved by the Governing Body  
September 2025

A Summary Policy of  
Administration of Medicines and Procedures for Dealing with Certain Medical  
Conditions, including Asthma Treatment Plans

**1. Background and aims**

- 1.1 Kendall CE Primary School aims to provide clear advice and guidance on managing medication in school and support for children with medical needs. An increasing number of children with disabilities and medical needs are being included in mainstream educational settings and some of these children may require assistance with personal and technical care including medical care. This duty requires clear guidance to avoid anxiety for staff, children and parents.
- 1.2 There is no legal requirement for schools to administer medicines; however, the Governing Body recognise that there are times where this would prevent children from accessing education and therefore have decided to offer this facility where it is safe and possible to do so, as laid out within this policy.
- 1.3 Kendall CE Primary school is committed to working in partnership with parents to help ensure that pupils with medical needs are in school as much as possible and will, where it is possible to do so make reasonable adjustments to accommodate long and short-term illnesses where their attendance in school is not prejudicial to their own health and safety or that of others.

**2. Conditions**

1. A child that is too unwell to attend school should be kept at home, and all medication administered by the parent/carer.
2. Children experiencing episodes of sickness or diarrhoea should remain at home for 48 hours, however, if the child has been clear of sickness and diarrhoea for 24 hours and is well enough to attend school then they may return.
3. **Kendall CE Primary School will only accept and administer Prescription medicines that have been prescribed by a doctor or dentist and only when it is received with all the correct information as laid out in point 4.**
4. All prescribed medications must have the child's name, medication, expiry date and dosage labelled upon them. The medication must also be accompanied by the correct measuring device to administer the medication and will not be accepted or administered without this. The school is unable to accept any medication that is not correctly labelled and will not be administered to the child in these circumstances.
5. Where medications are prescribed to be taken 3 times daily, such as some antibiotics, it is the expectation that these will be given within the home and not within school time and only medications that need to be administered 4 times daily will be accepted within school.
6. Non-prescription medicines for chronic conditions such as pain relief following a broken limb must be administered by parents who are welcome to come to the school at lunchtimes to give their child a dose.
7. **No medication will be accepted for administration by the school until such time as a Parental Request for school to administer medicine form has been received, see appendix A.**
8. Under no circumstances must pupils themselves bring in medication to school. It must be brought to school and taken away from school by an adult.
9. All medicines (excluding those kept in class) are kept in a locked cupboard in the school office or, if required, in a secure fridge.

10. It is the responsibility of the parent to inform the school of any changes to a child's medical needs and to ensure that their medication is updated where necessary.
11. The school may consider requests for travel sickness medication to be administered on an individual basis when there are residential or day trips dependent upon parents completing the request form and all medications being provided in their original box.

### **Asthma Treatment plans**

12. For those individuals who require a reliever asthma inhaler, parents/carers must complete the Asthma Treatment Plan, appendix b, and this must be updated annually.
13. All inhalers must be clearly labelled with the child's name and be provided within their original named box.
14. There is no legal or contractual duty upon teaching staff to administer asthma medication however, the governing body recognise that this may prevent children from accessing regular education and therefore upon parental request a treatment plan for asthma treatment will be agreed between home and school, with the emphasis upon self-administration where possible.
15. All inhalers will be kept in the classroom in a clearly labelled box, which is easily accessible to staff.
16. Each child with an agreed Asthma Treatment Plan will have a record book that will be completed with details of medicines taken, dose and time.
17. The school has an emergency salbutamol inhaler in accordance with the Human Medicines Amendment No. 2 Regulations 2014, which can only be used by children for whom written parental consent, within the asthma treatment plan, has been received and where they already have an asthma diagnosis but where their inhaler is not available, for example it is broken or empty. This emergency inhaler is kept within the school office.

### **Long term medical needs**

18. Individual Care and Treatment plans will be put in place for those pupils with complex and long-term medical needs, in conjunction with parents and the child's medical team. Some children with long term and complex medical needs may also be included on the Special Educational Needs and Disabilities register in order for the school to adequately meet their needs.
19. The school will do its very best to accommodate long-term drug therapies/medical treatment. It reserves the right not to administer such therapies/medical treatment, if it believes that it does not have the necessary physical resources and/or staff expertise to do so safely.
20. The school will follow the Local Authority's relevant codes of practice in its implementation of this policy.
21. The school will ensure that staff who are trained in the use of First Aid, receive appropriate re-training at periodic time intervals.

**Appendix A**

**Parental request for school to administer medicine**

Pupil's Full Name: ..... Class: .....

Address: .....

Condition/Illness: .....

Name/Type of Medication: .....

For how long will the child be required to take medication? .....

Date Treatment Started: .....

Frequency of Dosage: ..... Timing: .....

Additional instructions/information: (e.g. before/after food, interaction with other medicines, possible side effects, storage instructions)

.....

.....

Emergency Contacts:

Name: ..... Relationship to child: .....

Daytime telephone no:..... or

Name: ..... Relationship to child: .....

Daytime telephone no:.....

I understand that I must deliver the medicine personally to the office and collect any remaining medication when the course is completed. I accept that the School has a right to refuse to administer medication.

Name: ..... Relationship to child: .....

Signed: ..... Date: .....

**Appendix B**  
**Asthma Treatment Plan**

Name of Child \_\_\_\_\_

Name and Colour of inhaler \_\_\_\_\_

**When does your child need to take their inhaler?**

**Please tick all that apply and insert dosage at these times**

- ☐ When child requests due to feeling tight chested, wheezy or coughing  
– dosage \_\_\_\_\_
- ☐ Prior to physical activity such as PE/ Forest School – dosage \_\_\_\_\_
- ☐ Other times – please state when and dosage \_\_\_\_\_
- \_\_\_\_\_

**If your child requires additional doses of medication, due to other illness such as a cold, it is the parent's responsibility to inform the school office via phone call, where by the Asthma Treatment Plan will be amended.**

Inhalers are stored within the classroom in a clearly labelled box. It is the parent's responsibility to provide the school with a clearly labelled reliever inhaler in its original box that is within its expiry date. Parents must also complete an updated asthma treatment plan yearly for their child and inform the school of any changes to their care within this time.

All children will be encouraged to administer their own asthma inhaler and parents are encouraged to regularly revisit good inhaler technique with their children and seek support from their child's assigned asthma nurse regarding this. Children will be overseen taking their medication by a member of staff who will also record this within their personalised record book.

**In the event of an emergency, where by your child's inhaler is empty, broken or unavailable the school will administer your child with the emergency salbutamol inhaler. By signing and agreeing to this Asthma Treatment Plan you are agreeing that you consent for this to be administered to your child.**

Name of Parent \_\_\_\_\_

Signature of Parent \_\_\_\_\_

Date \_\_\_\_\_

Signed on behalf of the school by \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_