

READ SCHOOL MEDICAL AND MEDICATION POLICY

Introduction

Read School recognises that it has a duty of care to staff, pupils, parents, carers and guardians in relation to the safe use and storage of medications. This policy will give clear guidance on the procedures and guidelines the School has in place when dealing with medication.

National policy (DoE 2015) on supporting pupils at school with medical conditions provides assistance and guidance.

Aim

To ensure that children with medical needs receive proper care and support at school. As more and more young people are required to have or take medicines whilst at school, this policy aims to give clear instructions on what is expected from staff, parents, carers and guardians in respect to the supply of and administration of medication, either at school or on school trips and away sports fixtures.

This policy will aim to meet the minimum requirements of all UK regulatory standards and best practices.

General Principles

The Head and school staff should treat **all** medical information as confidential.

Parents/carers should be encouraged to ask the child's doctor to prescribe medication which can be administered outside school hours wherever possible, for example, asthma **preventer** inhalers, anticonvulsant medication and antibiotics.

There must be adequate arrangements, including clear procedures, for safe receipt, storage, administration and disposal of medication.

There must be adequate access to, and privacy for, the use of medication. Ideally this should be where the medication is stored. There should be handwashing facilities.

If staff have any concerns related to the administration of a medication, they should not administer the medication but check with the parents/carers or a healthcare professional before taking further action.

The names and contact details of the medical centre staff will be available to all staff at Read School.

Scope

This policy will cover the use of medicines both on school grounds and whilst away on school trips and sports fixtures and applies to staff, pupils, parents, carers and guardians.

Responsibilities

Governors

- The Board of Governors will support the Head in ensuring that there are adequate provisions in place to manage medications on school grounds or in any other property it owns.
- The governing body remains legally responsible and accountable for fulfilling their statutory duty for supporting pupils at school with medical conditions. The governing body of Read School fulfil this by:
- Ensuring that arrangements are in place to support pupils with medical conditions. In doing so we will ensure that such children can access and enjoy the same opportunities at school as any other child;
- Taking into account that many medical conditions that require support at school will affect quality of life and may be life-threatening. Some will be more obvious than others and therefore the focus is on the needs of each individual child and how their medical condition impacts on their school life.
- Ensuring that the arrangements give parents and pupils' confidence in the school's ability to provide effective support for medical conditions, showing an understanding of how medical conditions impact on a child's ability to learn, as well as increase their confidence and promote self-care.
- Ensuring that the arrangements put in place are sufficient to meet our statutory duties and ensure that policies, plans, procedures and systems are properly and effectively implemented.
- Ensuring that the policy includes details on how it will be implemented effectively, including a named person (The Head) who has overall responsibility for policy implementation.
- Ensuring that the policy sets out the procedures to be followed whenever the school is notified that a pupil has a medical condition.
- Ensuring that the school policy covers arrangements for children who are competent to manage their own health needs and medicines
- Ensuring that the policy is clear about the procedures to be followed for administering medicines including the completion of written records.
- Ensuring that the policy sets out what should happen in an emergency situation.
- Ensuring that the arrangements are clear and unambiguous about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

Head

- The Head, as Duty Holder has overall responsibility for health, safety and welfare, which includes the management and administration of medicines within school. They may

READ SCHOOL POLICY DOCUMENT

delegate some responsibilities to the Senior Leadership Team and the medical centre staff.

Senior Leadership Team

- In accordance with the school's health and safety arrangements it is the responsibility of the Bursar and Senior Leadership Team to ensure that the requirements in this policy are met.

Medical Centre and Boarding Staff

- The medical centre and boarding staff has the knowledge and understanding of the complex issues surrounding the safe administration of medication.
- The medical centre and boarding staff are personally and professionally accountable for their actions and omissions in their practice and must always be able to justify their decisions and ensure compliance to NMC Standards for Medicines Management.
- Individual professionals are personally responsible for reporting any skill deficit or training requirements to their line manager.
- Any incidents, errors or issues arising from this policy should initially be discussed with the line manager and referred to or discussed with Head and Governors of Read School.

Teachers and First Aiders

- There is no legal duty which require school staff to administer medication. This is purely a voluntary role.
- First aiders who cover the medical room at Read School should ensure they have sought additional support and information relating to medicines administration from the medical centre or have completed accredited training prior to undertaking this role.

Parents, Carers or Guardians

- Parents have prime responsibility for their child's health and should ensure that pupils' information relating to their medical condition or illness is given to the school in a timely manner and updated when necessary. Parents must also ensure that any medication required to be held and administered by school staff is correct, in date and with clear instructions on how and when it is to be administered.

Definitions of Medical Conditions

- Pupil's medical conditions may be broadly summarised as being of two types, short term and long term.

Short-term

- Affecting their participation at school because they are on a course of medication or if they have a presenting symptom which may require assessment the medical centre and management during the school day.

Long-term

- Potentially limiting access to education and requiring on-going support, medicines or care while at school to help them manage their condition and keep them well, including monitoring and intervention in emergency circumstances. It is important that parents feel confident that the school will provide effective support for their child's medical condition and that pupil's feel safe.

Documentation and Record of Medical Conditions

On admission to Read School a consent form for each child is completed by the parent or guardian. This consent form should be completed to give full details of the pupil's medical conditions, any allergies, any regular and emergency medication taken and any dietary needs.

It is the responsibility of the parent/guardian to provide the school with full information about their child's medical needs, including:

- Details of their child's medical condition/needs.
- Details of the treatment he/she will need at school, including any possible side effects of any medication.
- Other special needs or conditions (i.e. dietary requirements, pre activity precautions).
- Details of any allergies
- The name and address of GP/consultants.
- Telephone number of their GP surgery.
- What to do and who to contact in an emergency.

Parents of Taster Day pupils must complete a taster day form detailing any medical needs, allergies and medication. These forms are stored securely by the medical centre

Administration of Medication

Consent for administration of medication is requested under the homely remedies protocol and a request for consent for emergency treatment in hospital is also made at time of admission.

Additional information will be obtained by school administrators to inform of emergency contact numbers, name of family doctor and details of any hospital consultants.

Updating of Records

Parents/Guardians should provide any additional supporting information relating to their child's medical condition e.g. Health Care Plan, letters from a Hospital Consultant or GP relating to their child and relevant medical condition.

Medical record update requests will be sent to all parents during the summer holiday each year. These should be returned to the school/medical room or via email to Elizabeth Hepworth at hepworth@readschool.co.uk by the date requested.

"The major role of caring for a child rests with the parent, carer or guardians and it is their responsibility to manage the child's health and to ensure attendance at school (section 7 of the 1996 Education Act)."

This information will be added to the individual pupils record on Engage. Pupils with potentially life-threatening illnesses will be identified by the medical centre. This information is to be escalated to Pastoral Head, HOY, form tutor and Games staff and further to all staff. Additionally, the pupil's photograph and details of condition should be displayed in the staff room. Staff should also be made aware of any emergency medication which may be required and its location.

New Diagnosis of Medical Condition

If a parent or healthcare professional informs the school that child has been newly diagnosed or is due to attend the school after a long term absence, or that their needs have changed, the following is to be considered:

Further information is to be sought from parent/guardian regarding medical conditions.

The medical centre will liaise with parent/guardian or co-ordinate a meeting to discuss child's medical support needs if necessary.

Meeting with parent/guardian, pupil where appropriate, Head of Year, Form Tutor, Head of Key Stage and any other relevant parties e.g. Catering Manager, SENDCo

Input from specialist nurses, other HCP's or outside agencies may be required.

The medical centre will request from parent/guardian any supporting information relating to their child's medical condition which may include medication taken, care plans in place, any relevant GP or Consultant letters or additional information.

Prescribed emergency medication if required should be made available to the medical centre with written documentation (Care plan or consultant/GP letter) with full details of indication for use, route of administration, name of person medication is intended for, dose to be given, emergency contact numbers of parent/guardian and any other instruction.

Medication should be in date, be in original container with prescribing information and it is the parents responsibility to ensure replacement of any prescribed medication on or before the date of expiry.

Any school staff training needs to be identified and carried out by a specialist nurse or other relevant practitioner/training provider.

Individual Healthcare plan to be implemented and circulated to all relevant staff. This care plan will be added to the pupil's record and be available to all staff.

Healthcare plans are to be reviewed on an annual basis when the pupil's medical condition changes or when parents/healthcare professionals initiate.

The location of any emergency medication and relevant care plan is to be made available to all staff.

Over the Counter (OMC) Medications

All medications are kept securely at all times. The medical centre, boarding team and nominated senior staff have access. The medical room can be accessed by all staff in the event of an emergency to obtain medication. The medical centre are responsible for supply of all over the counter medications.

All over the counter medications stocked by the school are listed on the admission consent form (see below) completed on admission by parents/guardians. These are:

- Antiseptic Cream
- Antihistamine 10mg – Loratadine
- Antihistamine 10mg – Cetirizine
- Diarrhoea relief – Loperamide Hydrochloride
- Cold and Flu capsules
- Paracetamol 500mg Capulets
- Paracetamol oral suspension 250mg/5ml
- Calpol Fast melts 250mg
- Ibuprofen 200mg – not to be given to under 12's or Asthmatics
- Vicks vapour rub
- Strepisils

Only these medications are to be kept as stock and administered by the medical centre / boarding staff in accordance with NMC guidance and in accordance with the homely medicines protocol.

The reference literature available for all homely remedies medication should include indication for use, contra indications, dosages and side effects.

Consent for over the counter medication

Medication should only be given to a person under the age of 16 years with consent from a parent or guardian. This is indicated on the Medical History form completed by all parents on admission.

Medication should only be given appropriate for the symptom displayed.

If any medication is required to be given before midday then the medical centre / first aider should contact the parent or guardian to ascertain if any medication has been given at home.

When the medical centre staff are not available the medical centre will be covered by trained first aiders. On these occasions parental permission will be sought before any medication is given.

Check other medication taken in the preceding 24 hours and if any contra-indications.

Any medication should only be given for a maximum of 48hrs before medical advice is sought.

Management of over the counter medications.

Regular checks of medicines expiry dates is carried out by the medical centre staff.

Any out of date medication is disposed of by the medical centre.

Any new medication added to the over the counter medication stock list must be added to the parent consent list. Consent must be gained before administration.

Disposal of Medicines

Medication must be returned by an adult to the parent or to a pharmacy / surgery for disposal and recorded on the Administration of Medication Record.

When it is not practical to return medication to a parent e.g. in a residential school, then medication should be returned to a pharmacy/surgery where a receipt should be obtained and attached to the Administration of Medication Record.

Medication must not be disposed of in the refuse. Current waste disposal regulations make this practice illegal.

Sharps boxes should always be used for the disposal of needles. Sharps boxes can be obtained by parents or prescription from the child's GP or paediatrician. Collection and disposal of the boxes should be arranged with the Local Authority's Environmental Services.

Prescribed Medication

Prescribed medication must only be issued to the pupil for whom they have been prescribed.

- It must stay in the original container.
- The original dispensing label must not be altered.
- The label should clearly state:
 - The name of the child
 - The name of the medication.
 - The strength of the medication.
 - How much to give i.e. dose.
 - When it should be given.
 - Length of treatment/stop date, where appropriate.
- Any other instructions

Expiry date (Where there is no expiry date the medication should have been dispensed within the last six months.)

Medication for use in urgent situations must be prescribed as and when required.

Stocks of prescription medication will not be held except when the local primary care organisation has agreed to the school using a patient group directive for that particular medicine e.g. Ventolin inhaler.

Regular checks of medication expiry dates are carried out by the medical centre.

Parent/Guardian are to be advised of any out of date medication and this is to be returned to the parent or guardian by the medical centre.

When medication is given a record of administration should be made in the online Medication record form.

Parents will be asked to complete a form if their child requires prescribed medication. If no form has been completed the school will seek permission from parents, carers or guardians.

Storage of OCM

All OCM is kept in a locked safe located in Medical Centre / Boarding house and Reception

Controlled Drugs

Controlled drugs are kept securely in the Medical Centre in a locked non-portable container and can only be given by a member of the School Nurse Team. Should controlled drugs be administered then the following is to be carried out.

A parental agreement to administer a medicine form should be completed by parent or guardian.

Medication should be brought to school and handed to the medical centre by the child's parent or guardian. The exception to this would be a boarding pupil returning from overseas.

A record of receipt of the medication should be made in the individual controlled drug log.

Medication is to be kept locked in a cupboard at all times. The holding cupboard should also remain locked.

When medication is given a record of administration of medication should be made in the pupil's personal controlled drugs log book.

Administration of Medication

All medication given to pupils on site should be administered by the medical centre, boarding staff or a qualified first aider.

When medication oral medication is given to pupil's it must be taken in full view of the administrator to ensure it has been taken. No oral medication should be taken away from the medical room.

Self administration

To ensure the safety of the whole school community, it is the school's policy that day pupil's do not keep undisclosed medicines in their bags, lockers.

Boarding pupils deemed competent to self-administer by the medical centre and boarding staff will be given an agreed appropriate amount of the medication, based on the medication and the individual student assessment, supplied in a lockable metal tin with full verbal instruction and written information for the administration of that medication, inserted into the metal tin for reference.

Administration of prescribed and non-prescribed medication by unqualified staff.

There are designated appropriately trained staff in school for the administration and management of medicines when medical centre staff are not available.

A record of administration of medication should be made using online Medical Record form.

Administration to save a life

In emergencies e.g. anaphylactic reaction, certain medicines can be given or supplied without the direction of a medical practitioner for the purpose of saving a life.

Emergency Medication Locations

Senior School

Pupil's emergency medications are stored in named containers in a locked safe in the medical centre. Pupils who require administration of emergency medication should have any supporting literature held with the medication e.g. Health Care Plan or advice from GP or other HCP regarding administration of any medication that is held.

All Senior School pupils who are prescribed adrenaline auto injectors (e.g. EpiPens) or inhalers are advised to carry their AAI's (EpiPen or other) at all times including the home to school journey.

Spare Epi-Pens in Schools

Emergency Adrenaline (EpiPen or other) is held in the Staff room. These are in easily identified orange allergy response boxes which are wall mounted. In these boxes are the BSACI allergy plans of the pupils who are at risk of anaphylaxis.

Location of emergency Ventolin in school:

This is held in the orange allergy box located in the staff room.

All pupils who are prescribed reliever inhalers should carry one with them at all times.

Further information can also be found in:

- Read School Asthma Policy.
- Read School Anaphylaxis Policy.

Junior School

Junior school pupils' emergency medication can be found in the Junior School medical cupboard. Pupils' emergency medications including Adrenaline Auto Injectors (AAI's) are stored in named containers. BSACI allergy plan is to accompany any AAI's. Some pupils may be required to carry their adrenaline auto injectors with them at all times.

Junior school pupils with Asthma who are prescribed a reliever inhaler should carry this for use in an emergency. A second inhaler should be provided by parent, carer or guardian to be kept in the junior school.

Stock antihistamine (Piriton liquid and tablets) and emergency Ventolin is held in the junior school medical room.

Further information may be found in:

- Read School Asthma Policy.
- Read School Anaphylaxis Policy.

Medical Information

Circulation of Medical Information

A list of each form's pupils with medical conditions is held centrally on the school Engage systems and is accessible to all staff.

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Pupils who have known medical conditions will have a photograph to identify and relevant medical information highlighted. This will be located on the medical Information board in the school staff room.

The junior school will have a list of pupils with medical conditions available via the junior school head. Epipen users and pupils with Asthma will be identified.

Expiry date of Epipens and Emergency Medication. Requests for replacement medication should be sent to parents one month before expiry date of medication.

It is the responsibility of the parent or guardian to ensure in date medication is given to the school on or before the date of expiry of any school held medication for their child.

Medical records updates are forwarded by email to parents and are to be completed by parents annually. Please ensure the school is informed of any changes to your email address or if a paper copy is required.

Any additional information given to the school regarding a pupil's medical condition or treatment for a short term medical condition to teachers should be forwarded to the medical centre to inform their care and to add to Engage.

Medical information given to medical centre will be escalated to relevant staff and added to the pupil's Engage record by the medical centre. Parents/guardians should be contacted to give further information when required.

Further Guidance

Further guidance can be found in the:

- Read School Asthma Policy.
- Read School Anaphylaxis Policy.
- Read School Nut free policy
- Read School Diabetic policy

Annex A

Request to administer Prescribed/Alternative Medication (Med 1 form)

Child/Young person's details

Name	
DOB	
Address	
Name of GP	
Emergency contact name & number	

Details of medication

All medication MUST be in the original container as dispensed by the Pharmacy

Medical condition / illness	
Name of medication and strength	
Type of medication e.g. tablets, formula and amount given to the School	
Dose and frequency	
Administering instructions	
Details of storage (fridge etc)	
Any known side effects	
Date of first dose given: Date of last dose given :	

Name and signature of parent/guardian	
Date	

This information will be held securely and confidentially and will only be shared with those who have a role and responsibility in managing the administration of medication to your child.

The School specifies that no pupil is allowed to self-medicate and that medication brought from home must be kept by the Medical Centre and dispensed by a responsible adult.

It is now the National Care Standards Commission requirement that any prescribed or alternative medication must have a Med 1 form completed by the pupils parent/guardian giving permission and instructions for the medication to be administered.

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Read School are unable to accept responsibility for alternative medicines. Alternative medicines will only be issued with your full authority. Over the Counter medication belonging to the School i.e. Paracetamol, Antihistamines etc. can be administered to your child for 3 consecutive days, after this period professional medical advice should be sought.

Annex B

DAY PUPIL MEDICAL HISTORY FORM
(Medical history to be presented before admission)

Name :	Date of birth:
Town & Country of birth :	
National Health Number:	Religion:
Emergency contact details:	
1 st telephone	2 nd telephone
1 st email	2 nd email
Name & relationship	Name & relationship

In order that the correct safeguards may be taken for the health of your child and the School, parents are requested to complete the record below as accurately possible. It is suggested that if in doubt the family doctor be consulted for assistance

Name & Address of GP:	
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Has your child had any of the following?

Chicken Pox	Bronchitis	German Measles (Rubella)	
Heart trouble	Measles	Joint problems	
Whooping Cough	Scarlet fever /Scarlatina	Meningitis	

Has your child ever had surgery / operation? Please give brief details below

Does your child suffer from Asthma? Y / N
If yes please give details of the medication and dosage they are prescribed
Does have any allergies? Y / N
If yes please give details, including medical and food allergies

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Does your child use an epipen? Y / N

Does your child have any medical / non-medical conditions that the school should be aware of? mobility needs, mental health conditions, anxiety, hearing problems etc.?
If yes please give details including details of any medication or ongoing treatment

Does your child wear glasses ?	Y / N	Is your child colour blind?	Y / N
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Does your child have any dietary requirement?
Please include any food intolerances, cultural / religious dietary requirement or moral dietary requirements

Please indicate if any of the below are applicable to your child									
Asperger's Syndrome		Autism		ADHD / ADD		Dyslexia		Dyscalculia	

- In the event of an emergency, I agree that the School may call the emergency services and to the Head – Mrs Ainley giving permission for the administration of anaesthetic to my child.
- I give my permission for my child to receive basic First Aid and for them to be given simple medicines i.e. Paracetamol, Calpol, Gaviscon, Antihistamine, Throat Lozenges in the event of any minor ailment.
- I declare that this is a true record of my child's health and medical needs. I agree to inform the School of any changes to my child's health or medical needs during the course of the academic year.

Signed:	
Print name:	Date:

Annex C

BOARDING PUPIL MEDICAL HISTORY FORM
(Medical history to be presented before admission)

Name :	Date of birth:
Town & Country of birth :	
National Health Number:	Religion:
Emergency contact details:	
1 st telephone	2 nd telephone
1 st email	2 nd email
Name & relationship	Name & relationship

In order that the correct safeguards may be taken for the health of your child and the School, parents are requested to complete the record below as accurately possible. It is suggested that if in doubt the family doctor be consulted for assistance

Name & Address of GP:	
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Has your child had any of the following?

Chicken Pox	Bronchitis	German Measles (Rubella)	
Heart trouble	Measles	Joint problems	
Whooping Cough	Scarlet fever /Scarlatina	Meningitis	
Covid 19	Date of Covid 19:		

Family History – Has anyone in your family suffered from any of the following? Please state relationship to pupil

High Blood Pressure	Diabetes	Asthma	
Glaucoma	Heart Disease / Heart Attack	Tuberculosis	
Migraine	Cancer	Eczema	
Stroke	Depression	Hayfever	

Has your child ever had surgery / operation? Please give brief details below

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Does your child suffer from Asthma? Y / N
If yes please give details of the medication and dosage they are prescribed
Does have any allergies? Y / N
If yes please give details, including medical and food allergies
Does your child use an epipen? Y / N

Does your child have any medical / non-medical conditions that the school should be aware of? mobility needs, mental health conditions, anxiety, hearing problems etc.?
If yes please give details including details of any medication or ongoing treatment

Does your child wear glasses ?	Y / N	Is your child colour blind?	Y / N
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Does your child have any dietary requirement?
Please include any food intolerances, cultural / religious dietary requirement or moral dietary requirements

Please indicate if any of the below are applicable to your child									
Asperger's Syndrome		Autism		ADHD / ADD		Dyslexia		Dyscalculia	

Immunisation and Inoculations:

Vaccine	Date given	Date given	Date given	Booster date
Whooping Cough				
Poliomyelitis (Polio)				
Diphtheria				
Tetanus				

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BCG (Tuberculosis)				
HIB				
Meningitis C				
MMR				
Covid 19				
Travel vaccinations				

All Boarding pupils should present the Medical Centre with their most recent Medical Card on first arrival at the school in order to be registered with the GP surgery

- In the event of an emergency, I agree that the School may call the emergency services and to the Head – Mrs Ainley giving permission for the administration of anaesthetic to my child.
- I give my permission for my child to receive basic First Aid and for them to be given simple medicines i.e. Paracetamol, Calpol, Gaviscon, Antihistamine, Throat Lozenges in the event of any minor ailment.
- I give my permission for height and weight checks to be carried out on my child at the start and end of every term
- I declare that this is a true record of my child's health and medical needs. I agree to inform the School of any changes to my child's health or medical needs during the course of the academic year.

Signed:

Print name:

Date:

Annex D

Pupil medical / contact form – Taster day

Name of child / children	Allergies / medication <small>*Please give details below</small>
1.	Y/N
2.	Y/N
3.	Y/N
4.	Y/N

***If answered yes to the above please provide details of allergies / medication:**

Emergency contact details

Name	
Relationship to child	
Mobile number	
Name of GP	

***In the event of an emergency I sign to give my permission for emergency First Aid to be administered to my child or an ambulance to be called if necessary.**

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Signature _____

Date .

Written by Emma Sowersby, Medical Centre Manager

Endorsed by Ruth Ainley, Head of School

Date Document Updated: September 2025

Revised: March 2026 (Ruth Ainley)

Next Review date: September 2026