RPT Medical Policy (including the administration of medicines and first aid)

With reference to:
Keeping Children Safe in Education 2026
Benedict's Law (The Allergy Safety Bill) 2026
Children and Families Act 2014
Working together to safeguard children 2026
Working together to improve school attendance August 2024
Statutory Framework for the Early Years Foundation Stage 2024

Date	Owner	Summary	Next Review
September 2026	EDoS	Policy created	September 2027
October 2026	EDoS	Approval: BoT	October 2027
November 2026	EDoS	Published:SmartLog	November 2027

Policy Statement

RPT schools are inclusive schools that welcome and support pupils with medical conditions.

Our mission is for every child and young person to be successful in their future lives. For this to happen we must champion the unique potential of every pupil. We know that an excellent education underpinned with opportunities to love, learn and laugh is transformative, and we are committed to this motto.

We take into account pupils' varied life experiences and needs, providing equal opportunities for all pupils, whatever their age, disability, race, religion or belief, gender / gender identity or socio-economic background, to ensure that every child really does matter.

We understand that some pupils can suffer from long term, short term, chronic and acute illnesses and RPT will provide for all pupils without exception or discrimination. This includes both physical and mental health conditions.

RPT provides all pupils with any medical condition the same opportunities as others at school, enabling them to play a full and active role in school life, remain healthy and achieve their academic potential.

We will help to ensure all pupils can:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution

RPT makes sure that:

- all staff understand their duty of care to children and young people in the event of an emergency.
- all staff feel confident in knowing what to do in an emergency.

RPT understands that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood.
RPT understands the importance of medication and care being taken as directed by healthcare professionals and parents. All pupils with acute medical conditions (including epilepsy or severe allergies) will have an individual emergency care plan, written as soon as possible after diagnosis and reviewed by the school nurse.

All staff understand the medical conditions that affect pupils at school. Staff receive training on the impact medical conditions can have upon pupils.
RPT ensures staff receive appropriate first aid training and have easy access to first aid equipment. The main first aid boxes are located in the Admin Offices at Manor and Wembley

Manor/ and medical rooms at all three sites (including The Avenue School). All classrooms have a basic first aid kit; these are portable first aid kits and are taken on any off site visits. RPT ensures this policy is applied across the curriculum, including PE, school events ie Sports Days and Educational Visits.
Additionally, each school has a defibrillator located in the Admin Office. The defibrillator is checked monthly to ensure that it is in good working order and that the adhesive pads do not expire.

The named members of RPT staff responsible for this policy, including the administering of medicines and first aid and its implementation are:

Magdalena Gruszczynska-Lis - RPT

Esen Fikret - The Avenue School (Brondesbury Park)
Jesus Martinez – The Avenue School (Harlesden)
Joanne Bircham - Manor School
Angela Boast - Manor School (Kensal Rise)
Tim Elliston – Manor School (Kilburn)
Mala Neves – Manor Early Years
Aaron Lentner – Wembley Manor
Asha Varsani - Wembley Manor School

Support and guidance is provided by our specialist school nursing team.

Introduction

This policy sets out how RPT intends to manage the arrangements for supporting children with medical needs in school. Most children with medical needs are able to attend school regularly and, with support, take part in most routine activities, whilst others with more significant medical needs require a Care Plan to be drawn up. The policy also provides information on the administration of medicines in schools.

School Responsibility

• The Headteacher/ Provision leader accepts responsibility, for arranging and ensuring the administration of prescribed medication and medical care by appointed persons during the school day. The acceptance of responsibility may depend, however, upon the nature of any individual needs.

• Where the Headteacher/ Provision Leader decides that he/she cannot meet medical needs in individual cases, this decision will be notified to the parents/carers promptly.

• Designated members of staff with key responsibility for medicines/medical care/ care plans liaise with the school nurse where necessary. Any arrangements for children with medical needs participating in off-site school activities will be overseen by the Group Leader/ Teacher.

• Completed and signed forms from parents/carers concerning the administration of medicines will be received by each school office who will pass them to the relevant member of staff with responsibility. A record of medicines administered will be maintained and medicines will be stored appropriately.
• All medications administered will be witnessed and the signature of the witness will be recorded alongside the signature of the member of staff administering medication.

• All medicines sent into school by parents will be recorded. Parents will be notified if their child refuses to take medication prescribed. Parents/carers will be informed if we have any expired/unwanted medicine and arrange safe return via transport. Responsibility for ensuring this happens will belong to/ be overseen by the Headteacher/ Provision leader.

• In some circumstances, e.g. severe allergic reaction, which may require the immediate administration of medicines, school staff will receive training.

• We will not give medication containing Aspirin unless prescribed by a doctor.

• First aiders working in EYFS will receive Paediatric First Aid training.

Storage of Medication

All medicines should be handed in to the receptionist at school, who will supervise the transferring to the school nurse /appointed person. The main first aider will record the expiry date. This would include:

- **Rescue Medication**
- **All other medication**
- **Class staff to ensure that inhalers are in date/ labelled and accessible to the named pupil at all times.**
- **Class staff will ensure that medication logs are completed and parents have been informed if medication (including inhalers) has been administered.**

Rescue medications prescribed for pupils with epilepsy/ asthma and severe allergies will be kept securely by class staff who will carry each pupil's medication with the pupil. Some pupils at Key Stage 3 and above may begin to take responsibility for their own inhalers/ care plans. This will be reflected in their care plan and arrangements will be supported by class staff.

All medications other than rescue medications will be in a medication cupboard or fridge that is locked or housed in a locked room. Fridges have an internal thermometer to ensure that medicines requiring refrigeration are stored between 2 and 8 degrees Celsius.
The school nursing team will advise schools in the instance of a heatwave where medicines not requiring refrigeration may be affected by higher than normal room temperatures.

See Allergy Safety Policy

- **Trustees are aware of these decisions and updates.**

- As a Trust we have also taken up the recommendation of ***The Department of Health's document: Guidance on the use of adrenaline auto-injectors in schools (2017)*** and we will be keeping onsite a 'spare' Adrenaline auto-injector device for the emergency treatment of anaphylaxis in accordance with the ***Human medicines (Amendment) Regulations 2017.***

  In the event of a possible severe allergic reaction in a pupil who does not have a prescribed AAI, emergency services (999) should be contacted and advice sought from them as to whether administration of the spare emergency AAI is appropriate.

Emergency Spare inhalers, spacers and Epipen kits are available in the following locations:
Avenue School, Christchurch Avenue – Medical Room

Avenue School, Harlesden – Main Office
Manor School Early Years – Medical Room
Manor School, Kensal – Medical Room
Manor School, Kilburn – Main Office
Wembley Manor School – Main Office

Emergency Spare Inhalers

RPT schools have purchased salbutamol inhalers and spacers to be used when a pupil's own inhaler is unavailable for any reason (eg empty or broken)

All rules regarding signing in and signing out of medications also apply to pupils who attend short breaks provisions. Records of transfer of medications will be maintained upon receipt.

During administration of medicine, the lockable medicine cabinet will be supervised by a staff member.

The Responsibilities of Parents/Carers

• Whilst we encourage regular school attendance, children who are acutely unwell should not be sent to school.

• Parents/carers should try to ensure that their child's medication is taken out of school hours wherever possible and note that without prescription labelling, medication cannot be given in school.

• Where children are required to take medicines during school time, and travel to school on designated transport, parents/carers MUST hand the medication to the transport staff to be passed by that adult to the school staff. The parent/ carer should send signed and dated consent form with the medication providing the details of the dose and frequency.

• Parents/carers should ensure that their child's school is informed of any allergies (including allergies to plasters).
Parents/Carers, Transport staff and school staff will sign for controlled medication for each journey.

Please note:

Medicines can only be given from their original packaging in accordance with the original pharmacy dispensing label. Loose medicines will not be given.

• Parents/carers should ensure that they provide the school with emergency contact(s) where they or a nominated person can be contacted should their child become ill.

• New, up to date medication will be requested from the parents/ carers if necessary.

• When medicines are administered this will be recorded on medicine administration records and witnessed by another member of staff.

• Where a pupil has a significant medical need and health professionals advise that a Care Plan is required, parents/carers will be expected to fully participate in providing information in relation to the medical condition as well as, to agree and sign the plan for their child.

• All RPT schools have competent, qualified first aiders, there is no reason at all why they should not remove splinters, if they are partly exposed and easily removed with tweezers. If splinters are deeply embedded then parents will be consulted and professional medical help may need to be sought. Tweezers should always be cleaned prior to removing a splinter with a sterile wipe. (HSE – Case 299)

• Qualified First Aiders are required to check whether a child is allergic to plasters before applying a plaster to a minor cut/ injury. A list of pupil allergies can be located in the medical room at each site and in each pupil's classroom.

• Parents/carers should inform the school and school nurse as soon as possible of any changes in their child's condition or treatment.

• Whilst we will endeavour to maintain confidentiality, in some cases in the interests of the pupil's safety, information about their condition and treatment will be made available to staff to ensure continuity of support etc.

• Ice packs will not be used in RPT schools. Injuries requiring cold compress will be treated with refrigerated cool packs with a liner.

The Responsibilities of Families

• Whilst we encourage regular school attendance, when children feel very poorly before leaving home in the morning, parents/ carers should decide whether they are well enough to attend school.

• **The School nurse or trained school staff** will supervise the taking of medications. Children should **never** give their medicine to anyone else or leave it in their school bag/coat pocket.

• Where a child of sufficient understanding has a significant medical need which requires an Individual Care Plan, the child will be invited to participate, whenever possible, in drawing up and agreeing the plan.

• Children should never ask other children to take care of their medication.

The School's Emergency Procedures

• For non-emergency situations advice will be sought from the school nurse. They can be visited when on site or emailed when off-site.

• Pupils who have rescue medication (Buccal Midazolam) in school have individual Epilepsy Care Plans, which must be signed by both the parent/ carer and doctor. This plan will be followed in the event of a seizure.

• Where it is clear that a child requires urgent medical attention, an ambulance will be called.

• The caller will refer to the Care Plan and provide details of the child's known condition and symptoms. Where possible, they will give the name and date of birth of the child etc.

• Where urgent medication is required, and staff have received training, e.g. Epipen, the school will endeavour to administer the medication and call for an ambulance simultaneously.

When an emergency call is made, the caller will give their name and provide details of the school's location to aid the Ambulance Service**.**

- **Manor School Kensal Rise, Chamberlayne Road, London, NW10 3NT**
- **Manor School Kilburn, Canterbury Road, London NW6 5ST**
- **Manor School Early Years Centre, 38 Bridge Road, London, NW10 9BX**
- **The Avenue School, Christchurch Avenue, London NW6 7BH**
- **The Avenue School, Harlesden, London NW10 3RN**
- **Wembley Manor, London Road, Wembley, London, HA9 7EU**

• Parents/carers will be contacted as soon as possible when emergencies arise.

• If off site, staff should contact the school office as soon as possible.

• A pupil taken to hospital by ambulance should be accompanied by an appropriate member of staff if necessary who should remain until the parents/carers arrive.

School Visits

• In accordance with guidance from the school nurse, medication will be taken on school trips and administered by a trained member of staff.

• Records will be kept of medication leaving and returning to school.

• When out of school medication will be carried by the member of staff with responsibility for the child requiring the medication.

• Medication should be taken on school trips in original packaging with a dispensing prescription label.

• Members of staff taking pupils off site will ensure that they take with them an emergency inhaler kit.

Routine Medication Administration

• The vast majority of our staff have received emergency First Aid training. Some staff have completed more advanced training such as Paediatric First Aid or First Aid at Work, and are also available to respond to incidents as required.

• All members of staff should pass any information regarding pupil's health and medication issues to the relevant member of staff.

• Emergency procedures that take place in the community should be dealt with calmly, ensuring that the Care Plan is followed and that emergency services and the school are called.

• Medication may be administered by staff according to direction. Specific rescue medication may be administered by staff trained to do so.

• Under no circumstances will pupils be given medication to self-measure or determine their own dosage. All medication must be measured and administered directly by an authorised adult to safeguard pupil health and wellbeing. Eg, a member of staff must measure out the medication required and give this dose to a pupil to prevent the pupil from over or under administering.

• Signatures of persons administering medication (see DFE guidance) must be recorded by the main first aider and copies kept with the medication, in the pupil medication bags.

Disposal of medication

• Surplus or expired medication will be returned to parents/carers directly or to bus escorts at the end of the day. All medication leaving school premises for return to parents/ carers will be recorded using the Medicines Stock Control Sheet. Expiry dates of medication are recorded on medicine record sheets.

Paracetamol Administration

• The school nurse / trained staff are responsible for the giving of Paracetamol. Paracetamol will only be given where a parent provides either a prescription or a letter from a GP.

In cases where this is provided:

• Paracetamol will not be given before 12:30pm unless there is confirmation that an earlier dose has not been given by parents/carers.

• Where Paracetamol has been given, parents/ carers will be informed via a telephone call unless specific directions have been provided by the parent.

Homeopathic/ home remedies

Where parents/ carers choose to administer homeopathic/ home remedies to their child these cannot be administered in school without consent from the child's GP.

Training

• Requests for First Aid training should be made to the Headteacher/ SLT who will advise how training is to be pursued.

Training provided for staff responsible for First Aid includes – Paediatric First Aid, First Aid at Work and Emergency First Aid. These certificates are valid for 3 years.
Annual Training for all staff includes Allergy Awareness and Epi-Pen, Buccal Midazolam, Rescue medication and Asthma.
Further training is provided to class teams where there are pupils who require staff with knowledge of further conditions such diabetes, peg feeding, dysphagia.

• A record of who delivered the training and who received the training will be kept by the school. RPT aims to ensure all staff receive emergency first aid training and that this training is updated as frequently as possible.

• If a serious medical incident occurs in school, a debriefing session will be arranged.

Record Keeping

The school will keep records of the following:-
• Medication administered
• Individual Care Plan
• Notification from parents/carers giving consent regarding medication
• Training records
• Records will be archived for 5 years from a pupils leaving date.

Confidentiality

• In accordance with guidance, medicine cabinet keys **MUST** be securely stored in a locked key safe in the medical room. This area has restricted access.

• The medical room at Avenue School is secured by key pad.

The medical room at Manor School can be accessed by fob.

• The key to the medical room at Wembley Manor is held by the administrator and Head Teacher. The key to the medical cupboard is held in a coded key safe.

• It is the responsibility of anyone leaving the medical room to ensure it is securely locked behind them.

Staff medical conditions requiring medication

All staff are required to sign a self-declaration to state whether they are taking any medications on a regular basis. Where staff state that they do take medication on a regular basis this will be discussed confidentially with the Headteacher/ provision leader and provision for the safe storage of this medication will be made.

All medication brought into school by members of staff must be securely locked away unless agreed with the Head Teacher/ provision leader.

Related Policies

- Children with health needs who cannot attend school Policy
- Allergy Safety Policy
- Asthma Policy
- Epilepsy Policy

Monitoring and Reviewing the Policy

• Headteachers will ensure that this policy is implemented and monitored and is made known to parents/carers, staff and pupils.

Rules for handling medication

Green bags

- **All rescue medication should be stored in green bags**
- **Pupils have their own green bag.**
- **Where bags contain epipens or Buccal Midazolam they will be sealed with a tag which can be broken when needed in an emergency. (Bags containing inhalers do not need to be secured with a tag).**
- **Green bags will have a photo of each child/ name of pupil either attached to the outside or inside front pocket. The name of the pupil will always be in the inside pocket.**
- **Where the tag has a number this should be recorded on the medication stock sheet**
- **The care plan should be stored in the front pocket of the medication bag.**
- **The medications administered log and a pen should be stored in the main pocket with the medication**

Movement of medications around school/ sites

- **Multi use rooms need hooks with a sign for hanging medication bags when this has been risk assessed as safe for pupils**

- **Only staff who have received training can carry/ administer medicine (agency staff who have not received training should not carry or administer medication)**

- **Staff should wear medicine bags in the playground.**

- **Pupils medication stored at MSEYC will be collected after school on Thursday or in the morning on Friday in readiness for swimming at Manor.**

- **If a Key Stage 3/4/5 student is not able to take responsibility for carrying their own medication this will be managed by the class team.**

- **Pupils must be encouraged to be aware of who is carrying their medication.**

- **Staff must ensure they know whose medication they are carrying.**

- **Staff going out on trips must sign out all medications (including spare kits) that are being taken off site (eg 1 epi-pen/ 2 inhalers etc)**

- **Staff going out on trips should check if any other medications are required by the child**

Protocols to follow should an incident involving medication occur

