

‘Growing together in the spirit of Christ’s love’

All Hallows Catholic High School



Medicines Policy

Signed by:

Headteacher: Mrs A Cooper

Chair of Governors: Mrs L Kitto

Date: Autumn Term 2026

Review Date: Autumn Term 2027

ALL HALLOWS CATHOLIC HIGH SCHOOL

MEDICINES POLICY

1. Mission Statement and Aims

At All Hallows Catholic High School, we recognise that some pupils may, at some time, have medical conditions which affect their attendance, learning, wellbeing or participation in school activities. These conditions may be short-term or long-term and require varying levels of support

The aims of this policy are to:

- Support pupils with medical conditions to access education fully.
 - Ensure effective arrangements are in place for supporting pupils with medical needs.
 - Enable regular attendance and participation in all aspects of school life.
 - Ensure clear procedures for the storage, administration and recording of medicines.
 - Promote the safety and wellbeing of pupils requiring medical support.
 - Ensure compliance with statutory duties and current guidance.
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2. Legal and Statutory Framework

This policy has due regard to:

- Children and Families Act 2014.
- Equality Act 2010.
- Special Educational Needs and Disability Code of Practice.
- Health and Safety at Work etc. Act 1974.
- Control of Substances Hazardous to Health Regulations 2002 (COSHH).
- Human Medicines Regulations 2012.
- Department for Education: *Supporting Pupils at School with Medical Conditions*.

This policy should be read alongside:

- Health and Safety Policy.
- First Aid Policy.

- SEND Policy.
 - Accessibility Plan.
 - Educational Visits Policy.
 - Records Management Policy.
 - Data Protection Policy.
 - Allergen and Anaphylaxis Policy. The school recognises that some pupils with medical conditions may be considered disabled under the Equality Act 2010 and will seek to make reasonable adjustments to support their participation in school life
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3. Roles and Responsibilities

Governing Body

The Governing Body will:

- Ensure that arrangements are in place to support pupils with medical conditions.
- Monitor implementation of this policy.
- Ensure staff receive appropriate training.
- Ensure appropriate information-sharing arrangements exist.

Headteacher

The Headteacher will:

- Ensure effective implementation of this policy.
- Ensure suitable staffing and training arrangements.
- Support the Lead Adult in carrying out their responsibilities.
- Ensure sufficient resources are available to meet pupils' medical needs.

Lead Adult

The Lead Adult at All Hallows Catholic High School is **Miss L Horton**

The Lead Adult will:

- Oversee day-to-day implementation of this policy.
- Coordinate Individual Healthcare Plans.
- Ensure staff training is arranged and maintained.

- Liaise with parents and healthcare professionals.
- Ensure medicines are stored and administered safely.
- Coordinate emergency procedures and information sharing. **School Staff**

All staff will:

- Follow this policy.
- Attend relevant training.
- Respond appropriately in emergencies.
- Support pupils with medical conditions as required.
- Follow Individual Healthcare Plans where relevant

Parents

Parents are responsible for:

- Providing accurate and up-to-date medical information.
 - Informing the school of changes to medication.
 - Providing prescribed medication in the correct format.
 - Collecting medicines when no longer required.
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4. Admissions

The school recognises that pupils with medical conditions have the same rights of admission as other pupils and will not be excluded from school solely because of a medical condition.

5. Non-Prescription Medicines

Where clinically appropriate, medicines should be taken outside school hours

The school may administer paracetamol or other approved non-prescription medicines where:

- Written parental consent has been obtained.
- Parents are contacted before administration.
- Safe dosage intervals are confirmed.
- Administration is appropriately recorded.

6. Prescribed Medicines

The school will only accept prescribed medication where it is essential that it is administered during the school day

Medication must:

- Be supplied in the original container.
- Display pharmacy labelling.
- Include the pupil's name.
- Include dosage instructions.
- Include expiry information

Authorised persons include:

- Named first aid trained members of the General Office.
 - Mr D Finch (Lead Adult).
 - Mrs A Cooper (Headteacher).
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7. Controlled Drugs

Controlled drugs will be stored, administered and recorded in accordance with statutory requirements.

Training relating to controlled drugs and specialist medication will be organised by **Mrs L Topping**.

Administration of controlled drugs will always be witnessed and recorded appropriately.

8. Long-Term Medical Needs

The school recognises that pupils may have long-term physical or mental health conditions requiring support in school

Parents must provide up-to-date medical information and notify the school promptly of changes to treatment or medication

9. Individual Healthcare Plans (IHPs)

Where appropriate, an Individual Healthcare Plan will be developed in partnership with:

- Parents.
- The pupil.
- Healthcare professionals.
- Relevant school staff

An IHP may include:

- Details of the medical condition.
- Symptoms and triggers.
- Medication requirements.
- Emergency procedures.
- Staff responsibilities.
- Educational visit arrangements.
- Sporting activity arrangements.
- Examination access arrangements where appropriate.
- Review dates

IHPs will normally be reviewed annually or sooner where circumstances change

10. Medicines Safety

Medicines will be stored safely and securely in accordance with manufacturer instructions

Emergency medicines, including inhalers and prescribed AAI, will remain readily accessible when required

Expired medicines will be returned to parents for safe disposal

11. Emergency Procedures

Emergency procedures form part of the school's wider First Aid and Emergency Planning arrangements.

If a pupil requires hospital treatment:

- An ambulance will be called.
- Parents will be informed immediately.

- A member of staff will accompany the pupil until a parent arrives
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12. Administering Medicines

Staff will not administer prescribed medication without written parental consent

Each administration of medication will be recorded

The school supports self-management of medication where appropriate and agreed with parents and relevant professionals

13. Emergency Inhalers and Adrenaline Auto Injectors

The school maintains emergency salbutamol inhalers in accordance with statutory guidance

The school also maintains spare Adrenaline Auto Injectors (AAIs) and will store, administer and monitor these in accordance with the Allergen and Anaphylaxis Policy.

14. Refusal of Medication

Where a pupil refuses medication:

- The refusal will be recorded.
 - Parents will be informed on the same day.
 - Emergency procedures will be followed where necessary
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15. Record Keeping

The school will maintain records relating to:

- Medical information.
 - Individual Healthcare Plans.
 - Staff training.
 - Medication administration.
 - Emergency interventions.
 - Parental consent forms
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16. Educational Visits

No pupil will automatically be excluded from educational visits because of a medical condition.

Reasonable adjustments and risk assessments will be considered in order to support participation wherever reasonably practicable.

The Educational Visits Coordinator will ensure medical needs are identified during planning.

17. Sporting Activities

The school believes pupils with medical conditions should be able to access PE, sport and enrichment activities wherever possible

Reasonable adjustments will be considered through Individual Healthcare Plans where necessary

18. Reintegration Following Absence

The school will support pupils returning from absence relating to medical treatment or illness.

Where appropriate, a phased return, pastoral support plan or revised healthcare arrangements may be implemented in consultation with parents and healthcare professionals

19. Unacceptable Practice

The school will not:

- Prevent pupils accessing medication required for their condition.
 - Assume that all pupils with the same condition require the same support.
 - Exclude pupils unnecessarily from activities.
 - Prevent access to drinking water, food or toilet facilities when required as part of a medical condition.
 - Penalise pupils for legitimate medical-related absence.
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20. Confidentiality and Information Sharing

Medical information will be treated sensitively and in accordance with UK GDPR and Data Protection legislation.

Information will only be shared with staff on a need-to-know basis, while ensuring that sufficient information is available to keep pupils safe.

Supply staff and temporary staff will be provided with relevant information where necessary for safeguarding purposes

21. Complaints

Concerns regarding support for pupils with medical conditions should first be raised with the Lead Adult.

Where concerns remain unresolved, parents may follow the school's Complaints Procedure

22. Policy Review

This policy will be reviewed annually and earlier if:

- Legislation changes.
 - Statutory guidance changes.
 - Significant issues arise.
 - Following a serious medicines-related incident
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