



Rosh Pinah * Primary School

Medicines in School Policy

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1. Statement of Intent

At Rosh Pinah Primary School, we aim to provide a safe and caring environment for all. Health and Safety issues are therefore very important within the school and a set of procedures and policies have been put in place to minimise the risk of accidents.

As an inclusive school, we believe that no child should be discriminated against because of a medical condition. We undertake to administer medicines to children subject to the procedures set out in this document and any statutory guidelines and advice from outside agencies. Although the school seeks to assist parents in administering medicines during the school day, parents remain ultimately responsible in this matter. The school takes no responsibility for the use of medicines in school.

Should a parent of a child requiring emergency medication (e.g. adrenalin) approach the school for placement, consideration will be given to facilities required based on the advice and guidance sought from the School Health Service.

2. General principles

- The school will administer prescribed medicines only
- Children are not permitted to administer their own medicine, creams etc
- Teachers and non-teaching staff have neither a legal or contractual duty to administer medicines or provide health treatment
- Legal responsibilities under The Health and Safety at Work Act remain those of the employer
- The school ensures all staff have access to SAS (Health and Wellbeing Service).

Employees have a responsibility to:

- Take reasonable care of their own and others' health and safety
- Co-operate with their employers
- Carry out activities in accordance with training and instructions
- Inform the employer of any perceived risks.

3. Legislation & statutory responsibilities

This policy meets the requirements under [Section 100 of the Children and Families Act 2014](#), which places a duty on the Governing Body to make arrangements for supporting pupils at their school with medical conditions.

It is also based on the statutory guidance on [supporting pupils with medical conditions at school](#) and the Early Years Foundation Stage Statutory Framework from the Department for Education (DfE).

4. Roles and responsibilities

4.1 The Governing Body

The Governing Body will:

- Review this policy in a timely manner, in line with the relevant legislation and requirements
- Make sure that the policy sets out the procedures to be followed whenever the school is notified that a pupil has a medical condition
- Monitor practice, and staff training, in regards to pupils with medical conditions, in line with this policy.

4.2 The Headteacher

The Headteacher will:

- Make sure all staff are aware of this policy and understand their role in its implementation
- Make sure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHPs), including in contingency and emergency situations
- Make sure that all staff who need to know are aware of a child's condition
- Take overall responsibility for the development and monitoring of individual healthcare plans (IHPs)
- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way
- Manage cover arrangements in the case of staff absence or turnover, to make sure a suitable staff member is always available, and supply staff are briefed appropriately about pupils' medical needs
- Approve risk assessments for school visits and school activities outside the normal school timetable that involve provision for pupils with medical conditions
- Make sure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date.

4.3 Staff

Supporting pupils with medical conditions during school hours is not the sole responsibility of 1 person. Any member of staff may be asked to provide support to pupils with medical conditions, although they will not be required to do so. This includes the administration of medicines.

Those staff who take on the responsibility to support pupils with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so.

Teachers will take into account the needs of pupils with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

4.4 First Aiders

The appointed persons are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned, when appropriate
- Acting as first responders to any incidents, they will assess the situation where there is an injured or ill person and provide immediate and appropriate treatment
- Taking permission from the Headteacher or the Senior Leadership Team to send a child home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident.

4.5 Mental Health First Aider

The appointed person is responsible for:

- Providing mental health first aid as needed, at their level of competence and training
- Providing comfort to an individual with a mental health issue
- Ensuring they maintain confidentiality as appropriate

- Listening non-judgmentally.

4.6 Parents / Carers

- The school holds confidential information on pupils' health. This needs to be updated regularly. The provision of this information remains the responsibility of the parent
- The medicine in the smallest practicable amount must be brought to school by the Parent (**under no circumstances by the child**) and must be delivered personally to the School Office
- Parents are encouraged to ask their doctor to prescribe medicine in dose frequencies which enable it to be taken outside of school hours
- In complex cases the parent may be required to visit the school during the school day to administer medication in person
- They must complete the necessary medical forms
- They should ensure that the medicine is correctly labelled with the child's name, medicine name, dose, dose and frequency of administration, cautionary advice, expiry date and storage information
- All the medicine should be supplied in the original container
- All medicines to be collected by the parents at the end of the school year
- Parents to ensure that their children take their medicine (as necessary) to any out-of-school activities (this will usually be held by the teacher in charge)
- Informing the school whether an adverse effect may result from failure to receive the medicine or the possible side effects of its administration
Parents are responsible for administering short-term medication at home e.g. Antibiotics 3 times a day and painkillers
- Parents are key partners and should be involved in the development and review of their child's Individual Healthcare Plan, and may be involved in its drafting. They should carry out any action they have agreed to as part of its implementation, e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times (**APPENDIX 2 Individual Health Care Plan**)

5 Administration of medicine

The school is responsible for:

- Undertaking to administer long term medicines as agreed with parents and within this policy
- Correct storage of long term medicine in the medical room (refrigerated if necessary)
- Keeping a record of the long-term medicine administered as appropriate following health care plans as written by the Nurse with the parent.

The school will consider requests made by parents in respect of administration of medicine when:

- A child suffers from chronic long term illnesses or complaints such as asthma, diabetes or epilepsy
- The school has received the Parental Agreement Form issued by the School Office (**APPENDIX 1 Permission to give prescribed medicines in school**)
- Long term medicines will be either self-administered in the presence of a member of staff or will be administered by the named first aid staff according to the dosage instruction provided by the parent
- The school will keep a record of the administration of medicines (**APPENDIX 4 Administration of prescribed medicine in school record**)
- The school will not be held responsible for failure to administer medication

- If the School has concerns about the nature of given medication, it reserves the right to refuse administration. Parents will be advised of this immediately and will be consulted to look for an alternative arrangement.

5.1 Antibiotics / prescribed medicines

- The school do not dispense antibiotics or pain killers to pupils during school hours except where anti-biotics or pain killers are prescribed four times a day. The school will administer the lunchtime dose only. We request that children are not sent to school with medicine. If the child needs medicine, it will have to be administered at home. If medication is required during school hours, parents are responsible for arranging for a named person or themselves to come into school to administer.

5.2 Ritalin (and associated types of medicine)

- Most pupils who are prescribed these types of daily medication will be given slow-release tablets before school by a parent. The school will only administer medication if the prescribing doctor advises the child to receive the medication during the school day.

6 Medical condition

6.1 Allergies (Use of Epipen)

- The School is a nut-free zone. Nuts are not permitted in school
- The school staff will administer EPIPEN medication in **extreme circumstances** and only if they have been trained in the use of an EPIPEN. The staff understands that EPIPEN is a risk-free treatment and a one-time injection that can do no harm may relieve a potentially high-risk medical condition. These are specialist medicines, which can only be administered by staff who have been trained to carry out this procedure. Arrangements for children who suffer from nut allergies and require specialist treatment have a Health Care Plan written and agreed with our SENCO
- A trained member of staff will accompany in all school and residential trips. EPIPEN boxes **MUST** be labelled clearly with the child's name. EPIPENs must be within date. Each child must have TWO EPIPENs in School at all times
- The school's spare Epipens should only be used on pupils known to be at risk of anaphylaxis, for whom both medical authorisation and written parental consent for use of the spare Epipens has been provided.

6.2 Asthma

- All inhalers will be stored in the classroom 'grab bag' for use when required under the supervision of an adult. The use of inhalers will be logged in the record book
- Inhalers will only be allowed in school once parents have completed both 'Parental Agreement Form' and the 'Individual Health Care Plan' (**APPENDIX 3 Individual Health Care Plan**)
- Parents will be asked to provide a labelled spare inhaler in case the regular one is lost or broken
- Parents must advise the school of inhaler expiry dates
- Inhalers are only to be used by the pupil for whom they are prescribed
- Some children need to use an electric device called a Nebuliser. In such cases, they will only be allowed following liaison with parents and the School Nurse
- The inhaler should be readily accessible during the PE lesson
- When swimming and on all school trips or educational visits the class teacher or the TA will take the inhalers in the grab bag.
- The school will keep an Emergency Asthma Kit (Salbutamol) in the School Office for emergency purposes.

6.3 Vomiting and Diarrhoea

- Children with these conditions should be kept off school. They can return 48 hours after their last episode.

6.4 Sore Throat

- A sore throat alone doesn't have to keep a child off from school. If it's accompanied by a raised temperature, the child should stay at home.

6.5 Cough & Cold

- A child with a minor cough or cold may attend school. If the cold is accompanied by a raised temperature, shivers or drowsiness, the child should stay off school, visit the GP and return to school 24 hours after they start to feel better.

6.6 Headache

- A child with a minor headache doesn't usually need to be kept off school. If the headache is more severe or is accompanied by other symptoms, such as raised temperature or drowsiness, then parents can keep the child off school and consult their GP.

6.7 Rash

- Rashes can be the first sign of many infectious illnesses, such as Chickenpox and Measles. Children with these conditions shouldn't attend school. If the child has a rash, parents should get it checked with their GP or practice nurse before sending them to school.

6.8 Conjunctivitis

- Children with conjunctivitis need to be kept off school until antibiotic eye ointment has been applied for 24 hours.

6.9 Impetigo

- Children with impetigo need to be kept off school until there is no more blistering or crusting, or until 48 hours after antibiotic treatment has been started.

6.10 Hay fever

- During the summer months, it may be necessary to administer anti-histamine tablets or eye drops. Both 'Parental Agreement Form' and 'Individual Health Care Plan' should be completed and given to the School Office together with the prescribed labelled medication.

6.11 Head Lice

- Within most schools, at any one time, there will be a small number of children who have head lice. Infection levels remain fairly constant, but if parents could inspect their child/ children's hair at least once a week throughout the school year, the school would be grateful
- Head lice doesn't always cause an itchy scalp, so many people will be unaware that they are infected. Sufferers only develop an itchy scalp if they become sensitive to louse saliva and this can take up to two months
- If the parents suspect that the child has head lice incidences, it should be reported to the school. Detection and effective treatment of any head lice outbreaks is key to reducing the problem. Treating head lice is not a problem. For further advice, consult a pharmacist, doctor or school nurse. More information can be obtained from www.headliceadvice.net.

7. First Aid

- We have trained staff to administer First Aid. These staff receive regular training and update their first aid knowledge. Any incidents recorded are logged and reported to the School Office. We don't give any form of painkillers or use any antiseptic on wounds. We only administer cold water. If a child has a head injury, we will do our best to inform parents (or authorised person). For any serious injuries which may require hospital treatment an ambulance will be called and then the parents are informed, so they can either accompany the child to hospital or meet us there
- Defibrillators are available as a part of the first aid equipment. First aiders are trained in the use of defibrillators
- Procedures are in place to maintain the equipment in accordance with the manufacturers' recommendations.

7.1 First Aid Guidelines

- Teaching staff are not doctors or nurses. They can only act as far as their training and common sense allows
- The school maintains at any given time, qualified first aid personnel. It is to these designated personnel that reference should be made in cases of first aid
- In all cases of the administration of first aid, parents are informed at the end of the day by the class teacher
- In more serious cases, parents should be contacted immediately and advised of the need to take the child to a doctor
- Any kind of head and eye injuries, parents are notified by telephone
- In emergency cases, an ambulance should be called and the parents are informed immediately. In such cases, the school's order of care is entrusted to the NHS ambulance personnel. If possible, the parents or a member of staff should accompany the child to hospital (**APPENDIX 3 Emergency Contact Services**).

8. Accident recording and reporting

8.1 First Aid and accident record (Arbor)

- An accident form will be completed by the relevant member of staff on the same day or as soon as possible after an incident resulting in an inquiry. The form will be attached to pupil's record in Arbor. A copy will be emailed or printed out and sent to parents.

9. Identification

- Children who are considered at risk of life-threatening attacks are made known to all members of staff.

10. Off site visits

- Before undertaking any educational visit, staff investigate and assess any possible Health and Safety issues and confirm to the school guidelines. First Aider will arrange for additional equipment such as epi-pens, inhalers as relevant to Health Care Plans.
- The school does not have to take children on visits who presents challenging behavior. Children that cannot follow instructions and do not listen respectfully to adults may not be taken on school trips or any other educational visits because of Health and Safety reasons. Special arrangements will be made for children with Special Educational Needs in accordance with the Disability and Discrimination Act 2005 and the Schools Access Policy/Plan. Children who remain in school are given appropriate work and activities to do.

11. School trips

- Prior to any residential trip, all parents must complete a general medical form. The form has to be returned to the school prior to the trip
- Additionally, the school will require parents of children on medication during a residential or day trip to complete a 'Parental Agreement for School to Administer Medicine' form and all medicines will be handed over to a member of staff on the day of departure. All medicines must be prescribed by a doctor and labelled with the child's name and dose.

12. Inclusion

- At Rosh Pinah our values embrace Inclusion. We aim to ensure that we promote the inclusion of all members of the school including children, parents, staff, governors and the local community according to orthodox Jewish practice. Our framework is based on suitable learning challenges, responding to each pupil's diverse learning needs and overcoming potential barriers to learning so that all stakeholders in all areas of school life can participate as fully as possible.
- The ethos of inclusion is a whole school policy and will therefore permeate all aspects of school life. Our school ethos, based on our Mission Statement and our five Core Values underpins the whole school inclusion policy.

13. Early Years Foundation Stage

13.1 Food & Drink (safer eating)

- The school ensures the food and drink is healthy, balanced and nutritious. Fresh drinking water is always available and accessible to all children
- A Paediatric First Aid trained staff is present in the dining hall
- Before the pupil is admitted to the setting the school obtains information about any special dietary requirements, preferences, food allergies and intolerances that the child has and any special health requirements. The information is shared with all members of staff involved in preparing and handling the food. At each meal time, staff on duty are responsible for checking that the food provided meets all the requirements for each child
- The school will continue to have an ongoing discussion with parents / carers and other health professionals to develop an allergy action plan for managing any known allergies and intolerances. The information should be kept updated and shared with all members of staff responsible for looking after Early Years pupils
- The school ensures that staff are aware of the symptoms and treatments for allergies and anaphylaxis
- The school will have an ongoing discussion with parents and carers about the stage their child is at in regarding the introducing solid foods, including to understand the textures the child is familiar with. Assumptions are not made based on age
- The school will prepare food in a way to prevent choking. This guidance on food safety for young children: [Food safety - Help for early years providers - GOV.UK \(education.gov.uk\)](https://www.gov.uk/guidance/food-safety-help-for-early-years-providers) includes advice on food and drink to avoid, how to reduce the risk of choking and links to other useful resources for early years providers
- Young children should be seated in an appropriately sized chair while eating with staff supervising them at all times. Choking can be completely silent, therefore, it is important for staff to be alert to when a child may be starting to choke. Where possible, staff should sit facing children whilst they eat, so they can make sure children are eating in a way to prevent choking and so they can prevent food sharing and be aware of any unexpected allergic reactions
- When a child experiences a choking incident that requires intervention, staff on duty should record details of where and how the child choked and ensure parents and/or carers are made aware. The

records will be reviewed periodically to identify if there are trends or common features of incidents that could be addressed to reduce the risk of choking. Appropriate action should be taken to address any identified concerns.

13.1 Food & drink facilities

- Our dining hall is adequately equipped to provide healthy meals, snacks and drinks for children. The kitchen staff are responsible for providing the hygienic preparation of food for children. Kitchen staff responsible for preparing and handling food are competent to do so. All staff involved in preparing and handling food have received training in food hygiene

13.2 Food Poisoning

- School must notify Ofsted, or the CMA with which it is registered, of any food poisoning affecting two or more children cared for on the premises. This must be done as soon as is reasonably practicable, but, in any event, within 14 days of the incident. A registered provider who, without reasonable excuse, does not meet this requirement is committed to an offence.

APPENDIX 1



Rosh Pinah
Primary School

Permission to give Prescribed Medicines in School

Rosh Pinah will not give your child medicine unless you complete and sign this form.

Date for review to be initiated by

Name of child

Date of birth Class

Medical condition or illness

Medicine

Name/type of medicine

(as described on the container)

Expiry date

Dosage and method Timing

Special precautions/other instructions

(e.g. taken before food)

Are there any side effects that the school needs to know about?

Self-administration – Y/N

Procedures to take in an emergency

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name

Daytime telephone no.

Relationship to child

Address

I understand that I must deliver the Medicine personally to the School Office.

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school's policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature.....

Date.....

APPENDIX 2



Rosh Pinah
Primary School

Individual Health Care Plan

Child's name

Class

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

Family Contact Information

Contact 1: Name

Phone no. (work)

(home)

(mobile)

Contact 2: Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Clinic/Hospital Contact

Name

Phone no.

G.P.

Name

Phone no.

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

--

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision, date of expiry

Epipen Y/N and date of expiry

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

Parental Responsibilities

Parents / Carer

Date

Class Teacher

Date

Teaching Assistants (First Aiders)

Date

APPENDIX 3



Rosh Pinah
Primary School

Contacting Emergency Services

Request for an Ambulance

Dial Hatzola or 999, ask for ambulance and be ready with the following information:

1. Your telephone number:

2. Give your location as follows (*insert School address*)

3. State that the postcode is:

4. Give exact location in the School (*insert brief description*)

5. Give your name: _____

6. Give name of child and a brief description of child's symptoms

7. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to the casualty

Speak clearly and slowly and be ready to repeat information if asked

Put a completed copy of this form by the telephone.

APPENDIX 4



Administration of Prescribed Medicine in School Record

Name of child:

Name and strength of medicine:

Check the medication given coincides with the information stated on 'permission to give prescribed medicines in school'.

Date	___/___/___	___/___/___	___/___/___
Time given			
Dose given			
Name of member of staff			
Staff initials			
Observations/comments			

Date	___/___/___	___/___/___	___/___/___
Time given			
Dose given			
Name of member of staff			
Staff initials			
Observations/comments			

Date	___/___/___	___/___/___	___/___/___
Time given			
Dose given			
Name of member of staff			
Staff initials			
Observations/comments			
