



MANCHESTER
MUSLIM
PREPARATORY
SCHOOL

FAITH • LEARNING • LIFE

ADMINISTERING MEDICINES POLICY

Last reviewed on: July 2025

Next review due by: July 2026

Aim:

To ensure that the school has an accurate record of pupils with any medical conditions and that class teachers are aware of these and to record these details on a medical log and health care plan. All of us want all children to have successful and fulfilling lives. By implementing this guidance, you will be helping to achieve our shared vision that all children and young people should be healthy, stay safe, enjoy and achieve, and be able to make a positive contribution. The measures outlined in this guidance are one more step towards ensuring that vision becomes a reality (refer to the H&S & First Aid policy)

1. Copies of the pupil's specific medical needs (as advised by parents) will be recorded in the medical details log. A copy of this will be distributed to class teachers at the beginning of the academic year.
2. 'Health care plans' must be updated annually or if there are any changes to a child medical condition.
3. Pupils with inhalers (kS2) can be responsible for their own inhaler so that they always have immediate access to it. If necessary, this includes the inhalers being taken out of school for games/swimming, or other off-site activities. Inhalers may also be kept with the class teacher and within easy access. Spare inhalers will be kept in the (H&S room 1st floor)

Obtaining and Recording Accurate Information:

The school will ask all parents to complete a medical update form at the beginning of the academic year; the data from this will be transferred to the medical detail log. Parents will be asked to clarify any medical conditions and note will be made on the log. Parents will be required to update the school of any changes or development of medical conditions including asthma. In addition to this 'Health care plans' will also be produced for all pupils on the medical log. These will be updated annually. Class teachers will receive a copy of the plans.

Administration of Medicines during School Hours

From time to time, parents request that the school should dispense medicines which need to be administered at regular intervals to pupils.

These requests fall into two categories:

- Pupils who require emergency medication on a long-term basis because of the chronic nature of their illness (for example, asthma).
- For casual ailments it is often possible for doses of medication to be given outside school hours.

Antibiotics

If it is unavoidable that a child has to take medicine in school, written **PARENT REQUEST TO ADMINISTRATION FORM (Appendix 1)** will be completed by parents in the office.

Parents hand over medication to Admin (**including confirmation that medication has been taken at home for 24 hours already without any allergic reaction**).

- Admin staff will sign the form
- Admin staff will print 2 copies of the **Administration form**.
- 1 copy for the **class teacher**
- 1 copy for Mrs S. Chaudhri (**Wed, Thu, Fri**) – Mrs Ghafori (**Mon, Tue**)

Staff administering medicine (Mrs Chaudhri, Mrs Ghafori – in their absence a nominated person) to ask child full name, then check name on medication and dosage before administering medicine
EYFS, YR1 – to wear a wrist band (available in H&S room/first aid bags 1st floor) – state first name – same administration procedure above
Entry of time and dosage given made into class medication record book.

The medicines must be brought into school in a properly labelled container which states:

1. The name of the child
2. The name of the medicine
3. The dosage
4. The time of administration

Medicines will be kept in a secure place by Admin staff.

The record will be kept of medicines administered, dose and time of administration. This is to help prevent pupils exceeding the recommended or prescribed dose.

The Head Teacher or H&S CO will oversee the administration of the medication.

Inhalers

Where medicines/inhalers are necessary, (i.e. prescribed by a Doctor), parents must confirm in writing the details of the inhaler including a description and dosage. All inhalers must be labelled with the pupil's name and class.

Relievers clearly relieve the symptoms of asthma – common examples are called 'Ventolin' and 'Bricanyl' and are usually BLUE in colour.

Sports & Exercise:

All school staff should be clear about what to do in the event of a medical emergency.

Staff should be aware of those pupils who may become wheezy during exercise and who may need to use their inhaler before taking part. Breathlessness during an activity should result in the pupil withdrawing from the activity, for that lesson.

Swimming rarely provokes asthma, as the air breathed is warm and moist but staff needs to ensure that any pupils who may need to take medication, take it with them.

Animals:

Some animals can cause a sudden and severe reaction. Pupils, who react in this way, should not approach, handle or care for the animals. All such information must be recorded on the Healthcare plan.

Emergency medication

Some pupils may require emergency medication e.g. allergy sufferers. In such cases this must be highlighted in the health care plan and parents must give clear instructions on how to administer the medication. Parents must also state whether or not the child can administer it themselves or if they give permission for the school to administer medication.

If emergency medication is administered this should be recorded on the 'emergency medication log' and parents must be informed via telephone immediately.

Returning from absence due to illness:

We do not encourage pupils to miss lessons or to stay indoors during break and lunchtimes, so before a pupil is sent back to school after an illness, parents should ensure that he/she can cope with the whole school day.

Children with Medical Needs

1. Children with medical needs have the same rights of admission to a school or setting as other children. Most children will at some time have short term medical needs, perhaps entailing finishing a course of medicine such as antibiotics. Some children however have longer term medical needs and may require medicines on a long-term basis to keep them well, for example children with well controlled epilepsy or cystic fibrosis.
2. Others may require medicines in particular circumstances, such as pupils with severe allergies who may need an adrenaline injection. Children with severe asthma may have a need for daily inhalers and additional doses during an attack.
3. Most children with medical needs are able to attend school regularly and can take part in normal activities, sometimes with some support.

However, staff may need to take extra care in supervising some activities to make sure that these children, and others, are not put at risk.

4. Some children and young people with medical needs have complex health needs that require more support than regular medicine. It is important to seek medical advice about each child or young person's individual needs.

Appendix 1: Parental request to administer medicine

The school will not give your child medicine unless the parent / carer complete and sign this form.

Name of child	
Date of birth	
Year group	
Medical condition / illness	

Medicine

Name/type of medicine (as described on the container)	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

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

Parent / Carer Contact Details

Name	
Daytime telephone no.	
Relationship to child	
I understand that I must deliver the medicine personally to	[agreed member of staff]

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

Signature: _____

Date ____ / ____ / ____

Received by (staff member): _____

Form handed to class teacher by: _____

Class teacher signature: _____

Copy retained in medical administration log.