



MANCHESTER
MUSLIM
PREPARATORY
SCHOOL

FAITH • LEARNING • LIFE

Supporting Pupils with Medical Conditions & Administering Medicines Policy

Last reviewed on: August 2026

Next review due by: August 2027

1. Aim

MMPS will:

- support pupils with medical conditions so that they can participate fully and safely in school life
- ensure medicines are administered safely and appropriately
- maintain accurate and up-to-date medical information
- ensure appropriate individual healthcare arrangements are in place where required
- ensure staff understand their responsibilities and receive appropriate training
- work in partnership with parents/carers, pupils and healthcare professionals where appropriate

The management of allergies and anaphylaxis is addressed in the separate MMPS School Allergy Management Policy.

2. Legislation, statutory requirements and guidance

This policy is informed by and operated in accordance with:

- the Statutory Framework for the Early Years Foundation Stage (EYFS) for group and school-based providers, effective from 1 September 2026, insofar as it applies to the School's EYFS provision
- the Education (Independent School Standards) Regulations 2014, particularly Part 3 relating to the welfare, health and safety of pupils
- the Equality Act 2010, including the duty to make reasonable adjustments for disabled pupils
- the Department for Education guidance, Supporting Pupils at School with Medical Conditions

The statutory duty under section 100 of the Children and Families Act 2014 applies to maintained schools, academies and pupil referral units. Although this duty does not apply directly to independent schools, MMPS has regard to the relevant principles within the Department for Education guidance as good practice when supporting pupils with medical conditions.

The School's arrangements for allergies and anaphylaxis are set out in the separate MMPS School Allergy Management Policy.

3. Roles and responsibilities

3.1 The proprietor and board of trustees

Manchester Islamic Educational Trust Ltd (MIET) is the registered proprietor of Manchester Muslim Preparatory School.

The proprietor, acting through the board of trustees, will ensure that appropriate arrangements are in place to support the welfare, health and safety of pupils, including the safe management and administration of medicines.

The board of trustees will seek assurance that this policy is implemented effectively and that appropriate staffing, training and resources are available.

3.2 The Headteacher

The Headteacher has overall responsibility for the implementation of this policy and will ensure that:

- staff are aware of this policy and understand their responsibilities
- appropriate arrangements are in place for pupils who require medical support during the school day
- sufficient appropriately trained and authorised staff are available to administer medicines and provide medical support, including appropriate contingency arrangements
- staff who need to know are made aware of a pupil's medical condition and any support required
- appropriate individual healthcare plans are developed, implemented and reviewed where required
- appropriate arrangements are in place for school trips, educational visits and other activities involving pupils with medical conditions
- systems are in place to obtain, record and update information about pupils' medical and medication needs
- medicines and medical devices are stored safely and remain readily accessible where required in an emergency.

Day-to-day arrangements may be delegated to appropriately trained members of staff, but the Headteacher retains overall responsibility for the implementation of this policy.

3.3 Staff

All staff will:

- familiarise themselves with the medical needs of pupils in their care where this information is necessary to keep the pupil safe
- understand what action to take in a medical emergency
- follow a pupil's individual healthcare plan or other agreed medical arrangements
- maintain appropriate confidentiality while ensuring that relevant information is shared with those who need it to safeguard and support the pupil.

Medicines may be administered by members of staff authorised by the Headteacher to undertake this responsibility. Where the administration of medication requires medical or technical knowledge, the member of staff will receive appropriate training and demonstrate the necessary competence before undertaking the procedure.

3.4 Parents and carers

Parents/carers are responsible for:

- providing the School with accurate and up-to-date information about their child's medical needs
- completing the School's Medical Health Questionnaire and update it promptly whenever there is any change to their child's medical condition, medication, treatment or other relevant health information
- providing medicines and medical devices as agreed with the School and ensuring that they are in date and appropriately labelled
- providing written consent where required for the administration of medicines
- contributing to the development and review of their child's individual healthcare plan where one is required
- ensuring that they, or another nominated adult, can be contacted when necessary.

3.5 Pupils

Pupils will be involved in discussions about their medical needs and the support provided for them in a manner appropriate to their age and understanding.

Where a pupil is sufficiently competent to manage their own medicine or medical device, appropriate arrangements will be agreed with the pupil and their parents/carers and recorded in their individual healthcare arrangements.

4. Obtaining and recording medical information

Parents/carers are required to provide the School with accurate and up-to-date information about their child's medical needs.

On admission to the School, parents/carers will complete the MMPS Medical Health Questionnaire, providing details of any medical conditions, allergies, medication, treatment or other relevant health information.

Parents/carers must update the Medical Health Questionnaire promptly whenever there is any change to their child's:

- medical condition or diagnosis
- medication or dosage
- treatment or medical support
- allergies
- emergency medical arrangements
- other health information relevant to the child's care or safety in school.

The School will also ask parents/carers to review and update medical information as part of its annual pupil information review arrangements.

Information provided by parents/carers will be used to maintain the School's medical records. Relevant information will be made available to staff who need it in order to support the pupil safely and appropriately.

Where a pupil requires medication or additional medical support in school, the School will determine whether further arrangements, including an Individual Healthcare Plan, are required.

Medical information will be stored securely, kept up to date and shared only with those who have a legitimate need to know in order to safeguard and support the pupil.

5. Individual Healthcare Plans

Not every pupil with a medical condition will require an Individual Healthcare Plan (IHP). The School will consider the individual pupil's needs and the level of support required.

An IHP will normally be considered where a pupil's medical condition requires:

- ongoing or regular support during the school day
- medication or treatment which requires particular arrangements
- specific adjustments to enable the pupil to participate safely and fully in school
- staff to recognise and respond to particular signs, symptoms or triggers
- specific emergency procedures
- additional arrangements for school trips, physical education or other activities.

The Headteacher has overall responsibility for ensuring that appropriate IHPs are in place.

Where an IHP is required, it will be developed in consultation with the pupil's parents/carers and, where appropriate, the pupil and relevant healthcare professionals.

The level of detail will reflect the complexity of the pupil's condition and the support required.

An IHP may include:

- the medical condition and relevant signs, symptoms and triggers
- medication, dosage, storage and administration arrangements
- other treatment, equipment or facilities required
- the support required during the school day
- any educational, social or emotional support required
- arrangements for physical education, school trips and other activities

- what staff need to know and any specific training required
- arrangements for the pupil to manage their own medication or medical device, where appropriate
- emergency procedures, including whom to contact
- any relevant confidentiality arrangements.

IHPs will be reviewed at least annually and sooner where the pupil's medical condition, medication, treatment or support needs change.

Where a pupil has an Education, Health and Care (EHC) Plan, the IHP will be linked to it where appropriate.

For pupils with allergies, an Allergy Action Plan is used as the pupil's individual healthcare arrangement for the management of their allergy. Allergy Action Plans are managed in accordance with the separate MMPS School Allergy Management Policy.

A separate Individual Healthcare Plan will not normally be required solely for an allergy where the Allergy Action Plan adequately addresses the pupil's needs. Where a pupil has additional or more complex medical needs that are not fully addressed by the Allergy Action Plan, an additional IHP may be put in place where appropriate.

For pupils with asthma, a current Asthma Plan will be obtained and maintained as the pupil's condition-specific healthcare arrangement. The plan will set out the pupil's usual treatment, inhaler arrangements and action to be taken if their asthma symptoms worsen.

The Asthma Plan may form all or part of the pupil's individual healthcare arrangements. A separate IHP will not normally be required solely because a pupil has asthma where the Asthma Plan adequately addresses the pupil's needs. Where the pupil has additional or more complex medical needs, an IHP may also be put in place.

6. Administration of medicines

Medicines will only be administered in school where it is necessary to support a pupil's health and wellbeing and where the requirements of this policy have been met.

Written permission from the pupil's parent/carer must be obtained before a particular medicine is administered.

Prescription medicines will only be administered where they have been prescribed for the pupil by a doctor, dentist, nurse or pharmacist.

Medicines containing aspirin will only be administered where they have been prescribed by a doctor.

Prescribed medicines brought into school must be:

- in date
- clearly labelled with the pupil's name
- provided in the original container as dispensed by the pharmacist
- accompanied by clear instructions for administration, dosage and storage.

The exception is insulin, which may be supplied in an insulin pen or pump rather than its original container.

Parents/carers must deliver medicines to the School in accordance with the School's medication handover arrangements and complete the required parental consent documentation.

Before administering medicine, the authorised member of staff will check:

- the identity of the pupil
- the name of the medicine
- the prescribed or authorised dose
- the method of administration
- the time at which the medicine is to be administered
- any relevant instructions
- that the medicine is in date.

Where there is any uncertainty, discrepancy or concern about the medicine, dosage or instructions, the medicine will not be administered until the matter has been clarified.

A written record will be made each time medicine is administered.

Parents/carers will be informed on the same day that medicine has been administered, or as soon as reasonably practicable.

Where administration of a medicine requires medical or technical knowledge, the member of staff administering it will have received appropriate training.

Emergency medication will be administered in accordance with the pupil's individual healthcare arrangements and any relevant MMPS policy, including the School Allergy Management Policy.

6.1 Non-prescription medicines

The School may administer non-prescription medicines, such as paracetamol (for example, Calpol), ibuprofen or antihistamines, where this is considered appropriate and written parental/carer permission has been obtained for that particular medicine.

Before administering a non-prescription medicine, the authorised member of staff will:

- check that the medicine is suitable for the pupil's age
- follow the dosage and administration instructions provided with the medicine
- check the maximum permitted dose
- establish when the pupil last received the medicine, whether at home or at school
- check whether any other medication already taken could affect whether the medicine should be administered
- ensure that the medicine is in date.

Non-prescription medicines will not be administered where there is uncertainty about the appropriate dose, the time of the previous dose, possible interaction with another medicine or whether it is appropriate for the pupil.

A written record will be made each time a non-prescription medicine is administered. Parents/carers will be informed on the same day, or as soon as reasonably practicable.

Medicines containing aspirin will not be administered unless prescribed by a doctor.

6.2 Receipt and handover of medicines

Parents/carers must hand medicines directly to a member of the Admin team on arrival at school. Medicines must not normally be sent into school with a pupil.

The parent/carer will complete and sign the School's medication administration form before the medicine is accepted for administration.

On receipt, Admin staff will check that the medicine:

- is clearly labelled with the pupil's name
- is in date
- is in the original container where required
- has clear dosage, administration and storage instructions
- corresponds with the information and consent provided by the parent/carer.

Medicines will then be stored safely and in accordance with the storage instructions provided with the medicine. Medicines requiring refrigeration will be stored in the School's designated medicines refrigerator.

Emergency medicines and medical devices that need to be immediately accessible, including inhalers and adrenaline auto-injectors, will be stored and accessed in accordance with the pupil's individual healthcare arrangements and relevant School policy.

Where it has been agreed that a pupil is competent to carry and manage their own medicine or medical device, the agreed arrangements will be recorded in the pupil's healthcare arrangements.

6.3 Pupils managing their own medicines

Where appropriate, pupils who are sufficiently competent will be encouraged to take an increasing level of responsibility for managing their own medicines and medical devices.

Any decision that a pupil may carry, access or administer their own medicine or medical device will be made on an individual basis, taking account of:

- the pupil's age and level of understanding
- the nature of the medical condition and medication
- the pupil's ability to use the medicine or device safely
- any associated risks
- the views of the pupil and their parents/carers
- advice from a healthcare professional where appropriate.

The agreed arrangements will be recorded in the pupil's Individual Healthcare Plan, Asthma Plan, Allergy Action Plan or other relevant healthcare arrangements.

Where appropriate, pupils may carry their own emergency medication or medical device, such as an asthma inhaler. Medicines and devices required in an emergency must remain readily accessible.

A pupil who manages their own medication may still receive appropriate supervision and support from staff.

6.4 Refusal to take medicine

If a pupil refuses to take medicine or undergo a necessary medical procedure, staff will not force the pupil to do so.

Staff will follow the arrangements set out in the pupil's Individual Healthcare Plan, Asthma Plan, Allergy Action Plan or other agreed healthcare arrangements and will inform the parent/carer.

Where refusal creates an immediate or potentially serious risk to the pupil's health, staff will follow the pupil's emergency arrangements and seek appropriate medical assistance.

7. Storage, security and disposal of medicines

All medicines will be stored safely and in accordance with the storage instructions provided with the medicine.

Medicines requiring refrigeration will be stored in the School's designated medicines refrigerator. Access to medicines will be appropriately controlled while ensuring that medication required urgently remains readily accessible.

Medicines that do not require refrigeration will be stored securely in an appropriate designated location and in accordance with the manufacturer's or dispensing pharmacist's instructions.

Medicines will be stored in a way that enables them to be clearly identified for the individual pupil and reduces the risk of error.

7.1 Emergency medicines and medical devices

Emergency medicines and medical devices must be readily accessible when required.

This includes, where applicable:

- asthma inhalers
 - A pupil's own inhaler must be in date and clearly labelled with the pupil's name.
- adrenaline auto-injectors (AAIs)
- blood glucose testing equipment
- other medication or devices identified within a pupil's healthcare arrangements as requiring immediate access.

Emergency medicines will not be locked away where doing so could delay access in an emergency.

Pupils and relevant staff will know where emergency medicines and medical devices are kept.

Arrangements for adrenaline auto-injectors and emergency allergy medication are set out in the separate MMPS School Allergy Management Policy.

7.2 Controlled drugs

Where a pupil has been prescribed a controlled drug, appropriate arrangements will be made for its safe storage and administration.

Unless it has been agreed that a competent pupil may possess their own prescribed controlled drug, controlled drugs will be stored securely in a non-portable container with access restricted to authorised staff.

Controlled drugs will remain accessible when required for the pupil.

A record will be maintained of doses administered and, where appropriate, the amount of the controlled drug held by the School.

7.3 Disposal and return of medicines

Parents/carers are responsible for collecting medicines that are no longer required, have expired or are no longer needed in school.

Medicines will normally be returned to the parent/carer for safe disposal and will not be disposed of in normal school waste.

Needles and other sharps will be disposed of in an appropriate sharps container.

Emergency devices, including adrenaline auto-injectors, will be disposed of in accordance with the School Allergy Management Policy and relevant manufacturer or healthcare guidance.

8. Record keeping and informing parents/carers

The School will maintain accurate written records of medicines administered to pupils.

Each time a medicine is administered, the member of staff administering it will record this in the class medication record book.

The record will include, as appropriate:

- the pupil's name
- the name of the medicine
- the dose administered
- the date and time of administration
- the method of administration, where relevant

- the name and signature or other appropriate identification of the member of staff administering the medicine
- any relevant observations, including any side effects or adverse reaction.

The written parental/carers consent for administration of the medicine will be retained with the appropriate medication records.

Where a medicine is due but is not administered, for example because the pupil refuses it, the reason will be recorded and appropriate action taken in accordance with the pupil's healthcare arrangements.

Parents/carers will be informed on the same day that medicine has been administered, or as soon as reasonably practicable.

Where emergency medication is administered, parents/carers will be contacted as soon as possible and the administration will be recorded in accordance with the pupil's Individual Healthcare Plan, Asthma Plan, Allergy Action Plan or other relevant healthcare arrangements.

Medication records will be stored securely, made available to relevant authorised staff when required and retained in accordance with the School's Records Retention Schedule and data protection arrangements.

9. Emergency procedures

All staff will be aware of the School's procedures for responding to a medical emergency.

Where a pupil has an Individual Healthcare Plan, Asthma Plan, Allergy Action Plan or other condition-specific healthcare arrangement, staff will follow the emergency procedures set out in that plan.

In a medical emergency, staff will:

- remain with the pupil and summon appropriate assistance
- administer emergency medication where required and where they are authorised and competent to do so
- call 999 where emergency medical assistance is required
- provide the emergency services with relevant information about the pupil and their medical condition
- contact the pupil's parent/carers as soon as possible
- inform the Headteacher or a member of SLT
- record any medication administered and relevant action taken.

Where a pupil needs to be taken to hospital by ambulance, a member of staff will remain with the pupil until the parent/carers arrives or, where necessary, accompany the pupil to hospital.

Emergency medication and medical devices must remain readily accessible and must accompany the pupil when they are away from their usual classroom, including during physical education, school trips and other off-site activities.

For pupils with allergies or at risk of anaphylaxis, staff will follow the emergency procedures contained within the pupil's Allergy Action Plan and the MMPS School Allergy Management Policy.

10. Staff training and competency

All staff will be made aware of this policy and of their responsibilities in relation to pupils with medical conditions.

Staff who are authorised to administer medicines will be given appropriate information and instruction to enable them to follow the School's procedures safely.

Where the administration of medicine or a healthcare procedure requires specific medical or technical knowledge, the member of staff undertaking the procedure will receive appropriate training and must be competent to carry it out before doing so.

Holding a first-aid qualification does not, in itself, mean that a member of staff is competent to undertake a specific medical procedure.

Training requirements will be considered in relation to the individual needs of the pupil and, where appropriate, will be identified through the pupil's Individual Healthcare Plan, Asthma Plan, Allergy Action Plan or other healthcare arrangements.

Relevant healthcare professionals will be involved in identifying or providing specialist training where appropriate.

Training will be reviewed and updated where:

- a pupil's medical needs or treatment change
- a new medical procedure is introduced
- staff responsibilities change
- further training is identified as necessary.

New staff will be made aware of the School's arrangements for supporting pupils with medical conditions as part of their induction.

Training relating specifically to allergies, anaphylaxis and the administration of adrenaline auto-injectors is addressed in the MMPS School Allergy Management Policy.

11. Illness and infectious disease

The School will take appropriate action where a pupil becomes ill or is suspected of having an infectious illness or disease.

Parents/carers should not send a pupil to school where the pupil is too unwell to participate safely and appropriately in the normal school day.

Where a pupil becomes unwell during the school day, staff will assess the pupil's immediate needs, provide appropriate first aid or medical assistance where required and contact the parent/carer where collection or further medical assessment is necessary.

Where a pupil has, or is suspected of having, an infectious illness or disease, the School will follow current public health guidance regarding appropriate action and any required exclusion period.

Parents/carers must inform the School of relevant infectious illnesses so that appropriate measures can be taken to protect the pupil and the wider school community.

The School will take appropriate steps to minimise the spread of infection in accordance with its health, safety and infection-control arrangements.

For EYFS pupils, the School will maintain procedures for responding to children who are ill or infectious and for preventing the spread of infection, in accordance with the statutory EYFS framework.

The School's procedures for responding to children who are ill or infectious will be communicated to and discussed with parents/carers.

12. Participation in school activities, PE and educational visits

Pupils with medical conditions will be supported to participate fully and safely in all aspects of school life, including physical education, swimming, school trips, educational visits and other off-site activities.

A pupil will not be unnecessarily excluded from an activity because of a medical condition. Where a medical condition amounts to a disability, the School will consider and make reasonable adjustments as required.

Staff responsible for an activity will take account of the pupil's Individual Healthcare Plan, Asthma Plan, Allergy Action Plan or other relevant healthcare arrangements.

Where appropriate, a risk assessment will identify any additional arrangements required to enable the pupil to participate safely.

Before an educational visit or off-site activity, staff will ensure that:

- relevant medical information is available to the staff accompanying the pupil
- required medicines and medical devices accompany the pupil and remain readily accessible
- appropriate members of staff understand the pupil's medical needs and any emergency procedures
- any necessary adjustments or additional arrangements have been considered
- emergency contact information is available.

Where a pupil may require medication before, during or following physical activity, staff will follow the arrangements specified in the pupil's healthcare plan.

Emergency medicines and medical devices, including inhalers and adrenaline auto-injectors, must remain readily accessible to the pupil during physical education, swimming, educational visits and other activities.

Where essential medication or equipment is unexpectedly unavailable, staff will assess the individual circumstances and the pupil's healthcare arrangements before deciding whether it is safe for the pupil to participate.

Specific arrangements relating to pupils with allergies and anaphylaxis are set out in the MMPS School Allergy Management Policy.

13. Complaints

Parents/carers who have a concern about the support provided for their child's medical condition or the administration of medicines are encouraged to raise the matter promptly with the School so that it can be addressed.

Any formal complaint relating to the implementation of this policy will be dealt with in accordance with the MMPS Complaints Policy.

14. Monitoring and review

The Headteacher has overall responsibility for monitoring the implementation and effectiveness of this policy.

The operation of the policy will be kept under review to ensure that procedures for supporting pupils with medical conditions and administering medicines remain safe, effective and consistent with current requirements and School practice.

This policy will be reviewed annually and sooner where necessary, including where:

- relevant legislation, statutory guidance or regulatory requirements change
- School procedures or arrangements change
- an incident, concern or review identifies that amendments are required
- changes in pupils' needs indicate that School-wide procedures should be reviewed.

15. Links with other policies and documents

This policy should be read in conjunction with the following MMPS policies and documents:

- School Allergy Management Policy
- First Aid Policy
- Health and Safety Policy
- Child Protection and Safeguarding Policy
- Complaints Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Risk Assessment Policy
- Data Protection Policy
- Records Retention Schedule
- Educational Visits Policy
- Whole School Food Policy



Appendix 1: Parental Request and Consent to Administer Medicine

The School will not administer medicine to a pupil unless the parent/carer has completed and signed this form and the medicine can be administered in accordance with the MMPS Supporting Pupils with Medical Conditions and Administering Medicines Policy.

Medicines must be handed directly to a member of the Admin team by the parent/carer and must not normally be sent into school with the pupil.

PUPIL DETAILS

Name of pupil: _____

Date of birth: _____

Year group/class: _____

Medical condition/illness/reason medicine is required:

MEDICINE DETAILS

Name of medicine: _____

Strength/concentration, where applicable: _____

Please indicate:

☐ Prescription medicine

☐ Non-prescription medicine

Expiry date: _____

Dosage to be administered: _____

Method/route of administration: _____

Time(s) medicine is to be administered:

Date medicine is required from: _____ to: _____

Special precautions or other instructions:

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

☐ Yes ☐ No

If yes, please provide details:

SELF-ADMINISTRATION

Can the pupil self-administer this medicine?

☐ Yes ☐ No

If yes, please provide details of the agreed arrangements:

EMERGENCY ARRANGEMENTS

Are there any specific procedures to follow in an emergency?

☐ Yes ☐ No

If yes, please provide details:

FOR NON-PRESCRIPTION MEDICINES

Date the last dose was given: _____

Time the last dose was given: _____

Dose last given: _____

Has the pupil received any other medication today?

☐ Yes ☐ No

If yes, please give the name of the medicine, dose and time it was given:

IMPORTANT INFORMATION ABOUT MEDICINES

Prescription medicines must be supplied in the original container as dispensed by the pharmacist, with the dispensing label intact.

Non-prescription medicines must be supplied in their original manufacturer's packaging with the dosage and administration instructions clearly visible.

Medicines must be in date and clearly identifiable for the individual pupil.

PARENT/CARER CONTACT DETAILS

Name of parent/carer: _____

Relationship to pupil: _____

Daytime telephone number: _____

Alternative emergency contact number: _____

PARENT/CARER DECLARATION AND CONSENT

I confirm that the information provided on this form is accurate and up to date.

I give permission for an authorised member of MMPS staff to administer the medicine to my child in accordance with the instructions provided above and the MMPS Supporting Pupils with Medical Conditions and Administering Medicines Policy.

I will inform the School immediately of any change to the medicine, dosage, frequency, treatment or instructions or if the medicine is discontinued.

I understand that I must hand the medicine directly to a member of the Admin team and must not normally send it into school with my child.

Parent/carer name: _____

Signature: _____

Date: _____

FOR SCHOOL USE ONLY

Medicine received by: _____

Date received: _____

Time received: _____

Medicine checked against parental request:

☐ Yes ☐ No

Medicine name and pupil's name checked:

☐ Yes ☐ No

Expiry date checked:

☐ Yes ☐ No

Label/packaging and administration instructions checked:

☐ Yes ☐ No

Storage requirements checked:

☐ Yes ☐ No

Does the medicine require refrigeration?

☐ Yes ☐ No

Storage location: _____

Staff name: _____

Staff signature: _____

Date: _____

MEDICATION ADMINISTRATION RECORD

Each time a medicine is administered, the member of staff administering it will record this in the class medication record book. The class medication record book is the School's official record of medicines administered to pupils.