



Snowflake School

‘Improving the quality of family life’

First Aid & Medical Policy

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Administration of Medication during School Hours

General Requirements

If a parent requires the school to administer medication, they must complete a medication administration request form (MARS) obtained from the School Administrator. (see Appendix B). The term

‘medication’ applies to all prescribed medicines and drugs obtained from a chemist, over-the-counter creams, ointments and lotions, and home remedies such as pain relief or cold remedies. A new medication request and authorisation form must be completed each time there is a change of dosage or time of administration of medication.

Only medicines prescribed by a UK-registered medical practitioner will be administered. This includes prescription drugs, over-the-counter remedies, and topical treatments. All medication must be accompanied by a completed Medical Administration Request Form (MARS) and, for long-term treatments, a supporting letter from the prescribing doctor.

The pupil’s name, age and date of commencement of the course of treatment together with the frequency and required dose, must be clearly written on the bottle/packet/tube etc.

With long-term medication, the request form must be accompanied by a letter from the pupil’s UK Medical Practitioner which must include instructions regarding the quantity and frequency of administration.

Prescription medication must be brought into school in the original container labelled by the pharmacist or prescriber with a recognisable prescription label, which states:

- The name of the medicine
- The dosage
- The time of administration
- The pupil’s name and date of birth.

Prescription medication will be administered according to the pharmacy label instructions.

A child or young person under 16 will only be given aspirin or ibuprofen if prescribed. Pupils over 16 may self-administer these medications if deemed competent under the Mental Capacity Act 2005. All administration of medication will be carried out in accordance with the Equality Act 2010, ensuring reasonable adjustments are made for pupils with disabilities or medical needs.

Medicines will be kept in the locked Medicine cupboard when not administered and logged in the Medical Record. In the case of emergency medication will be locked in a classroom storage box or carried in a secure container by a member of staff.

There is no exception to the need for medication to be prescribed even Calpol, and eye/ear drops must be prescribed and properly labelled with the pupil’s name, age and date with the required dose. This is still true if the medication is purchased by parents/carers over the counter.

Full details of all prescribed medicines stored at Snowflake School will be entered into the medical record.

Antiseptic/topical cream may be administered without a prescription where written parental permission for this has been obtained in advance.

Ventolin may be stored at school and may be administered by the designated First Aid Officer to a pupil who is registered as asthmatic at school, without first getting the parents' permission, providing the pupil in question has his/her own labelled Ventolin and the parents have given written permission for its use in emergencies. The school will always try to contact parents immediately/ as soon as possible after the asthma attack. Details will also be recorded on the MARS form.

Emergency Medication

Where long-term needs for emergency medication exist, the school will require specific guidance on how to administer the emergency medication and the nature of the emergency and how to cope with it, while awaiting paramedical assistance.

Pupils requiring emergency medication must have a Health Care Plan developed with input from parents and medical professionals. Emergency medication must be accessible in classrooms or carried securely by staff. Absence due to medical needs will be monitored in line with *Working Together to Improve School Attendance (DfE, 2025)*, recognising that attendance is a safeguarding issue.

Detailed written instructions should be sent to the school and the parent/guardian should liaise with a Senior Leader. If the emergency is likely to be serious, emergency contact numbers must be given where an adult is always available.

Parents' Responsibilities

All medicines must be handed over to a middle/senior leader or School Administrator. Medicines must not be kept in the pupil's school bag or any area of easy access to the pupil and other pupils.

The request form mentioned under General Rule 1 (above) must be completed and returned to the School Administrator. Failure to do so may result in the pupil not receiving medication at school.

Food Supplements / Alternative Medicines

According to best practice across the UK Education sector, the school will not support children consuming any additional food supplements / alternative medicines whatsoever. Even if a medical practitioner supports supplements to diet / alternative medicines, only prescribed medication or vitamins/remedies can be given to children during school hours.

Snowflake School does not administer food supplements or alternative medicines. Parents may visit at lunchtime to administer these themselves, by prior arrangement. Staff must not store or handle these items.

Administering Medication

When medication is brought into school this must be given to a middle/senior leader or School

Administrator and place in the locked medicine box and a signed MARs form put in the Medical Record.

Two staff members must administer medication. Both must sign the medication record sheet on each occasion that the medication is administered.

Before administering medication to a pupil, the members of staff must check that the pupil's name, type of medication and dosage are correct. This means once per week, the pupil's tutor/class lead will check the medication stock corresponds to the MARs form located in the medical record. All tablets will be counted and any anomalies recorded and investigated. Where stocks are low or close to expire the School Administrator/Class Lead will notify parents. The school administrator and pupils' tutor/Class Lead will check expiry dates weekly.

If any medication is contaminated (e.g. dropped, spat out, or refused), it must be safely disposed of and parents informed immediately.

Antibiotics or other medication that need to be stored in a fridge must be stored in a locked box.

Bottled medication must always be shaken to ensure proper mixing.

Storage of Medication

All medication must be stored in the locked medication cupboard.

The medication cupboard is marked with a green cross and is in the medical room on each site. Emergency medication is the exception; it will be locked in a classroom storage box or carried in a secure container by a staff member.

Medical Treatment

Medical treatment must be given in the Medical Room, in the classroom (where appropriate) or in the school office (if necessary). Pupils are not allowed in the staff room unless accompanied by a 1:1 for a self-help skills activity.

First Aid

- All staff, both teaching and non-teaching, are responsible for dealing with minor incidents requiring first aid
- Anything other than minor first incidents must be dealt with by a qualified First Aid Officer. The First Aid Officer will ensure staff are alert to online misinformation and disinformation that may impact pupils' health and wellbeing, in line with KCSIE 2025.
- If an accident occurs in the playground and first aid is required, then one of the staff on duty in the playground should come to the reception or school office and request assistance from the First Aider as appropriate
- If there is any concern about minor first aid treatment, then the qualified First Aider must be consulted
- For a list of qualified First Aid Officers, see noticeboards

First Aid Boxes

First Aid boxes are held at Reception (Secondary), and the Medical Room (both sites). Contents of **First Aid** boxes:

- Scissors
- Large/Medium Dressings
- Triangular bandages
- Plasters
- Antiseptic wipes
- Eye pad dressings
- Disposable gloves
- Ice packs
- Tweezers
- Microporous tape
- Mouth-to-mouth resuscitation device
- Safety pins

When first aid equipment is used, the first aid box must be re-stocked by the lunchtime supervisor. On a half-termly basis, the lunchtime supervisor must check the First Aid kit is fully stocked.

Sickness at School

- If a pupil becomes unwell during the school day, the school will contact the parents/guardian to request that they come to school to collect their son/daughter
- The sick pupil should be reassured, and every effort made to ensure that he/she is comfortable whilst waiting for his or her parents
- A member of staff must always stay with the sick pupils in the 'medical room' or a safe space

Head Injuries


- Any pupil receiving a head injury needs to be carefully monitored, no matter how minor the injury may seem
- All head injuries regardless of any visible damage must be recorded as an accident/incident
- The Class Lead of the pupil must be informed, and he/she will telephone the pupil's parents to inform them of the head injury received and if appropriate a copy of the accident/incident form can be provided

Safety/HIV Protection

- Staff must wear disposable gloves when treating any accidents that involve body fluids
- Any waste (wipes, pads, paper towels etc.) must be placed in a disposable bag, fastened securely and disposed of in the yellow clinical waste bins.
- Soiled pupil's clothing should be placed in a plastic bag and fastened securely ready to take home.

Recording Accidents

All accidents which result in injury must be recorded in the school's accident or incident book, based on the criteria below:

Books	When do I use this book?	What should I do next?
Serious incident book <i>Applies to adults and pupils</i>	Team teach Unplanned RPI (no PHP) Single instance RPI longer than 15 minutes Injury sustained during RPI <i>Other</i> Injury required hospitalization Pupils' aggression towards other pupils resulting in a mark/injury and/or major distress. Purposeful property destruction of major items.	Always call parents/carer and log this in the pupil's call log.
	Near miss <i>For instance:</i> A pupil bolting towards the road whilst on a trip/a pupil on the roof/a shelf falling and narrowly missing a pupil.	Only call parent/carer if applicable
Accident & First Aid book  <i>Applies to adults and pupils</i>	Unintentional occurrences that results in an injury/mark or any type of head injury or unintentional property destruction <i>Examples:</i> Pupil trips in playground and grazes knee Any first aid applied including ice packs/cleaning wounds with water or cleaning wipes, etc.	Always call parents/carer if their child has sustained an injury. Call parent/carer to notify them of the injury Call staff next of kin if serious head injury

Parental Consent to Medical Treatment

It is not a matter for Snowflake School to give consent to medical treatment for a child. The role of the school is:

- to ensure that a child gains access to the medical services needed providing medical staff with parental details and relevant information from the school files (i.e. the medical consent form and information relating to known medical conditions and allergies of the child etc.), to enable them to make informed decisions- for example, if a child is a Jehovah's Witness and parents have not given their consent for their child to receive a blood transfusion, this needs to be brought to the attention of the medical professionals immediately. Translated consent forms and emergency plans should be prepared in advance for trips abroad to ensure medical professionals understand parental wishes.
- to provide parents/guardians with the contact details of the hospital/consultant so that parents/guardians are aware of what is happening and to enable them to discuss, and consent to, the medical treatment of their child

Medical Administration Request (MARS) (see Appendix B)

Parents will be asked during admission and at the beginning of each academic year to sign a general medical consent form that enables the child to gain access to medical treatment. This consent form will allow the parent to specifically exclude consent to a certain treatment,

e.g. blood transfusions.

Where a parent elects to exclude certain types of treatment, Snowflake School reserves the right to request further information in writing so that this may be passed on to the relevant medical staff if needed.

Snowflake School will endeavor to bring the consent form to the attention of the treating medics, so they are made aware that parents do not consent to specific treatments or procedures. Every effort will be made to achieve this objective, but Snowflake School may, in emergencies, be unable to guarantee this in every situation.

Snowflake School will not be involved in any decisions relating to medical treatment or be held responsible for any action that might be taken by medical staff.

School Trips Abroad

It is important to acknowledge that the position concerning consent to medical treatment may be different in other countries. The group leader of the trip will ensure they know and understand how to contact the emergency services in the country concerned as part of the planning process for the trip.

Parents should be aware that Snowflake School cannot control what medics in other countries do regarding consent. In some countries, medics may administer treatment *even if consent has not been given*. Equally, they could *refuse to offer lifesaving treatment if* they are made aware that the parents

do not consent to such treatment. Group leaders must carry translated medical consent forms and emergency plans when travelling to non-English-speaking countries.

Parental Consent

Before a school trip, parents should be asked to sign a medical consent form. If a parent does not agree to the provision of certain treatments or procedures, Snowflake School will draw up an agreed medical emergency plan with the parent before the trip abroad. The plan will make clear that the school's position is non-negotiable. If parents do not agree to this, the Head Teacher may decide to withdraw the child from the visit, given the additional responsibility this would entail for the group leader.

The role of the school will be to ensure that:

- a child gains access to the medical services needed
- medical staff are provided with parental details and relevant information from the school files (i.e. the medical consent form – translated if necessary), to enable them to make informed decisions
- parents are contacted to let them know what is happening as soon as possible, and provide them with contact details for the hospital/consultant so that the parents can contact them directly to discuss the medical treatment of their child

The emergency plan will make it clear that if consent is not given for certain medical treatments such as blood transfusions the ultimate decision will not be made by the school staff – the medics will decide how to proceed. If the medics feel it is in the child's best interests, then they may well decide to go ahead with the treatment without parental consent.

Snowflake School is under no obligation to investigate how the provision of emergency medical treatment operates in other countries. If parents are unsure about their child's participation in the trip for this reason, it would be advisable for them to seek clarification before signing the consent form, or they may decide to withdraw their child from the trip.

Life or Death Situations

In the UK, if there is a life-or-death situation the medics will decide on treatment whether there is parental consent or not. If they are aware that the parents do not consent to a particular treatment, and there is time, they may refer the matter to the High Court to decide as to whether the treatment should be administered.

Statutory Guidance

Snowflake School follows statutory guidance from:

- DfE *Supporting Pupils at School with Medical Conditions* (2014, reaffirmed 2025)
- HSE *First Aid in Schools* (2022)
- Mental Capacity Act 2005
- Equality Act 2010 (ensuring reasonable adjustments for pupils with disabilities and medical needs)
- DfE *Working Together to Improve School Attendance* (2025), recognising attendance as a safeguarding issue

- KCSIE 2025, including awareness of online misinformation, disinformation, and emerging technologies as safeguarding risks.

Appendix A Medical Care Plan

Snowflake School Health Care / Medical Plan

Pupil name		
Group/class/form		
Date of birth		
Child's address		
Medical diagnosis (other than Autism)		
Date of diagnosis		
Review date (if applicable)		
Family Contact Information		
Name		
Phone no. (work)		
(home)		
(mobile)		
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 related to the medical condition etc

e.g. inhaler needed, especially after intense exercise or when student seems having difficulty breathing after physical activity such as going up the stairs, running in the playground etc

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

Name of medication	Dose	Method of administration	When to be taken	Self-administration or staff administration	Supervision needed	Side effects	Contra-indications

Dietary requirements / allergies

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Daily care requirements (including intimate care needs, etc)

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

Arrangements for school visits/trips etc.

Other information

Signature(s) _____

Date _____

Parental agreement for setting to administer medicine.

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by		
Name of school/setting		
Name of child		
Date of birth		
Group/class/form		
Medical condition other than Autism		
Medicine		
Name/type of medicine (as described on the container)		
Expiry date		
Dosage and method		
Timing		
Special precautions/other instructions		
Are there any side effects that the school/setting 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		

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/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature..... Date.....

Appendix B Medical Administration Request Sheet

Snowflake school Medical Administration Record (MAR Sheet)

Name of child		Date of birth	
Name of parent		Telephone	
Name of doctor		Telephone	
Name of medication		Expiry date	
Dose to be given		Frequency	
Any special Precautions			
Any expected side effects			
Procedure to be used in emergency			
Date medication provided by parent		Quantity	Parent signature
			Staff Signature
Date medication returned to parent		Quantity	Staff signature
			Staff signature

Date	Time	Dose	Name of staff giving medication	Signature	Name of staff witnessing	Signature

If consent given via email please print and attach to this form

Pupil: _____

Name of Medication: _____

Revision

Version Update	November 2025
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Reviewed By	Tara Morgan
Approved by Board of Trustees on	November 2025

This policy has been updated to reflect KCSIE 2025 statutory guidance and associated legislation.