

July 2026

Arrangements for Children with Medicine in School

Dear Parents and Friends of Castle Hill,

As we prepare for the new school year, your child's health and wellbeing are our top priorities. **Please read this letter carefully**, as it details the essential documentation required for us to safely hold and administer medication at school, new legislation coming into place in September 2026 and the process for signing existing medication at the end of this term and back in again before next year.

Benedicts Law

New statutory guidance has been consulted on and published in summer 2026 to increase Allergy Awareness in Schools under Benedicts Law please see link below for more information on this law.

<https://www.anaphylaxis.org.uk/education/benedicts-law/>

Schools are now expected to take clear, demonstrable action to improve allergy awareness, prevention, and emergency response. This represents a major step toward consistent, life-saving protections in every school, **this is not optional best practice but expected compliance for all schools in England.**

End of Year Medication Sign-out Process

As part of our supporting children with medical conditions process, at the end of the academic year, all medicine held in school will need to be **collected by a parent/carer/nominated adult and cannot be sent home with the children.** It will need to be **signed out from the class teacher when you collect your child/ren.** Please be patient with us, as this may take a few moments to complete at dismissal.

Start of Year Medication Sign-In Process

To keep your child safe, all medical forms (detailed in the table) must be completed and returned before school starts in September. It is the parent's responsibility to ensure all medication is in date. If medication expires during the school year, please ensure you send in a replacement on time. The *Parental Agreement to Administer Medicine form* (and any applicable Allergy or Asthma Plan) must also be completed.

Statutory Requirements for completed forms

Please ensure plans are fully up to date to comply with statutory guidance for schools.

- **Allergy Action Plans:** Please provide the signed official plan from your child's most recent hospital or clinic visit so we can scan it into our system. If you don't have a copy, please contact your consultant or hospital secretary for a replacement right away.
- **Asthma Action Plans:** Ensure every section of the plan is fully completed. If you're unsure about details like dosages or triggers, please check with your GP or asthma nurse before submitting.
- **Individual Healthcare Plans (IHPs):** Our Site Allergy Leads will draft an IHP for your child using the information you provide. We will then invite you in for a quick meeting to review, sign, and finalise the plan. These IHPs will be held securely in school for staff to refer to.

Please use the table below to see exactly what is required for your child's specific medical needs:

Allergies (AAls / Antihistamine Medication) required document	Asthma – required documents	Any other medical condition
1. Parental Agreement to Administer Medication Form 2. Allergy Action Plan signed and dated by a doctor or hospital consultant 3. We cannot accept AAls or Antihistamines without a completed, signed, in date Allergy Action Plan	1. Parental Agreement to Administer Medication Form 2. Asthma Action Plan signed and dated by a doctor or hospital consultant 3. We cannot not accept inhalers without a completed, signed, in date Asthma Action Plan	1. Parental Agreement to Administer Medication Form 2. Antibiotics, liquid medicine or blister packs must be in original packaging and have the prescribed label attached detailing child's name and dosage required.

Original Packaging Required: All medication - including inhalers must be in its original box with the prescription label attached. For safety and compliance, **staff cannot accept any medication without its original packaging and label.**

Return of Essential Medication & Drop-Off Times

It is essential that all up-to-date medications and completed forms are returned to the school when your child starts the new term.

- **When:** Wednesday, 2nd September (inset day), between 1:00 pm and 3:00 pm or Thursday 3rd September at morning drop-off
- **Why:** Dropping off medication & forms before term starts ensures everything is processed for day one.
- **Check Dates:** Please verify that all items (inhalers, AAls, antihistamines) are **in date**. By law, staff cannot care for your child without valid, prescribed medication on site.

Asthma Inhalers (if applicable)

We request that 2 inhalers in original packaging are to be stored in school - one inhaler will be kept with your child in the classroom medical box, and the second inhaler will be held in the school office.



AAIs (if applicable)

We request 2 AAIs to be stored in School; AAIs will be kept with your child in the classroom medical box. We have school emergency AAIs stored securely in the school office.

Clearly named water bottle

If your child has an allergy, please ensure you provide a CLEARLY LABELLED water bottle for them every day.

Other Prescribed Medicine

If your child/ren needs to have any other prescribed medicine administered in school at any point, it **needs to be signed in at the school office** along with the completed Parental Agreement to Administer Medication form. Please do not pass medication to the class teacher on the door/gate or place it in your child's school bag.

We ask that you are patient with us during this sign in process to ensure we are following our statutory guidance it will take time for us to process each child's medication to ensure forms are complete and medication in date and in its original packaging.

Non-prescribed Medicines

Please note that we are unable to administer non-prescribed medication such as Calpol, Paracetamol, Nurofen etc if a child requires this type of medication during the day a parent will need to administer themselves by letting the office know a time that they wish to administer said medicine.

Kind regards

The CHPS Team