



Inspire Education Trust

Together we achieve, individually we grow

Management of Medication (Primary)

Policy Date: November 2024

Review Date: November 2027

Document History

Version	Status		Date	Author	Summary Changes
V1			Feb 22	Michelle Smith	<p>Page 4; Point 1; Para 4: The Policy is written in line with the Department of Education 'Supporting pupils at school with medical conditions' (December 2015) and also the 'Statutory Framework for the Early Years Foundation Stage' (September 2021).</p> <p>Page 5; Point 5; Para 5: The Pastoral Lead will communicate, where necessary, with the School Nurses for extra advice and a copy of the Health Care Plans will be discussed with the School Nurses at the start of the new academic year. It is the responsibility of the parent/carer to pass on any changes to medication or diagnosis to the school as soon as possible</p> <p>Page 7; Point 10 added <u>Fire Drills/Evacuations</u> It is the responsibility of the Class Teacher/Class Higher Level Teaching Assistant/Teaching Assistant to ensure that any emergency medication stored in the class e.g. inhalers, epipens, diabetes equipment, should be taken to the playground or to the point of evacuation.</p> <p>Pastoral Leads will ensure that an emergency inhaler,</p>

					epipen is also taken to the point of evacuation
V2			Dec 24	Rob Darling	Added in links to current legislation What unacceptable school practice could look like and should be avoided

1 Rational

The Governors and staff of the Inspire Education Trust will ensure a supportive environment and close co-operation between the school, parents, health professionals and other agencies so that children with medical needs receive proper care and support which enables their continuing participation in school.

The giving of medication to children is a parental responsibility, however school staff may be asked to perform this task but they may not, however be directed to do so. This document provides clear advice to school staff on managing medication in school and puts in place effective systems to support individual pupils.

Ultimately no member of staff can be compelled to administer any medicine and the school reserves the right to this course of action if, in the considered opinion of the staff and the Head Teacher, the options being considered are unsafe for either pupil or adult.

The Policy is written in line with the Department of Education 'Supporting pupils at school with medical conditions' (December 2015) and also the 'Statutory Framework for the Early Years Foundation Stage' (September 2021).

2 Aims

- To protect those children with medical needs from discrimination under the Disability Discrimination Act (DDA)
- To ensure that pupils with medical needs receive proper care and support in school
- To enable regular attendance for all pupils
- To ensure all staff understand and work within the legal framework governing medication and drugs.

3 Legislation and Statutory Responsibilities

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

It is also based on the Department for Education (DfE)'s statutory guidance on [supporting pupils with medical conditions at school](#).

4 Objectives

This policy identifies the necessity of

- Staff training
- Secure storage procedures
- Detailed and up to date record keeping
- Clear roles and responsibilities
- Emergency procedure
- Risk Assessment

5 Entitlement

Parents are responsible for the administration of medicines to their children. If a child requires medicines in the middle of the day they should either return home for this, or the parents should

come to school to administer the medicines. Pupils who are unwell should not be sent to school. The Medicines Standard of the National Service Framework (NSF) for Children recommends that prescribers consider the use of medicines which need to be administered only once or twice a day so that they can be taken outside school hours.

Each request to administer medication at school will be considered on an individual basis and school staff have the right to refuse to be involved. There is no legal duty which requires school staff to administer medication; this is a voluntary role. Staff who provide support for pupils with medical needs, or who volunteer to administer medication, need support from the Headteacher/Pastoral Lead and parents, access to information and training, and reassurance about their legal liability. Advice and training is available to members of staff concerned with the administration of medication from the LA.

Staff employed by the LA are fully indemnified against claims for alleged negligence providing that they are acting within the remit of their employment. The Inspire Education Trust is fully committed to the inclusion of all pupils and will do all that is practical to help children to benefit from education.

6 Expectations

Parents and Carers

Parents/carers are advised to request that prescribers, where clinically possible, prescribe medication that can be taken outside school hours. Medication that needs to be taken three times a day should be taken in the morning, after school and at bed time.

Parents and carers will be given the opportunity to provide the Head Teacher/Deputy Head Teacher/Assistant Head Teacher/Pastoral Lead with sufficient information about their child's medical needs if treatment or special care is needed. They will, jointly with the Head Teacher/Deputy Head Teacher/Assistant Head Teacher/Pastoral Lead, reach agreement on the school's role in supporting their child's medical needs.

If the school agrees to administer medication on a short term or occasional basis, the parents/carers are required to complete a Consent form (Appendix A). Verbal instructions will not be accepted.

If medication is required to be kept on a long term basis then a meeting with the parents/carers and the Pastoral Lead to discuss details will be arranged and parents/carers will complete a Long Term Consent form (Appendix B). If however, administration of emergency medication, medication taken on a regular basis and short term but with complex regimes then a meeting is organised between the parent/carer and the Pastoral Lead to complete a Health Care Plan (Appendix C). Health Care Plans are reviewed annually and it is the responsibility of the parents/carers to ensure that the School have sufficient medication and that the medication is in date. The parents/carers must replace the supply of medication at the request of the school.

The Pastoral Lead will communicate, where necessary, with the School Nurses for extra advice and a copy of the Health Care Plans will be discussed with the School Nurses at the start of the new

academic year. It is the responsibility of the parent/carer to pass on any changes to medication or diagnosis to the school as soon as possible.

The Governing Body and Head Teacher/Deputy Head Teacher/Assistant Head Teacher

The Governing Body has delegated general responsibility for putting this policy into practice, for developing detailed procedures and taking day to day decision as set out in the policy to the Headteacher/Deputy Headteacher/Assistant Head Teacher who is also responsible for ensuring that staff receives support and training where necessary. The Headteacher/Deputy Headteacher/Assistant Head Teacher must make sure that all parents and staff are aware of the policy and procedures. The Headteacher/Deputy Headteacher/Assistant Head Teacher will reach agreement with parents/carer exactly what support can be provided, seeking advice from the school nurse or doctor, the child's GP or other medical advisors where parents/ carers expectation seems unreasonable.

Teaching and Non-Teaching Staff

Any member of staff who agrees to accept responsibility for administering medication should have appropriate training and guidance. These members of staff must only administer medication in line with this policy. Staff are required to arrange for the safe storage of emergency medication which is regularly self administered by pupils in their care.

7 Practice

Medicines will only be allowed in school where it would be detrimental to the child's health if not administered during the school day.

Non-prescribed medicines will only be accepted in exceptional circumstances and will then be treated in the same ways as prescribed medication. **Cough and cold remedies will not be accepted.**

If the school agrees to administer medication the following steps must be taken in all cases:-

- 1 Consent Form and, where necessary, Health Care Plan completed.
- 2 Medicines must be supplied in the original container as dispensed by a pharmacist and include the prescribed instructions. Written details must be checked and include:-
 - Name of child
 - Name of medication
 - Dose
 - Method of administration
 - Any side effects
 - Expiry date
- 3 Non-emergency medication will be stored in a locked cupboard unless refrigeration is required.
- 4 A record must be kept detailing medicines given to pupils and the staff involved
- 5 Medication will be returned to the parents/carers whenever:-
 - The course of treatment is complete

- Labels become detached or unreadable
- Instructions are changed
- The expiry date has been reached
- The school term ends

If a child leaves the school medication must be taken to a pharmacy for disposal.

Emergency medicines will be stored in the pupil's classroom/locked cabinet (i.e. Epipens) and be readily accessible and not locked away.

7.1 Unacceptable practice

School staff should use their discretion and judge each case individually with reference to the pupil's IHP, but it is generally not acceptable to:

- Prevent pupils from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assume that every pupil with the same condition requires the same treatment
- Ignore medical evidence or opinion (although this may be challenged)
- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their IHPs
- If the pupil becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable
- Penalise pupils for their attendance record if their absences are related to their medical condition, e.g. hospital appointments
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Require parents/carers, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their pupil, including with toileting issues. No parent/carer should have to give up working because the school is failing to support their child's medical needs
- Prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips, e.g. by requiring parents/carers to accompany their child
- Administer, or ask pupils to administer, medicine in school toilets

8 Sun Lotion

Parents may supply their child with a new, clearly named bottle of sun lotion with a minimum protection of factor 15. School staff will supervise the application but will not apply to the child. Parents must ensure children know how to apply it and make it clear that the child must not apply their lotion to anyone else. If the child is unable to self apply the parents should consider the use of products that provide long term protection and apply to their child before school. A consent form is handed to parents/carers at the beginning of the academic year.

9 Emergency Procedures

All situations have been judged on an individual basis with all staff aware of their roles and responsibilities. Named First Aiders are always present during the school day and would be called on

in the first instance. Children understand that in the event of an emergency they must tell a member of staff. In emergency situations medication that has not been authorised according to this policy or has been provided for someone else should not be given unless medical advice is sought and parental permission obtained, unless the person's life would be in danger without such administration (e.g. unknown anaphylaxis, severe asthma attack). All staff know how to call the emergency services and should a child need to be taken to hospital, unless the parent/carer is present, a member of staff will accompany them and remain until a parent/carer arrives. The member of staff must take with them the child's information sheet from the office. As a general rule staff should never take children to hospital in their own car. However, informed decisions will be taken in each individual emergency situation and parental permission will always be sought where possible.

Individual health care plans include instructions as to how to manage a child in an emergency and identify who has the responsibility in an emergency.

10 Off Site Educational Visits

Medication should be carried by school staff on school trips and sporting events if the normal practice is that they self-administer the medication. All staff members involved in the activities must be aware of the medication needs for individual children. If a child requires medication to be administered by a member of staff during the trip this must be agreed in advance and a Consent Form completed. The implications for which members of staff would then need to accompany the pupil will need to be considered.

11 Fire Drills/Evacuations

It is the responsibility of the Class Teacher/Class Higher Level Teaching Assistant/Teaching Assistant to ensure that any emergency medication stored in the class e.g. inhalers, epipens, diabetes equipment, should be taken to the playground or to the point of evacuation.

Pastoral Leads will ensure that an emergency inhaler, epipen is also taken to the point of evacuation

Instructions for Medicines Stored In School

Pupil Name.....

Class.....

I give consent for the medicine specified below to be given to my son/daughter by
 xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx (School) between the following dates:-

From To

I also acknowledge that medicine is administered by the school on a voluntary basis. It is my child's responsibility to go to the school office for their medicine and it is not the responsibility of school staff to remind the child. I understand that there may be occasions when medicine is not given to my son/daughter.

Signed.....Parent/Guardian Date.....

Medicine Name		Dosage/Instructions/Number of Spoons	
Date	Time	Administered by	Witnessed by

Instructions for Long Term Medicines Stored In School

Pupil Name.....

Class.....

If Complains fo the following symptoms the give permission for the school staff to administer the following medication:

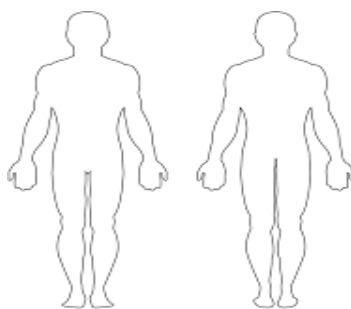
Symptoms	
<input type="checkbox"/>	Please contact me before administering the medication
<input type="checkbox"/>	I do not need to be contacted before medication is administered
<input type="checkbox"/>	I give permission for school to direct my son/daughter to apply the prescribed medication, or if necessary, for staff to apply the cream for them (as shown on the body map below)

(please tick)

It is my responsibility to ensure that the medication is not out of date and that I will collect and return the medication to school at the end and beginning of a new term. I also understand that medicine is administered on a voluntary basis and there may be occasions when medicine is not administered to my son/daughter.

Signed..... Parent/Guardian

Date.....



Medicine Name		Dosage/Instructions/Number of Spoons	
Date	Time	Administered by	Witnessed by

School xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

Health Care Plan for a Pupil with Medical Needs

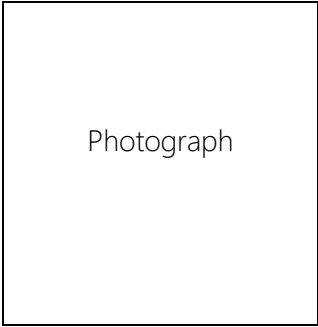


Name:

Date of Birth:

Condition:

Date Diagnosed:



Epipen		Antihistamine		Other	
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Medication held at School:

Class:

Date:

Review Date:

CONTACT INFORMATION

Family Contact 1

Name:

Phone No (mobile)

Phone No (home

Relationship:

Emergency Contact 3

Name:

Phone No

Family Contact 2

Name:

Phone No (mobile)

Phone No (home

Relationship:

GP

Name:

Phone No

Describe condition and give details of pupils' individual symptoms:

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

Who is responsible in an emergency?

On Site: Head Teacher/Co Head Teacher

Off Site: Class Teacher

Agreement and Conclusion:

School and parents will hold a copy of this Healthcare Plan. A copy will be sent to the School Nurse to be held in the child's health records. Any necessary revisions will be subject to further discussions between the school and parents.

Agreed and Signed:

_____ Parent Date _____

_____ Headteacher/Co Headteacher Date _____

Reviewed by:	Michelle Smith Michelle Smith	February 2022 November 2024
Senior Lead Review:	Rob Darling	November 2024
Next Review Date:		November 2027
Approved by CEO:		3 December 2024

Signed:



Lois Whitehouse
CEO