

INCLUSIVE | MULTI ACADEMY TRUST

Administrating Medication Policy

DOCUMENT DETAIL	
Approving Body	Trust
Author	Executive Leadership
Scheduled Review	Biennial
Date of Policy	March 2025
Next review	March 2027

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Consultations and Reviews	Stakeholders Involved	
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31.01.2024	Tracey Haley, Tanya Mortlock (Beechfield), Sandra O'Keeffe, Emma Hibberd (Cherry Tree), Beth Eames, Simon Englander (Laurance Haines), Lizzie Butler (IMAT)	
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Statement of Intent

The Inclusive Multi-Academy Trust will ensure that pupils with medical conditions receive appropriate care and support at school, in order for them to have full access to education and remain healthy. This policy has been developed in line with the DfE's guidance: 'Supporting pupils at school with medical conditions'. This policy is supported by three procedural documents:

- General Administration of Medicines
- Management of Asthma
- Management of Allergies and Anaphylaxis

The schools in the Inclusive Multi-Academy Trust are committed to ensuring that parents/carers feel confident that we will provide effective support for their child's medical condition, and make the pupil feel safe whilst at school.

Legal Framework

This policy has due regard to statutory legislation and guidance including, but not limited to, the following:

- Children and Families Act 2014
- DfE 'Supporting pupils at school with medical conditions' 2015
- Guidance on the use of emergency salbutamol inhalers in schools March 2015 and with regard to additional guidance from Asthma UK and healthcare professionals
- DoH 'Guidance on the use of adrenaline auto-injectors in schools' September 2017

Definitions

The Trust defines

- "medication" as any prescribed or over the counter medicine.
- "prescription medication" as any drug or device prescribed by a doctor.
- "staff member" as any member of staff employed at the school, including teachers.
- "medication" will be used to describe all types of medicine, this includes asthma inhalers, and auto-injectors.

Key Roles and Responsibilities

The Trust's Responsibilities:

- The Trust has overall responsibility for the implementation of the Administering Medication Policy and procedures of individual schools within the Trust.
- The Trust has overall responsibility of ensuring that the Administering Medication Policy, as written, does not discriminate on any grounds, including but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- The Trust is responsible for handling complaints regarding this policy, as outlined in individual schools' Complaints Policy.
- The Trust is responsible for ensuring the correct level of insurance is in place for the administration of medication.
- The Trust will manage any complaints or concerns regarding the support provided or administration of medicine using each school's Complaints Procedure Policy

The Headteacher's Responsibilities:

- The Headteacher of each school is responsible for the day-to-day implementation and management of the Administering Medication Policy and relevant school procedures e.g. asthma, allergy and anaphylaxis.
- The Headteacher is responsible for communicating and ensuring that appropriate training is undertaken by staff members administering medication and that a sufficient number of staff are suitably trained in administering medication.
- The Headteacher is responsible for ensuring that members of staff who provide support to pupils with medical conditions are suitably trained and have access to information needed.
- The Headteacher is responsible for ensuring that relevant health and social care professionals are consulted in order to guarantee that the needs of pupils with medical conditions are properly supported.
- The Headteacher is responsible for ensuring that staff members understand the local emergency services' cover arrangements and that the correct information is provided for the navigation system.
- The Headteacher will designate members of staff to be responsible for overseeing the administering of specific medicines in which bespoke training is required e.g. insulin injections, tube feeding, medicine for epilepsy. This may be delegated to trained members of staff as appropriate to the age of child.
- The Headteacher will ensure that all relevant staff will be made aware of a pupil's medical condition.
- The Headteacher will ensure that supply teachers and outside agency staff (e.g. Sport's Coaches) are appropriately briefed regarding pupils' medical conditions.
- In the case of staff absence, the headteacher is responsible for organising another appropriately trained individual to take over the role of administering medication.
- The Headteacher is responsible for ensuring that all necessary risk assessments are carried out regarding the administration of medication, including for school trips and external activities.
- The Headteacher will monitor the effectiveness of this policy and will report to the local governing body and the Trust as necessary.

School Staff Responsibilities:

- Staff, including teachers, support staff and volunteers, are responsible for reading, understanding and following the policy and the relevant school procedures. It is a requirement that these are read at least annually and a declaration is signed by staff to acknowledge this. It is all staff's responsibilities to ensure pupils follow relevant school procedures.
- Staff, including teachers, support staff and volunteers, are responsible for implementing the agreed policy fairly and consistently.
- Know which pupils they come into contact with have a medical condition/allergy e.g. asthma, diabetes.
- Attend statutory training annually in order that they know what to do in the event of an asthma attack and how to manage an anaphylactic reaction.
- It is both staff members' and pupils' responsibility to understand what action to take in general terms during a possible medical emergency, such as raising the alarm with the first aiders or other members of staff.
- Staff members who are trained to administer medication will routinely recommend any improvements to the procedure.

Parent/Carers Responsibilities

- Parents/carers are expected to keep the school informed about any changes to their child/children's health.
- Parents/carers are expected to discuss medications with their child/children prior to requesting that a staff member administers the medication.

Training of Staff

- Teachers and support staff will receive the Administering Medication Policy and supporting procedural documents as part of their new starter induction.
- Teachers and support staff will receive regular and ongoing training as part of their development including first aid, inhalers, EpiPen's.
- Designated staff will be given specialist training where a child needs specific medication/or use of emergency equipment (e.g. use of defibrillator, medication for epilepsy or diabetes, feeding tube, Hickman Line).
- Only suitably qualified staff will administer a controlled drug.
- A first aid certificate does not constitute appropriate training in supporting children with medical conditions.
- Headteachers will provide new staff members with opportunities and details of CPD across the Trust.
- Individual schools will seek advice from any relevant healthcare professionals as deemed necessary.

Medication

- No pupil under the age of 16 will be given medicines without written parental consent.
- Under no circumstance will a pupil under the age of 16 be given aspirin unless there is evidence that it has been prescribed by a doctor.
- Needles and sharp objects will always be disposed of in a safe way, such as using 'sharp boxes'.
- Over the counter medications will only be administered at school if it would be detrimental to the child not to do so. This is only if the child is well enough to be in school as per the NHS guidance. [Is my child too ill for school? - NHS \(www.nhs.uk\)](https://www.nhs.uk/health/a-z/is-my-child-too-ill-for-school/)
- As with prescription medication, school staff can only administer non-prescription medications that are supplied in the original container. Over the counter medicines can only be given with specific written permission from parents. Medication, e.g. for pain relief, should never be administered without first checking maximum dosages and when the previous dose was taken. The time frames on the packaging should not be exceeded without a prescription from a medical practitioner.
- If a child is well enough to be in school but requires over the counter medication, a parental agreement for schools to administer the over-the-counter medicine will be completed by staff and parents. This will include timing and duration of dosages at school and at home, amount of dosage, as well as a completion dates. This form will need to be signed daily by school and home in order for school to administer the medication. It will need to be collected from the office by parent/carers at the end of each day along with the medication.
- Prescription medication will only be administered at school when a fourth dose of medicine is required and the spacing of the doses does not otherwise fit outside the timing of the school day or specific timings are given on the prescription label.
- Schools will carry a supply of salbutamol inhalers and spacers, available for emergency use only. The school will ensure that emergency salbutamol inhalers will only be used by children for whom there is written parental consent, who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication. Please read 'Management of Asthma' in the procedure pack.
- Spare adrenaline auto-injectors will be held by the schools for emergency use only. These will only be used by children for whom there is medical authorisation and parental consent. Please read 'Management of Allergies and Anaphylaxis' in the procedure pack.
- Staff members have the right to refuse to administer medication. If any member of staff does refuse, the headteacher will delegate the responsibility to another staff member.
- Written records will be kept for any medication administered to pupils.
- Pupils will never be prevented from accessing their prescribed medication when taken following the direction of the medical practitioner.
- Where appropriate, pupils will be encouraged to take their own medication under the supervision of a member of staff.

- Parents/carers will be consulted before a pupil is given approval to be responsible for their own medication.
- These arrangements will be reflected in their individual healthcare plan (IHCP).
- If a pupil refuses to take their medication, staff will not force them to do so, but will follow the procedure agreed upon in their IHCP and parents/carers will be informed so that alternative options can be considered.
- The Trust and individual schools cannot be held responsible for side effects which occur when medication is taken correctly.
- Where a pupil's medical condition is unclear, or where there is a difference of opinion, judgements about what support to provide will be based on the available evidence, including a consultation with parents/carers.

Storing pupils' medication

- The school will ensure that all medications are kept appropriately, according to the product instructions, and are securely stored. Medication that may be required in emergency circumstances, e.g. asthma inhalers and AAls, will be stored in a way that allows it to be readily accessible to pupils who may need it and can self-administer, and staff members who will need to administer them in emergency situations. All other medication will be stored in a place inaccessible to pupils, e.g. a locked cupboard.
- The school will ensure that pupils know where their medication is at all times and are able to access them immediately, e.g. by ensuring that the identities of any key holders to the storage facilities are known by these pupils.
- Medication stored in the school will be:
 - Kept in the original container alongside the instructions for use.
 - Clearly labelled with:
 - The pupil's name.
 - the name of the medication.
 - The correct dosage.
 - The frequency of administration.
 - Any likely side effects.
 - The expiry date.
 - Stored alongside the accompanying administering medication parental consent form.
 - Medication that does not meet the above criteria will not be administered.

Individual Healthcare Plans

- For chronic or long-term conditions and disabilities, an IHCP will be developed in liaison with the pupil, parents/carers, headteacher and or assistant headteacher, special educational needs coordinator (SENCO) and medical professionals.
- Headteachers will ensure that IHCPs are reviewed at least annually. IHCPs will be routinely monitored throughout the year by the SENCO or Office Staff.

Review of Policy

- This policy is reviewed every two years.
- Records of medications administered will be reviewed annually by the Safeguarding Governor.