

St Bede's Catholic Voluntary Academy



Medicine Policy

*We commit ourselves to love, respect and
serve one another as disciples of Jesus
Christ*

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Policy Review: July 2026

National Context

All schools and all early years settings and their employers are expected to develop policies on managing medicines, and to put in place effective management systems to support individual children with medical needs.

Positive responses by schools and settings to a child's medical needs will not only benefit the child directly, but can also positively influence the attitude of their peers.

School Context

The purpose of this procedure is to put into place effective management systems and arrangements to support children and young people with medical needs in our school and to provide clear guidance for staff and parents/carers on the administration of medicines. This procedure statement must be considered in conjunction with other relevant policies, for example Health and Safety.

Roles and Responsibilities: School Staff

All members of staff have a duty to maintain professional standards of care and to ensure that children and young people are safe. Our school will monitor and review individual needs and administer medicines in order to meet the all round needs of the child. There is no legal duty requiring staff to administer medication or to supervise a child when taking medicines. This is a voluntary role.

In response to the Disability Discrimination Act (DDA) 1995, we are making reasonable adjustments for disabled children, including those with medical needs, and we are planning strategically to improve access over time. We are also making reasonable adjustments to enable children with medical needs to participate fully in all areas of school life including educational visits and sporting activities.

The Headteacher, in consultation with the Governing Body, staff, parents/carers, health professionals and the local authority will decide whether our school can assist a child with medical needs. The Headteacher is responsible for:

- Implementing the procedure on a daily basis;
- Ensuring that the procedures are understood and implemented;
- Ensuring appropriate training is provided;
- Making sure that there is effective communication with parents/carers, students, staff and all relevant health professionals concerning students' health needs.

Staff, including supply staff, will be informed of any student's medical needs where this is relevant and of any changes to their needs as and when they might arise. All staff, parents and students will be informed of the designated person with responsibility for medical care.

Roles and Responsibilities: Parents/Carers

It is the responsibility of parents/carers to:

- Inform the school of their child's medical needs
- Provide any medication in a container clearly labelled with the following:
 - The child's name
 - Name of medicine
 - Dose and frequency of medication
 - Any special storage arrangements

- Collect and dispose of any medications held in school at the end of each term
- Ensure that medicines have NOT passed the expiry date.

Student Information

At the start of each school year, parents/carers should give the following information about their child's long term medical needs. The information must be updated as and when required and at least annually.

- Details of student's medical needs;
- Medication including any side effects;
- Allergies;
- Name of GP/Consultants;
- Special requirements e.g. dietary needs, pre-activity precautions;
- What to do and who to contact in an emergency;
- Cultural and religious views regarding medical care.
- **Individual Health Care Plan (IHCP)** - When appropriate an Individual Health Care Plan, will be drawn up in consultation with school, parents/carers and health professionals. The Health Care Plan will outline the child's needs and the level of support required in school. Health Care Plans will be reviewed at least annually.

Administration of medication

Policy

- Medicines are only administered at school when it would be detrimental to a child's health or school attendance not to do so.
- Parents are encouraged to administer medicines outside of the school day wherever possible or asked to visit the school at lunchtime when required. This will depend in part whether the prescription states a particular time rather than simply the frequency of dosage.
- This school will not give medication (prescription or non-prescription) to a child under 16 without a parent's written consent except in exceptional circumstances, and every effort will be made to encourage the pupil to involve their parent/carer, while respecting their confidentiality. A Request to Administer Medication Form must be completed.
- If a pupil requires prescribed or non-prescribed medication at school or has a medical condition which may require medication in an emergency, parents/carers are asked to provide consent giving the pupil or staff permission. No medication will be administered without prior written permission from the parents/carers including written medical authority if the medicine needs to be altered (e.g. crushing of tablets).
- The school understands the importance of medication being taken as prescribed.
- All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication.
- Staff will not give prescription medicines or undertake healthcare procedures without appropriate training. Training is given to all staff members who agree to administer medication to pupils, where specific training is needed. The named member of staff is recorded on the child's Individual Healthcare plan.

Training and advice will be accessed from health professions for staff involved in the administration of medicines. Training for all staff will be accessed on a range of medical needs, including any resultant learning needs as and when appropriate. Details of all training will be recorded.

- In certain specified circumstances as described on the healthcare plan, medication is only administered by an adult of the same gender as the pupil.
- The Headteacher will determine if medication is to be administered in school, and by whom, following consultation with staff. All medicine will normally be administered during breaks and lunchtimes. If, for medical reasons, medicine has to be taken during the day, arrangements will be made for the medicine to be administered at other prescribed times. Students will be told where their medication is kept and who will administer it.

Any member of staff, giving medicine to a student, should check on each occasion;

- Name of student;
- Written instructions provided by the parents/carers or doctor;
- Prescribed dose;
- Expiry date.

Written permission from parents/carers will be required for students to self-administer medicine(s). A 'Request to Self- Administer Medication Form' must be completed.

Types of Medication

Controlled Drugs

The supply, possession and administration of some medicines are controlled by the Misuse of Drugs Act and its associated regulations.

Any trained member of staff may administer a controlled drug to the child for whom it has been prescribed. Staff administering medicine will do so in accordance with the prescriber's instructions. A child who has been prescribed a controlled drug may legally have it in their possession. The school will make the ultimate decision on a pupil by pupil basis.

The schools will keep controlled drugs in a locked non-portable container and only named staff should have access. A record of the drugs in school (type, quantity and pupil/s name) should be kept for audit and safety purposes.

Misuse of a controlled drug, such as passing it to another child for use, is an offence (ref. drugs policy).

All controlled drugs, even if the pupil can administer the medication themselves, are done under the supervision of a named member of staff at this school.

Non-Prescription Medicines

A child under 16 will not be given aspirin unless prescribed by a doctor. Medication, e.g. for pain relief, should never be administered without first checking maximum dosages and when the previous dose was taken. Parents should be informed.

Non-prescribed or “over the counter” medicines include types of painkillers, anti-allergy tablets, laxative medication and skin creams.

Parents/carers of pupils will ensure that all non-prescribed medication brought in to school in its original packaging and clearly labelled with the pupil's name.

The school generally discourages non-prescribed medicines to be administered; however it will consider this on case by case basis, considering the medicine, the child and any detrimental effect that not allowing the medicine could have (e.g. reduced attendance). Parents / carers are asked to speak to school management in the first instance.

In any event, staff will never give a non-prescribed medicine to a child unless there is specific prior written permission from the parents.

If a child suffers regularly from frequent or acute pain the parents will be encouraged to refer the matter to the child's GP.

Prescribed Medicines

Parents/carers of pupils with medical conditions will ensure that all prescribed medication brought in to school is clearly labelled with:

- the pupil's name
- the name of the medication
- the amount and frequency of dose
- expiry date
- the prescriber's instructions for administration

Medicines should always be provided in the original container as dispensed by a pharmacist.

Parents/carers are informed that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately.

Self-administration / Assistance / Supervision

Pupils are encouraged to carry and administer their own **emergency** medication, when their parents/carers and health specialists determine they are able to start taking responsibility for their condition.

Parents/carers of pupils with medical conditions at this school are all asked at the start of the school year via the Individual Healthcare Plan if they and their child's healthcare professional believe the child is able to manage, carry and administer their own emergency medication.

If a pupil requires regular/daily help in administering their medication then the school outlines the school's agreement to administer this medication on the pupil's healthcare plan.

Where children have been determined not yet able or old enough to self-manage and carry their own emergency medication, they know exactly where to access their emergency medication. Where relevant they are informed who holds the key to the storage facility.

All controlled drugs, even if the pupil can administer the medication themselves, are done under the supervision of a named member of staff at this school.

Carrying Medicines

For safety reasons, students are not allowed to carry medication, other than a maximum of two over the counter pain relief tablets, unless agreed on an individual basis. Such arrangements will only be agreed after completion of a 'Request for Child to Carry Own Medicine Form'. All other medicines must be handed into the Student Services Office on entry to the school premises.

Emergency Inhalers and Adrenaline Auto-injector- AAI (e.g. EpiPens®)

The school has made provision for emergency inhalers to be made available for pupils.

The school has made provision for emergency adrenaline auto-injectors to be made available for pupils.

Parents/carers of pupils that have been diagnosed with asthma and prescribed an inhaler or prescribed a reliever inhaler have been specifically asked whether they give permission for their child to have access to the school's emergency inhaler in an emergency situation.

The schools may administer the "spare" adrenaline auto-injector obtained, without prescription, for use in emergencies to a pupil at risk of anaphylaxis, where both medical authorisation and written parental consent for use of the spare AAI has been provided.

The School's processes in obtaining and managing these emergency devices are described in the following documents (see references):

- How to Implement Emergency Inhalers in School Procedure
- DoH- Guidance on the use of adrenaline auto-injectors in schools

Safe Storage

- Medication is stored in accordance with instructions, paying particular note to temperature.
- Some medication may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. Refrigerators used for the storage of medication are in a secure area, inaccessible to unsupervised pupils or lockable as appropriate.
- Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens are always readily available to children and not locked away.
- Pupils are regularly reminded to carry their emergency medication with them where applicable.
- All non-emergency medication is kept in a secure place, in a lockable cupboard in a cool dry place..... Pupils with medical conditions know where their medication is stored and how to access it.
- Staff ensure that medication is only accessible to those for whom it is prescribed.
- All medicine, in the care of the school, will be kept locked in the Student Services Office. All medicine will be logged onto the schools' file. Student Services & Reception staff may

store student's inhalers which must be labelled with the student's name. Inhalers and other medicines must be labelled with the required dosage and must be returned to parents when they run out of date.

- Intimate or Invasive treatment will only take place at the discretion of the Headteacher with written permission from the parents/carers and only under exceptional circumstances. Two adults, one of the same gender as the child, must be present for the administration of such treatment. Cases will be agreed and reviewed on an annual basis. All such treatments will be recorded. Governors will be informed at least annually of any intimate or invasive treatment carried out by school staff.

Refusing / Misusing Medicines

If a child refuses to take medicine, staff will not force them to do so, but will note this in the records and follow agreed procedures set out in the individual child's health care plan. Parents should be informed of the refusal on the same day. Refusal to take medication will be recorded and dated on the child's record sheet. Reasons for refusal and any action then taken by the staff member will also be recorded. If a refusal to take medicines results in an emergency, the school's emergency procedures should be followed.

If a pupil misuses medication, either their own or another pupil's, their parents/carers are informed as soon as possible. These pupils are subject to the school's usual disciplinary procedures.

Safe disposal

Student Services is responsible for checking the dates of medication and arranging for the disposal of any that have expired. This check is done on at least a termly basis and is always documented.

Parents/carers are asked to collect out of date medication.

If parents/carers do not pick up out of date medication, or at the end of the school year, medication is taken to a local pharmacy for safe disposal.

Sharps boxes are used for the disposal of needles. Parents/carers obtain sharps boxes from the child's GP or paediatrician on prescription. All sharps boxes in this school are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis.

Collection and disposal of sharps boxes is arranged with the local authority's environmental services.

Records

This school keeps an accurate record of each occasion an individual pupil is given or supervised taking medication. Details of the supervising staff member, pupil, dose, date and time are recorded. If a pupil refuses to have medication administered, this is also recorded and parents/carers are informed as soon as possible.

Each time medication is given to a child, a member of staff, will complete and sign a record sheet, kept in the administration office. These sheets record the following:

- Name of student;
- Date and time of administration;
- Who supervised the administration;
- Name of medication;
- Dosage;
- A note of any side effects;
- If medicine has been altered for administration (e.g. crushing tablets) and authority for doing so;

Educational Visits

To enable, as far as possible all students to have access to all activities and areas of school life, a risk assessment will be undertaken to ensure the safety of all participants in educational visits. No decision about a child with medical needs attending/ not attending a school visit will be taken without prior consultation with parents/carers.

Residential Visits

Sufficient essential medicines and appropriate health care plans will be taken and controlled by the member of staff supervising the visit. If additional supervision is required for activities e.g. swimming, we may request the assistance of the parent/carer.

Emergency Procedures

The Headteacher will ensure that all members of staff are aware of the school's planned emergency procedures in the event of medical needs.