





Managing Medicines: Supporting Pupil with Medical Needs

Date plan last reviewed: September 2025

Signatories

Head of School	Mrs C Brown	
Chair of Governors	Mr L Geary	

Review

Dated	September 2024
Next review	September 2026

Aims and Responsibilities

Aims

The aim of The Academy of Woodlands is to provide excellent first aid provision and medical care for pupils and school personnel. To have in place qualified first aid personnel who are aware of hygiene and infection control procedures. To have in place essential first aid equipment. To have in line excellent lines of communication with the emergency services and other external agencies.

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) Responsibilities

Responsibility

The prime responsibility for a pupil's health lies with the parent or carer who is responsible for the pupil's medication and should supply the school with any relevant information. Teachers and support staff are in loco-parentis and may need to take swift action in an emergency, both in school and off-site, for example during school trips.

Parents/Carers are responsible for informing the school of any medical condition affecting their child. Those with parental responsibility will be asked to include this information on the school's admission form. Thereafter, parents/carers will need to inform the School Office of any changes or new information. In addition, parents/carers are invited, on a regular basis, to check their child's information and amend records as appropriate.

The Academy of Woodlands endeavours to ensure that all pupils achieve success:

- in their academic work
- in their relationships
- in their day-to-day experiences at school

Some pupils are likely to have medical needs which require additional measures to be put into place to ensure that they can have full access to the curriculum, that the impact of their medical difficulties upon their life in school is, as far as possible, minimised. Staff will undertake relevant training at least yearly.

The School Aims to:

- Assist parents/carers in providing medical care for their children.
- Educate staff and pupils in respect of special medical needs.
- Adopt and implement any national or LA policies in relation to medication in schools.
- Arrange training for staff who support individual pupils with special medical needs.
- Liaise as necessary with medical services in support of the pupil.
- Ensure that pupils with special medical needs can access the full life of the school where possible.
- Maintain appropriate records such as Individual Health Care Plans (IHCPs) and administering medication records.
- Ensure specific cultural and religious views on a pupil's medical care will be respected, these must be made known to the school in writing by the parent/carer

The governing body will:

- nominate a member of staff to take charge of first aid arrangements

- delegate powers and responsibilities to the Head Teacher to ensure the school complies with The Health and Safety (First Aid) Regulations 1981 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR),
- nominate a link governor to visit the school regularly, to liaise with the nominated person and to report back to the GB
- hold responsibility for the effective implementation, monitoring and evaluation of this policy

The Headteacher/DSL will:

- ensure the school complies with The Health and Safety (First Aid) Regulations 1981 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR),
- ensure that the nominated person is suitably trained in first aid and administering medicines, has sufficient time to undertake their role and an adequate budget to purchase first aid equipment, ensure all school personnel are aware of first aid arrangements
- ensure the required number of school personnel are trained in first aid arrangements and hold a valid certificate of competence
- conduct with the Health and Safety coordinator annual risk assessments
- monitor and evaluate this policy
- ensure Health Care Plans are completed in liaison with the SENCO and parents/carers and all staff are aware

Medicines

Safe Storage of All Medicines

Parents/Carers must hand all medicines to the school office/First Aider; no medicine should be brought into school by a child.

Controlled drugs must be kept in the locked medicine cupboard, in their original containers and only the named staff are to have access. A record must be kept for audit and safety purposes. Keys to access medicines are held in a locked key cabinet located in the school office.

Prescription Medicines

If medicines are prescribed up to 3-4 times a day, the school encourages parents or carers to make arrangements to come into school to administer these medicines themselves; however, if unable to, Parents/Carers must complete the relevant forms for trained staff to administer (Appendix A).

Parents and carers will definitely be required to administer the first 24-hour dose of any new prescription, for example antibiotics.

No pupil under the age of 16 is to be given medicines without prior written consent from the person(s) who has parental responsibility for the child.

Medicines must be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration. Medicines not presented properly must not be accepted.

A record of medicines administered must be entered on IRIS for individual children, using the Medical Incident tab. A laptop is available in the medical room to access IRIS. An example of the Medical Incident record can be found in Appendix B.

Parents must be informed and give consent if emergency medication is required to be given.

All members of staff giving medicines to a pupil must first check:

- Name of Child
- Name of Medicine
- Prescribed dose
- Method of Administration
- Time/frequency of administration
- Any side effects
- Expiry date
- Adrenaline pens should include manufacturers' instructions.

Staff must not make changes to dosage following parental instructions – prescriber's instructions for administration are to be followed at all times.

Staff will termly check and record on the medication spreadsheet the medication dates and that the class have a copy of the parental agreement. If the medication is within 1 month of expiring, the class teacher is to inform the parents and recording on IRIS communication.

A record must be kept of all medicines received and administered to all pupils; the administration of all medicines is to be recorded on IRIS. The Medicines Register is located in the Medical Room. If prescribed medicines such as inhalers are in school, these are to be kept in the medicine box/cupboard in the classroom with the parents/carers completed medicine form.

Refusing Medicines

If a pupil refuses to take medicine, staff must not force them to do so. The refusal should be noted in the school records and parents/carers informed of the refusal as soon as is reasonably practicable.

Non-prescribed Medicines

The Headteacher must agree to the administration of a non-prescribed medicine. As specified by the school – namely:

- Paracetamol

Permission to apply Sunscreen will be gained from Parents/Carers as part of the enrolment permission forms.

A child under the age of sixteen must never be given Aspirin or medicines containing Ibuprofen unless prescribed by a doctor. Non-prescribed medicines must not be given to a pupil unless there is specific written permission from the person(s) who has parental responsibility for the child. A list of pupils whose parents REFUSE CONSENT is kept, a copy of which is displayed in the Medical Room.

Where a non-prescribed medicine is administered to a pupil (i.e. Paracetamol) and on consent of the parent/carer, it must be recorded on IRIS and the parent/carer informed in writing of the medication, the dose and the time it was administered. One dose only is to be given per incident.

Emergency Medicines

Emergency medicines, such as asthma inhalers and adrenaline pens must be readily available to pupils and must not be locked away. Insulin, if required, must be kept in the fridge.

If a child has emergency medication (such as asthma inhalers or EpiPens), parents/carers will be asked to provide two (2) supplies and regularly check they are in date and replenished when necessary.

EpiPens – two will be needed for school. One to be kept in medical room and one in the classroom.

Asthma Pumps – at least 1 will be required by school. This will be kept in the medicine box and logged on the medicine register.

A member of staff will take these to outdoor activities/swimming/trips etc.

Emergency Medical Treatment Offsite

Parents/carers are required to sign electronically or by hand a permission slip for emergency treatment and/or medication to be administered in their absence, for example whilst the pupil is out of school on a trip.

Emergency Medical Treatment Onsite

The Academy of Woolands have invested in an emergency adrenaline pen device which is stored centrally in the school. KITT Medical ensure in date EpiPens are on site at all times for administration to children and adults. <https://kittmedical.com/for-schools>
Staff have undertaken training to ensure confidence if required to administer the ones.

Individual Health Care Plans

For chronic or long-term conditions and disabilities, an IHP will be developed in liaison with the pupil, parents/carers, special educational needs coordinator (SENDCo) and medical professionals.

When deciding what information should be recorded on an IHP (see appendix C), the governing body will consider the following:

- The medical condition, as well as its triggers, signs, symptoms and treatments
- The pupil's resulting needs, such as medication (the correct dosage and possible side effects), equipment and dietary requirements
- The specific support needed for the pupil's educational, social and emotional needs
- The level of support that is needed and whether the pupil will be able to take responsibility for their own health needs
- The type of provision and training that is required, including whether staff can be expected to fulfil the support necessary as part of their role
- Which staff members need to be aware of the pupil's condition
- Arrangements for receiving parental consent to administer medication
- Separate arrangements which may be required for school trips and external activities
- Which staff member can fulfil the role of being a designated, entrusted individual where confidentiality issues are raised
- What to do in an emergency, including whom to contact and contingency arrangements
- What is defined as an emergency, including the signs and symptoms that staff members should look out for.

Offsite Administration of Medicines

Original completed Medical Forms can be accessed from the main School office and duplicates of the Medical Form are held on file in a locked cabinet in the Medical Room. Due to the school's commitment to upholding the statutory duties of General Data Protection Regulation (GDPR, 2018) Individual pupil's medical files are no longer taken off site.

Medication to be administered during the day/visit is placed in a named bag; the contents are noted along with the date, time of administration and dosage. This is then carried by the responsible member of staff who is trained to administer medication and records updated upon arrival back to the school site.

Disposal of Medication

Parents/Carers are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal.

All medication will be sent home on the last day of summer term and when it is returned a new form to ensure that we have up-to-date permission will be completed.

Care plans will be sent home in July to be checked and signed to keep updated and relevant.

All medication remaining in school on the final day of the summer term is 'signed off' by the lead first aider, authorised by the Deputy Headteacher and returned, in their original packaging/container to the dispensing chemist for disposal.