

1. Aims

This policy aims to:

- Ensure that all pupils who require medication during school hours are able to access it safely.
- Establish clear procedures for the administration, storage, and disposal of medicines.
- Define the roles and responsibilities of all parties involved, including staff, parents/carers, and pupils.
- Minimise risks associated with the use of medication in school.

2. Roles and Responsibilities

Role	Responsibility
Headteacher	Overall responsibility for the implementation of this policy and ensuring sufficient trained staff are available.
Staff	Administering medication only with appropriate training and parental consent, and keeping clear records.
Parents/Carers	Providing the school with accurate, up-to-date information and written consent for medication, and ensuring the medication is in-date and correctly labelled.
Pupils	Encouraged to take responsibility for managing their own needs (where appropriate and reflected in their IHP).

3. General Principles for Administering Medication

Where possible, it is preferable for medicines to be prescribed in frequencies that allow the pupil to take them outside of the school day. Prescription and non-prescription medicines will only be administered at school when:

1. It would be detrimental to the pupil's health or school attendance not to do so, **and**
2. We have parents/carers' written consent.

The person administering the medicine will keep a written record on Meditracker. Parents/carers will always be informed on the same day the medicine has been administered, or as soon as reasonably possible.

The school will only accept prescribed medicines that are:

- In-date
- Labelled
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage, and storage.

The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

Following written consent any member of staff administering medicines to a pupil should check:

- The child's name Name of medication
- The prescribed dose
- Expiry date
- Written instructions provided by the prescriber on the label or container.

If in doubt about any procedure, staff will not administer the medicine before checking with parents or a health professional before taking further action.

4. Medical Conditions

Asthma

St Barnabas recognises that asthma is a widespread, potentially serious, but controllable condition and encourages pupils with asthma to achieve their potential in all aspects of school life.

Parents have a duty to inform staff if their child is asthmatic. Preventative inhalers should be provided and labelled with a prescription label. These should be kept in an assigned red bag within the classroom and accompany the child if they are educated outside the school premises.

Children with asthma must have immediate access to inhalers when they need them and know where they are kept. A spacer device may be required and the pupil may need support to use this.

Parents should be notified when a child has used an inhaler excessively or more regularly than usual.

Long Term Medical Needs

Such as epilepsy, anaphylaxis and diabetes

Where a pupil has a chronic illness, medical or potentially life threatening condition, the school will initiate a health care plan to meet individual needs and support the pupil.

This will be drawn up by health care professionals in consultation with the child's parents or guardians and will contain the following information:

- Definition and details of the condition
- Special requirements e.g. dietary needs, pre-activity precautions
- Treatment and medication
- What action to take/not to take in an emergency
- Who to contact in an emergency
- Staff training where required
- The role the staff can play Consent and agreement

5. Storage of Medication

All medicines will be stored safely.

- Pupils must be informed about where their medicines are at all times and be able to access them immediately.
- Medicines and devices such as asthma inhalers, blood glucose testing meters, and adrenaline pens will always be readily available to pupils and **not locked away**.
- All other medicines are kept in a secure cupboard in the school office or the staffroom medicine fridge and only named staff have access.

6. Controlled Drugs

Controlled drugs (e.g., morphine or methadone) will be managed as follows:

- A pupil who has been prescribed a controlled drug may have it in their possession if they are competent to do so, but they must not pass it to another pupil to use.

- All other controlled drugs are kept in a secure cupboard in the school office and only named staff have access.
- Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

7. Record Keeping

Written records are kept on Meditracker of all medicine administered to pupils for as long as these pupils are at the school. Parents/carers will be informed if their child has been unwell at school.

Individual Healthcare Plans (IHPs) are kept in a readily-accessible place that all staff are aware of.

Requests for updated medical conditions including asthma, are distributed to parents at the beginning of each school year. These are collated and registered and recorded in each class and in the first aid folder in the office.

All staff have access to this information and actions to take in an emergency.

Children with food allergies have their photographs and details displayed in the catering manager's office and in the kitchen to ensure that food products are safe for children.

8. Educational Visits

St Barnabas actively encourages all children to participate in trips and visits. Staff will aim to facilitate reasonable adjustments to enable pupils with medical needs to participate fully and safely on visits.

Risk assessments will be used to highlight any potential difficulties and ensure procedures are in place to support pupils. Additional staff/adults will be considered for this purpose.

Prior to an overnight school trip, parents must complete an up-to-date medical google form about the pupil's current general health and medication. Prescribed medication will be administered, providing parents have completed written consent on Meditracker.

Parents are invited to provide written consent to enable staff to act 'in loco parentis' and administer Calpol analgesia or antihistamine if required. Where this is refused, parents are requested to discuss alternative support measures with staff.

Accompanying staff will be aware of any medical needs and relevant emergency procedures. A copy of health care plans will be taken on all visits as well as emergency medication that may be required.

9. Training

Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training, which will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils.
- Fulfill the requirements in the IHPs.
- Help staff to have an understanding of the specific medical conditions they are being asked to support, their implications, and preventative measures.

Relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the Headteacher. Training will be kept up to date.

10. Disposal of Medication

Medicines will be returned to parents/carers to arrange for safe disposal when no longer required or if they are past their expiry date. The school will **not** dispose of medication.

10. Links with other policies

This first aid policy is linked to the:

- Health and Safety Policy
- First Aid Policy