**St John's CofE Primary Academy**

**Trust Headteacher: Cheryl Heaton**

**Chair of Combined Local Academy Committee: Zoe Heath**

# Managing Medicines in School Policy

**St John's CofE Academy, Wednesbury**

**Academic Year 2026-2027**

# Managing Medicines In School Policy 2026-27

## Policy Statement

St John's C of E Primary Academy is an inclusive community that welcomes and supports pupils with medical conditions. Our aim is to ensure that all children with medical conditions or illnesses, both physical and mental health, are properly supported in school and can have a full and active role in school life, remain healthy and achieve their academic potential. Our academy provides all pupils with any medical condition the same opportunities as others at the academy.

We recognise that some children may require on-going support, medicines or care to keep themselves well while others will only require support or medicines for a specific time frame and will ensure that children receive the appropriate care as advised by healthcare professionals.

All members of staff have a duty to maintain professional standards of care and to ensure that our pupils are safe. In response to the Equality Act 2010, the academy will make reasonable adjustments for disabled school users, including those with medical needs, and we will plan strategically to improve access over time. In response to the requirement to support pupils at the academy with medical conditions we will produce individual healthcare plans and risk assessments where necessary. Reasonable adjustments will be made, where necessary, to enable pupils with medical needs to fully participate all areas of school life including educational visits and sporting activities.

There is no legal or contractual duty on staff to administer medicine or supervise a child taking it. However, designated staff carry this out. The academy have a number of staff trained in paediatric first aid as well as fully qualified first aiders; however, in an emergency, swift action must be taken by any member of staff to assist any child or staff member as teachers and academy staff have a common law duty of care. This duty of care also extends to staff leading activities taking place off site, such as visits, outings or field trips.

The named members of academy staff responsible for this medical conditions policy and its implementation is the Trust Headteacher.

This academy has clear guidance on providing care and support and administering medication at school. Our academy understands the importance of medication being taken and care received whilst the child is on medication.

The academy's Combined Local Academy Committee has made sure that there is the appropriate level of insurance and liability cover in place.

## Administering Medicine

The academy will not give medication (prescription or non-prescription) to a child under 16 without a signed and completed 'Parental Agreement For Administering Medicines' form, except in exceptional circumstances such as working with outside medical agencies. Consent for this is sought when pupils join the academy.

When administering medication two staff members will be present. Academy staff will check the maximum dosage and when the previous dose was given. This will only be carried out by designated staff and a log will be kept.

This academy will not give a pupil under 16 aspirin unless prescribed by a doctor.

This academy will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site visit, including overnight stays. Where possible, this will be a known adult to the pupil.

Parents and carers are responsible for ensuring adequate supplies of medication or medical resources are provided. They are also responsible for replacing any close to date or out of date medication or medical resources. This includes inhalers and epipens. Academy staff will ensure that parents are contacted when expiry dates are approaching. Parents are aware that children must not carry any medicines with them to school for self-administration unless prior permission has been sought from the academy.

If the child's educational health care plan requires it, pupils may carry an inhaler, epipen or other medication as required.

If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent arrives, or accompany a child taken to hospital by ambulance.

Short-term medical needs

All short-term prescribed medication needs to be brought to the school office and a medication form completing by a parent and/or parent guardian (medicines must not be handed to the class teacher).

The office staff will:

- Only accept prescription medication if provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for medication and dosage.
- Ask parents to collect all medications/equipment at the end of the school term, and to provide new and in-date medication at the start of each term.
- Only accept medicines which are essential; that is, where it would be detrimental to the child's health not to have the medicine during the school day.
- Accept non-prescription medicines only if there is a compelling reason to do so (eg. Seasonal use of antihistamines/one off doses of paracetamol). These medications must be provided in their original containers with written dosage advice. These also require the school medical form to be completed before administering.
- Never make changes to written dosages based on parental instructions.
- Store medication in the school office.
- Keep controlled drugs stored securely in the main office, but accessible, with only named staff having access to obtain the medication.

Staff at this academy can administer a controlled drug to a pupil once they have had specialist training.

This academy disposes of needles and other sharps in line with local policies. Sharps boxes are kept securely at the academy and will accompany a child on off-site visits.

Long-term medical needs

All long-term medical needs should be supported by an Education Health and Care Plan. Any medication needs to be brought to the school office and a medication form completed by a parent or parent guardian (medicines must not be handed to the class teacher).

The academy will:

- Only accept prescription medication if provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for medication and dosage.
- Only accept medicines which are essential; that is, where it would be detrimental to the child's health not to have the medicine during the school day.
- Accept non-prescription medicines only if there is a compelling reason to do so (eg. Seasonal use of antihistamines/one-off doses of paracetamol). These medications must be provided in their original containers with written dosage advice. These also require the school medical form to be completed before administering.
- Never make changes to written dosages based on parental instructions.
- Ensure the IHP (Individual Healthcare Plan) has been developed with the pupil (where appropriate), parent, staff, specialist nurse (where appropriate) and relevant healthcare service.
- Ensure IHPs are regularly reviewed, at least every year or whenever the pupil's needs change.
- Ensure academy staff are made aware of and have access to the IHP for the pupils in their care.
- Ensure we meet with the pupil (where appropriate), parent, specialist nurse (where appropriate) and relevant healthcare services prior to any overnight or extended day visit to discuss and make a plan for any extra care requirements that may be needed.
- Keep an accurate record of all medication administered, including the dose, time, date and supervising staff.
- Ensure that all staff providing support to a pupil have received suitable training, to make sure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the pupil's IHP. This should be provided by the specialist nurse/school nurse/other suitably qualified healthcare professional and/or the parent.
- Ask parents to collect all medications/equipment at the end of the school term, and to provide new and in-date medication at the start of each term.
- Store medication in the main office.
- Keep controlled drugs stored securely in the front office but accessible, with only named staff having access to obtain the medication.

Staff at this academy can administer a controlled drug to a pupil once they have had specialist training.

This academy disposes of needles and other sharps in line with local policies. Sharps boxes are kept securely at the academy and will accompany a child on off-site visits.

## Asthma and the use of inhalers

All Inhalers needs to be brought to the academy office and a medication form completing by a parent or parent guardian (medicines must not be handed to the class teacher).

The academy will:

- Only accept inhalers if provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for medication and dosage.
- Ask parents to collect any inhalers at the end of the school term, and to provide new and in-date medication at the start of each term.
- Never make changes to written dosages based on parental instructions.
- Store inhalers in the classroom.
- Complete relevant asthma training.
- Request that asthma plans accompany all inhalers.
- Ensure children will take all inhalers with them on any school trips/off site activities.

## Inclusion and equality

This academy ensures that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

This academy is committed to providing a physical environment accessible to pupils with medical conditions and pupils are consulted to ensure this accessibility. This academy is also committed to an accessible physical environment for out-of-school activities.

This academy makes sure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended school activities and residential visits.

All staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge, alongside the academy's anti-bullying policy, to help prevent and deal with any problems. They use opportunities such as PSHE and science lessons to raise awareness of medical conditions to help promote a positive environment.

This academy understands the importance of all pupils taking part in physical activity and that all relevant staff make appropriate adjustments to physical activity sessions to make sure they are accessible to all pupils. This includes out-of-school clubs and team sports.

This academy understands that all relevant staff are aware that pupils should not be forced to take part in activities if they are unwell. They should also be aware of pupils who have been advised to avoid/take special precautions during activity, and the potential triggers for a pupil's medical condition when exercising and how to minimise these

This academy makes sure that pupils have the appropriate medication/equipment/food with them during physical activity.

This academy makes sure that pupils with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that appropriate adjustments and extra support are provided

All academy staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition. This academy will not penalise pupils for their attendance if their absences relate to their medical condition.

This academy will refer pupils with medical conditions who are finding it difficult to keep up educationally to the SENDCO who will liaise with the pupil (where appropriate), parent and the pupil's healthcare professional.

<u>Emergencies</u>

Pupils at this academy learn what to do in an emergency.

This academy makes sure that a risk assessment is carried out before any out of school visit. The needs of pupils with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.

This academy is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. The academy is actively working towards reducing or eliminating these health and safety risks.

This academy is committed to identifying and reducing triggers both at school and on out-of-school visits.

The IHP details an individual pupil's triggers and details how to make sure the pupil remains safe throughout the whole school day and on out-of-school activities. Risk assessments are carried out on all out-of-school activities, taking into account the needs of pupils with medical needs.

This academy reviews all medical emergencies and incidents and any changes to the academy policy will be made if necessary.

Where a child is returning to school following a period of hospital education or alternative provision (including home tuition), this academy will work with the local authority and education provider to ensure that the child receives the support they need to reintegrate effectively.

This academy is committed to keeping in touch with a child when they are unable to attend school because of their condition.

In evaluating the policy, this academy seeks feedback from key stakeholders including pupils, parents, school healthcare professionals, specialist nurses and other relevant healthcare professionals, academy staff, local emergency care services, governors and the academy employer. The views of pupils with medical conditions are central to the evaluation process.