



Administration of Medicine Policy

This policy was approved by Trustees on 9th April 2025

Chair of Trustees Jasmine Armstrong

Adopted on 9th April 2025

This policy will be reviewed on or before 9th April 2028.

Policy Statement

Excelsior Multi Academy Trust schools ask that parents request that their doctor, wherever possible, prescribe medication, which can be taken outside the school day.

Excelsior Multi Academy Trust schools do not administer medication (other than for life threatening conditions). Parents are always welcome to come into school to administer medication to their child.

Children with Special Medical Needs

Should the school be asked to admit a child to school with medical needs they will, in partnership with the parents/carers and School Nurse, discuss individual needs and, if necessary, a Health Care Plan will be put in place.

Where appropriate an individual alert card will be developed in partnership with the parents/carers and School Nurse and any resulting training needs will be met.

On Admission to School

All parents/carers will be asked to complete an admissions form giving full details of child's medical conditions, regular medication, emergency medication, emergency contact numbers, name of family doctor, allergies and special dietary requirements etc.

Administration & Storage of Medication in School

Only medication for life threatening conditions will be kept within school ie Epi Pens, Piriton and Asthma Inhalers.

Should there be a life-threatening incident where an Epi Pen or Piriton is required then this will be administered by a First Aider and a Medical Emergency Report will be completed.

Should the child be required, or is able to administer their own medication, e.g. reliever inhaler for asthma, we will want to ensure they understand their responsibilities in this area. We may want to ask the School Nurse to check the child's technique before accepting full responsibility.

Storage & Disposal of Medication

A regular check will be made of the medication cabinet at least termly, and parents will be asked to collect any medication which is out of date or not clearly labelled. If parents/ carers do not collect this medication it will be taken to the local pharmacy for disposal.

Two supplies of all emergency medication will be kept in the School where possible. One in the medicine cabinet in the School Office and one kept with the child at all times in the child's classroom (but out of reach of pupils). Staff will be notified of the location of emergency medicines via the medical needs board situated in the staff room.

School Trips

It may be necessary to administer medication to pupils whilst on school trips. In general, pupils with medical needs will not be excluded from school trips unless there are sound medical or health and safety reasons.

Before taking children off the school premises, the member of staff in charge will check that any medication or equipment that needs to accompany pupils is safely packed.

In more complex cases, and where Health Care Plans are in operation, the Group Leader will have familiarised themselves with the details contained within their plan. Where appropriate, emergency contact details (especially for children with a Health Care Plan) must accompany each member of staff on each visit away from school.

Wherever possible but especially in Key Stage 2 (Years 3 – 6), asthma inhalers will remain the responsibility of the pupil. The member of staff in charge of the trip will check to ensure that asthma inhalers are being carried by those who need them before leaving school.

Residential Trips

Once again, in general, pupils with medical needs will not be excluded from school trips unless there are sound medical or health and safety reasons.

The administration of both prescribed and non-prescribed medication during the course of a residential trip will be controlled by the parents completing a medical needs form.

Responsibility for the collection and administration of all medicines on a residential trip will be given to a named member of staff accompanying the trip. A separate meeting will be held with families of pupils whose medical needs are subject to an individual Health Care Plan. Where necessary, external health care professionals will also be invited to this meeting to ensure that the child's medical needs can be met by the teaching staff during the residential trip.

In extreme emergencies e.g. an anaphylactic reaction or diabetic coma, certain medicines can be administered or supplied without the direction of a medical practitioner for the purpose of saving life. All staff will be made aware of how to contact persons trained to administer medication in an emergency. Where possible, all staff will be trained (and will have given their permission) to administer emergency medicine for the purpose of saving life.

Health Care Plans

Where a child's medical needs go beyond the normal, the SENCO will convene a meeting to agree a Health Care Plan. Parents, the pupil and professionals from the Local Authorities health team will be invited to attend this meeting.

Responsibility for drawing up a Health Care Plan rests with the Headteacher in consultation with the SENCO. The Health Care Plan will be child specific and detail:

- Procedures to be followed in an emergency.
- Medication (full drug name and dosage instructions).
- Day to day care – food management and information about blood sugar levels etc.
- Consent and Agreement by:
 - Parents/Carers. ○ The appropriate Health Care Professional. ○ The Headteacher or nominated representative such as the SENCO.
 - The child (if appropriate).
- Staff will not disclose details about a pupil's medical condition without the consent of the parents and, where appropriate, the pupil.
- Where parents, or the pupil, decide not to disclose details of medical conditions, they will be asked to indicate certain aspects of school activity that should not be undertaken such as Physical Education/Swimming. Whether and how much members of the school community should know about a pupil's medical condition is not a matter for the school to decide. However, depending on the circumstances, the school may feel that they cannot safeguard a pupil without sharing information and may wish to add this disclaimer to any agreed Health Care Plan.
- In some cases, and with the support of the parents and pupil, staff will raise awareness of a pupil's medical condition with the rest of the class as this can be helpful both educationally and emotionally. On occasions the school might decide to call on a health care professional to speak to the children about a child's medical condition. However, permission will be sought from both the pupil and parents before a meeting of this kind takes place.
- If at any time a member of staff has concerns over the safety or welfare of a pupil, then the normal safeguarding procedures would take effect.

Duty of Care

When administering lifesaving medication, there is a legal requirement to exercise reasonable care to avoid injury. Staff who administer or oversee the administration of medication would be considered to be discharging their duty of care 'in loco parentis' i.e. the degree of care exercised as that undertaken by the average careful parent in the same circumstances. Provided the administration of medication is controlled, for instance by following the guidelines of this policy and the parental instructions, the risk of injury will be minimised and the member of staff administering medication may therefore be considered to have exercised reasonable care.