



MANAGING MEDICATION IN BARNES INFANT ACADEMY

Rationale:

Barnes Infant Academy endeavours to ensure that all pupils achieve success in their academic work, in their relationships and in their day to day experiences at the Academy. Some of our pupils are likely to have medical needs which mean that additional measures are required to ensure that they are able to have full access to the curriculum, that the impact of their medical needs upon their life in the Academy is minimised as far as possible and that all staff who work with the pupil understand the nature of their difficulties and how best to help them.

While there is no legal or contractual duty on teachers to administer medication or supervise pupils taking medication, we would wish to support our pupils where we can. Pupils with special medical needs have the same right of admission to the Academy as other children and cannot be excluded from the Academy on medical grounds alone.

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

Aims:

Our Academy aims to:

- Assist parents in providing medical care for their children
- Educate staff and pupils in respect of special medical needs
- Adopt and implement any national policies and statutory guidance in relation to medication in Academies
- Inform parents of our school policy
- Ensure all staff are aware of the school policy regarding the administration of medicine
- Arrange training for staff who volunteer to support individual pupils with special medical needs
- Liaise as necessary with medical services in support of the pupil
- Ensure that pupils with special educational needs are able to access the full life of the Academy where possible
- Maintain appropriate records

Entitlement:

Barnes Infant Academy accepts that pupils with medical needs should be assisted if possible and that they have a right to the full education available to other pupils.

The Academy accepts that pupils with medical needs should be able to achieve full attendance and receive necessary care and support.

The Academy accepts all employees have rights in relation to supporting pupils with medical needs in relation to:

- Receiving appropriate training
- Working to clear guidelines
- Having concerns about legal liability
- Sharing any concerns they have about supporting pupils with medical needs with management
- Having input regarding their level of involvement

Expectations:

Parents should, wherever possible, administer or supervise the self-administration of medication to their children. This may be achieved by the parents visiting the school. However, this might not be practicable and in such a case, parents may make a request for medication to be administered to the child at the school/establishment. It is helpful, where possible that medication be prescribed in dose frequencies, which enable it to be taken outside of the school hours e.g. medicines that need to be taken 3 times a day can be managed at home (unless the child attends our After School Club).

Barnes Infant Academy does not expect parents to ask staff to administer medication unless it is absolutely essential. Staff will be asked to administer medication if:

- It needs to be administered four times a day and is necessary that this takes place during school hours
and
- It has been prescribed by a health professional, e.g. doctor, dentist, nurse or pharmacist

Any medication prescribed 4 times daily requires completion of a short-term care plan.

At Barnes Infant Academy, we will ensure that we have sufficient members of appropriately trained staff to manage medicines as part of their duties. Such staff will receive appropriate training and support from health professionals.

Where a parent or carer has requested the Academy to administer a long term prescribed medication (longer than 7 days) for a pupil, we expect them to ask the pharmacist to supply any such medication to be dispensed in a separate container. For short term prescribed medication (less than 7 days) the Academy will accept a single dosage but the responsibility lies with the parent or carer to ensure the medication is collected at the end of each day.

The prescribed medication must be in the original packaging with the prescription and dosage regime clearly displayed on the pharmacy label with no alterations. The prescriber's label should be typed or printed clearly on the packaging. The prescriber's label must clearly display the pharmacist and pharmacy details and the expiry date must be visible on the packaging. Any medications not presented properly will not be accepted into the Academy by staff. Medicines which do not meet these criteria will not be administered. Only the prescribed/recommended dose (by a medical practitioner) will be administered, this cannot be changed unless written instructions are given from a medical professional.

Emergency medication, which must be kept in school at all times, must be checked on a termly basis to ensure it is still in date when it has not been administered.

Barnes Infant Academy will liaise with the School Health Service for advice and information about a pupil's special medical needs and will seek support from the relevant practitioners where necessary and in the interests of the pupil.

Practice:

When a medication has been accepted to be administered by the Academy, we will:

- Work with the parent to complete a medication care plan.
- Obtain written consent from the Head Teacher for the administration of the required medication
- Ensure that the medication is stored in a secure place, a locked wall mounted cabinet and/or a locked fridge, (with the exception of inhalers and EPIPENS which are kept in an accessible place for use when required), that it is only accessed by the identified persons who will administer the medication, and that each time the medication is administered that the medication record is completed.
- Ensure any leftover medication is handed back to the parent/carer at the end of the treatment period or at the end of the academic year (whichever is appropriate) or disposed of using appropriate methods
- Mark the medication record 'Medication Completed' when the pupil comes to the end of his/her course of treatment
- Retain medication records in the Academy's archives should it be needed for future reference
- Barnes Infant Academy cannot be held responsible for side effects that occur when medication is taken correctly
- Staff will not force a pupil to take medication, if the pupil refuses to comply with their health procedure, the resulting actions will be clearly written into the care plan which will include informing parents.

Individual Health Care Plans

In cases where the pupil's medical needs may be greater than those of their peers, the Head Teacher may request that an Individual Healthcare Plan (IHP) be completed.

Where necessary, for any pupil with a medical need (the Head Teacher will make the final decision) an Individual Healthcare Plan (IHP) will be developed in collaboration with the pupil, parents/carers, Head Teacher, Managing Medication Manager and medical professionals.

Individual Health Care Plans will include:

details on the nature of the medical difficulty, including triggers and signs/symptoms to be aware of together with the action to be followed in the event of an emergency. This will also clarify the extent of responsibility taken by the school.

The Head Teacher, Medication team and class teacher will be informed of the pupil's medical needs.

IHPs will be stored confidentially in a file in the Academy's First Aid Room and be easily accessible to all relevant staff, including supply/agency staff, whilst preserving confidentiality. Class teachers will also have a copy of the IHP. At Barnes Infant Academy, procedures are in place to ensure easy access, confidentiality, and in the case of conditions with potential life-threatening implications, the information is available and accessible to everyone.

IHPs will be reviewed at least annually or when a pupil's medical circumstances change, whichever is sooner.

Where a pupil has an Education, Health and Care Plan, the school SENDCo will also be involved, and the IHP will be linked to or become part of the EHCP.

IHPs define what constitutes an emergency for the individual pupil. Procedures for emergency situations are clearly identified.

EMERGENCIES

- Where IHPs, with emergency procedures identified are in place, these are followed.
- Medical emergencies will be dealt with under the school's emergency procedures which will be communicated to all relevant staff so they are aware of signs and symptoms.
- Pupils will be informed in general terms of what to do in an emergency such as telling a teacher.
- If a pupil needs to be taken to hospital, a member of staff will remain with the pupil until their parents arrive.

Management and Organisation

The school will have a nominated medication manager who has completed the appropriate training. This is Mr Durham and Mrs Rushworth as deputy manager. The medication manager will be responsible for managing the administration of medicines and drugs with the agreement of medication team members.

When medicines are to be administered in school, it is essential that safe procedures are established which are acceptable to appropriate school staff involved. Parents should always complete a medication care plan with a member of staff qualified to do so. Medication must be in its original packaging including prescribers instructions and criteria mentioned previously. The care plan will be signed by the parent/carer and Headteacher and retained in the First Aid file. A copy will also be given to the class teacher.

The medication team are involved in the completion of care plans and the administration of medicines. Parents will be asked as part of the care plan to consent for other members of staff to administer medicine in the event of an offsite visit. On school trips, other members of staff who are willing to dispense medicines to pupils i.e. Teaching Assistants, Class Teacher should be advised of the correct procedure. It is the responsibility of the headteacher to ensure that new members of staff receive appropriate training.

Parents and staff should be kept informed of the schools arrangements for the administration of medicines and drugs and will be informed of any changes in these procedures. A record should be kept of all the medicines and drugs administered by the members of staff. Although there is no legal requirement for schools to keep records of medicines given to pupils, it is good practice to do so. School should ensure that staff complete and sign a record each time they give medicine to a pupil.

All medication administered must be recorded and witnessed by members of staff.

Members of staff available for administering medication and drugs:

Mrs Janine Rushworth, Mr Joe Durham, Miss Gillian Evans, Mr Colin Sayers, Mrs Lisa Charlton, Mr Joe Shanks (as of January 2026) and Miss Georgia Staebler (as of January 2026).

What type of medication can be administered in school?

There is no legal duty that requires school staff to administer medicine. However, we appreciate that pupil's should be supported as far as possible and will review each request individually.

Statutory Guidance (Supporting pupils at school with medical conditions December 2015) stresses that **ONLY** prescription medicines can be stored and administered in school. This must be, in all cases, clearly labelled with the dispensing practitioners name, the child's name and dosage required. We will not keep medicines such as Calpol (with a prescription label attached) in school for use as and when required.

Teaching staff do not have any obligation to administer medicine, and at Barnes Infant Academy, we have appropriately trained staff who can undertake this duty. Care plans include permission for another member of staff to administer medication if necessary.

In cases of eczema or skin conditions, children are encouraged to use the cream/lotion on their own with adult supervision.

Inhalers for Asthma

It is the responsibility of the parent to ensure that the inhalers are renewed and that the medication has not exceeded its expiry date. **All inhalers will be kept in classrooms with the pupils Individual Healthcare Plan so they can be easily accessed by identified staff.** Staff can supervise the pupil using the inhaler. A record must be kept of when the inhaler is administered. A slip will also be completed to inform parents that their child has had their inhaler, recording the date and time.

Antibiotics

Pupils who are prescribed antibiotics can often recover very quickly and may well be fit enough to return to school, but it may also be essential that the full course of medication should be completed. In this case, the Head Teacher is willing for named staff (from the medication team) to administer the antibiotics supplied by the parent/carer (for 4 times per day dosage). A short term care plan would be completed giving full instructions for administration of the medicine. It is the responsibility of the parent to ensure that the medicine is collected each day and is not out of date.

Diabetes

The school will monitor pupils with diabetes in accordance with their Individual Healthcare Plan and staff will receive annual training. Pupils with diabetes must not be left unattended if feeling unwell. Sharps boxes should always be used for the disposal of needles (if required). Sharp boxes can be obtained by parent/carers from the pupil's GP or Paediatrician and returned to the parents/carers when full for replacement. Boxes will be kept securely by the class teacher.

Medication via Gastrostomy

When supporting pupils who need to have medicine administered via gastrostomy, we will liaise with the Community Nurse and use the Individual Health Care Plan and the Emergency Health Care Plan (Yellow Envelope).

Staff will receive training from trained medical professionals, to ensure they can effectively support the pupil in the management of their condition. There will always be at least one member of staff within the school building, who has completed the appropriate training and they will be on call as required across the day. This will also be the case if the pupil is out on an educational visit.

Medication and feeds **must** be administered at the times dictated by the IHP.

Medication administered via gastrostomy will be recorded.

Emergency Medications

In the case of emergency prescribed medicines i.e. EpiPens, this will be at the discretion of the Head Teacher. Barnes Infant Academy staff receive regular training on severe allergic reactions and administering adrenaline via an EpiPen.

When a child is prescribed an EpiPen, they along with their parents will complete a IHP. Parents will provide school with the Epipens and these will be stored in their original packaging in a clearly identifiable box within the classroom. This location will be known to the pupil and to all staff who have contact with the pupil.

All emergency medicines (asthma inhalers, Epipens etc.) should be readily available and not locked away.

The school office hold a Rapid Response file for adults and children who may require emergency medical care.

The Medication Manager will share relevant information with the school kitchen so that special meals can be provided where required. The school kitchen will liaise with the parents over any dietary requirements.

Taking Medication on School Trips and Visits

It may be necessary to take medication for pupils on a school trip or visit. Staff must take a copy of any relevant Individual Health Care Plans or short term medication plans should the medication be required or in case of emergency. Parents will be asked as part of the care plan to consent for other members of staff to administer medicine in the event of an offsite visit.

Arrangements are made and staff are flexible in their practice to ensure pupils with medical conditions can participate in school visits. Staff who have appropriate training and have a sound understanding of the condition provide support to children during school trips.

To comply with best practice, risk assessments should be undertaken, in line with H&S Executive Guidance on school visits in order to plan for including pupils with medical conditions. Consultation with parents, healthcare professionals etc on visits will be separate to the normal day to day IHP requirements for the school day.

If staff are concerned about whether they can provide for a child's safety, or the safety of other children on a visit, they should seek parental views and medical advice from the Schools Health Service or the child's GP.

Hygiene and Infection Control

All staff should be familiar with normal precautions for avoiding infection and follow basic hygiene procedures. Staff should have access to protective disposable gloves and take care when dealing with blood or other bodily fluids and disposing of dressing and equipment.

Storage of Medication

All medication must be stored in the designated medication areas i.e. the medication cupboard in the first aid room or the locked fridge (depending on the prescribers instructions). Epipens will be with the pupil during their day and during lunchbreaks will be with the first aider.

Refusal by pupil to take medication

If pupils refuse to take medication, school staff should not force them to do so. The school should inform the pupil's parents as a matter of urgency. If necessary, the school should call the emergency services.

Disposal of medicines

Staff should not dispose of medicines. Parents are responsible for ensuring that date expired medicines are returned to the pharmacy for safe disposal. In the event of school having to dispose of a medication, school would:

- seek the parent/carers permission (where possible)
- arrange for a member of the medication team to take the medication to a nearby pharmacy

-keep a detailed record of returns – this would include name of medication, amount returned, name of pharmacy it was returned to and signature to confirm receipt

AVOIDING UNACCEPTABLE PRACTICE

Each case will be judged individually, but in general the following is not considered acceptable.

The following behaviour is unacceptable at Barnes Infant Academy:

- Preventing children from easily accessing their inhalers and medication and administering their medication when and where necessary.
- Assuming that pupils with the same condition require the same treatment.
- Ignoring the views of the pupil and/or their parents or ignoring medical evidence or opinion.
- Sending pupils home frequently or preventing them from taking part in activities at school
- Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support, including toilet issues.
- Creating barriers to children participating in school life, including school visits.

COMPLAINTS

- All complaints should be raised with the school in the first instance.
- The details of how to make a formal complaint can be found in the School Complaints Policy.

DEFINITIONS

- 'Parent(s)' is a wide reference not only to a pupil's birth parents but to adoptive, step and foster parents, or other persons who have parental responsibility for, or who have care of, a pupil.
- 'Medical condition' for these purposes is either a physical or mental health medical condition as diagnosed by a healthcare professional which results in the child or young person requiring special adjustments for the school day, either ongoing or intermittently. This includes; a chronic or short-term condition, a long-term health need or disability, an illness, injury or recovery from treatment or surgery. Being 'unwell' and common childhood diseases are not covered.
- 'Medication' is defined as any prescribed or over the counter treatment.
- 'Prescription medication' is defined as any drug or device prescribed by a doctor, prescribing nurse or dentist and dispensed by a pharmacist with instructions for administration, dose and storage.
- A 'staff member' is defined as any member of staff employed directly by Barnes Infant Academy or via an agency.
- This policy should be read in conjunction with the SEND Policy, PSHE Policy, DfE Statutory Guidance – Supporting Pupils with Medical Conditions – December 2015 (updated 2017). For more information relating to Diabetes, it is to be read in conjunction with the NHS & Together for Children guidance for supporting children and young people with diabetes in Sunderland schools/settings (2020).

Date: November 2025

Review Date: November 2026



Individual Health Care Plan

Date complete: _____ Date of next review: _____

Child's name: _____ Class: _____

Date of Birth: _____

Address: _____

Medical Condition: _____

Emergency Contact Information *(Please complete)*

| Full Name | 1. | 2. |
|------------------------------|-----------|-----------|
| Address | | |
| Telephone | | |
| Relationship to Child | | |

| | |
|--|--|
| GP Name: Practice/Health Centre Name: Telephone Number: | |
| Hospital Consultant: Hospital Telephone Number: | |
| Other relevant health professionals involved: | |
| Training recommended for academy staff to support pupil with IHP | |

| | |
|--|--|
| Nature of medical difficulty | |
| How does it affect your child? Symptoms, known triggers, side effects, support required, impact on daily life | |
| How might this impact on learning and development? | |
| Medication to be given | |

Does your child have any Special Educational Needs? (*Please Specify*)

Details of Prescribed Medication

TO BE COMPLETED BY STAFF:

| Name of medication | Dosage | Time to be administered | Expiry Date | Storage | Equipment required | After care issues/side effects |
|--------------------|--------|-------------------------|-------------|---------|--------------------|--------------------------------|
| | | | | | | |
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Key personnel to administer medication:

Mrs Rushworth, Mrs Charlton, Mr Sayers, Miss Evans, Mr Durham, Mr Shanks, Miss Staebler

ACTION to be taken in the event of an emergency: _____

Trips off site:

Permission for other staff to administer medication

Permission for information to be shared (where relevant)

TO BE COMPLETED BY CHILD:

Child's name: _____

I am happy for a member of school staff to give me my medication: *(Please colour)*



I give permission for a named person to administer the prescribed medication to my child. I am willing to share this information with other relevant professionals. I am aware I must notify the school immediately in the case of any changes/updates regarding my child's medication.

| | | | | |
|-------------------------|--|--|--|--|
| Staff signature: | | | | |
| Date: | | | | |
| Parent/Carer signature: | | | | |
| Date: | | | | |
| Headteacher signature: | | | | |
| Date: | | | | |
| Care plan renewal date: | | | | |

School office informed to enter on SIMS:

Consent to share with other staff and lunchtime staff:

Copy given to class teacher: - Class teacher signature _____