



**Our mission - 'To create and sustain an inclusive and outstanding learning community for all, rooted in the teachings of Jesus Christ, in which all will aspire to excellence in learning, teaching and care for one another, so all will achieve and grow as unique individuals made in the image of God'.**

**Our Core Values;**

## ***Faith, Aspiration & Unity***

We are committed to providing a positive working environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We have developed a number of key policies to ensure that the principles of Catholic and Church of England Social Teaching in relation to human dignity and dignity in work become embedded into every aspect of school life and these policies are reviewed regularly in this regard.

### **DEALING WITH MEDICATION IN SCHOOL POLICY**

<b>Dealing with Medication in School Policy - Document Status</b>			
<b>Date of review completion</b>	June 2025	<b>Named Responsibility</b>	Buildings, Health & Safety and Safeguarding Committee (JG)
<b>Date of Policy Adoption by Governing Body</b>	July 2023	<b>Next Review Date</b>	June 2027
<b>Policy Basis</b>	Telford & Wrekin Council Guidance - Adapted for HTA		

## Holy Trinity Academy – Dealing with Medication in School – Policy

**Schools have a statutory duty to ensure arrangements are in place to support pupils with medical conditions and should ensure that children can access and enjoy the same opportunities in school as any other child.**

### Roles and responsibilities

The member of staff who has overall responsibility is Mr Griffiths. This includes:

- Responsibility for the implementation of this policy
- Ensuring all staff are adequately trained
- Ensuring that all staff are aware of the child's condition
- Briefing for supply teachers
- Monitoring of individual health care plans

### Staff

School staff are not required to administer medicines or drugs to a pupil or to supervise pupils taking medication but there is nothing to stop them undertaking such tasks if they are willing to do so.

We have members of staff that have undertaken Safer Handling of Medication training who will administer or support pupils in taking their medication.

### Consents

On entry into school or upon a new diagnosis, parents are required to complete details in Applicaa and/or MCAS to notify the school of any allergies or medical conditions and to provide emergency consent use.

### Procedures

Parents are responsible for supplying medication in the smallest practicable amount. All medicines must be in the original bottle/packaging in which prescribed and clearly labelled with the pupil's name, contents, dosage and date. Medication that has to be stored at school must be stored securely in the medicine cabinet in the first aid room. However, the location must be communicated to the pupil who knows who to go to for access. Some medication may need to be refrigerated. **This is particularly important to consider when outside of school premises e.g. school trips.** The exception to this is insulin which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container.

Children who have access to their Inhalers / Epipen / insulin at home and are competent at administering their own medication will be allowed to carry their Inhaler / Epipen / insulin around with them at school. Most secondary pupils should be mature enough to carry their own Inhalers / Epipens / insulin as they do their diabetic kit. Emergency inhalers/Epipens are kept on site with accompanying consent forms to use in the case of an emergency.

Where the child is not carrying their own insulin, the insulin needs to be kept either in a locked cupboard or a locked room in accordance with COSHH regulations. The glucose test kit and hypo treatments do not need to be locked away.

Access to the medication must be achievable within one minute of the child needing it. If there is any question of contamination, keep spare Inhalers / Epipens / insulin in a clean, plastic lidded container, if possible a current photograph of the pupil must be attached to the lid.

If any pupils with diabetes have to test glucose levels during the day by using a lancet and blood stick – a Sharps box must be provided by the parents (it is free to them from the NHS and should be changed every **3 months** by parents even if not full and safely disposed of as instructed to them by their child's Diabetic Nurse).

Parents must inform the school of any changes in medication such as change of dosage or if that medication has been stopped.

Parents should collect medication that is no longer needed or date-expired medication, as it is their responsibility to dispose of it.

### **Long term Medical Needs**

Pupils who require medication on a long-term basis will need to have an Individual Healthcare Plan completed by parents to support the child.

### **Refusing Medication**

No pupil should be forced to take medication. The school will inform parents if there is any refusal.

### **Misadministration of medication**

Upon discovery of medicines being given to the wrong child, or when the incorrect dosage has been given immediately contact a first aider, then the Headteacher and parents, **never leave the pupil unattended.**

In the event of the pupil receiving the incorrect medication, going into unconsciousness or display severe signs or symptoms of a reaction to that medication an ambulance must be summoned immediately. The incident must be reported to the Health & Safety unit and a full investigation made.

### **Inhalers**

If a child is asthmatic and requires an inhaler in school then parents must ensure that school are provided with two prescribed inhalers from the pharmacy detailing the child's dosage. The child is responsible for carrying their own inhaler at all times with one additional inhaler being kept in the office.

Emergency inhalers are available for children who have been diagnosed with asthma by a doctor, these inhalers are only to be used if the child's prescribed inhaler is not available or unusable. Parents will be required to provide formal consent for the use of these inhalers.

The emergency inhalers are kept in all first aid boxes located around school.

### **Epipens**

If a child has a severe allergy and requires an Epipen in school then it is the parents' responsibility to inform the school and provide two Epipens ensuring they are in date. The child is responsible for carrying their own Epipen at all times with one additional Epipen being kept in the office.

A number of staff in school have been instructed on what to do in an emergency and how to administer the EpiPen.

Emergency EpiPens are kept in each first aid box. These are only to be used for children who have been diagnosed with an EpiPen by a doctor and if the child's prescribed EpiPen is not available or unusable and parents have provided consent.

## **Diabetes in school**

On entry to school the Diabetes Specialist Nurse would be contacted to complete an Individual Health Care Plan. All staff are to be made aware that the pupil has diabetes. They should also be aware of their responsibilities towards the child and any training they should access in accordance with the school's policy for supporting children with medical conditions.

## **Over the counter medicines (OTC) (non-prescription)**

Medicines that are available over the counter (OTC) (i.e. those medicines that do not require a prescription) do not need a GP signature/authorisation/prescription in order for the school to give it.

It is appropriate for OTC medicines to be administered by a member of staff in the school, or self-administered by the pupil during school hours, following written permission from the parents, as they consider necessary.

Over the counter medicines that may be considered suitable for short term use include paracetamol or ibuprofen suspension for short term use (one or two days).

Specific staff should be authorised to issue pain relievers who should adhere to the following:

- Staff should not give any prescription or non-prescription medication to pupils under 16 without the parents' consent
- A child under 16 should never be given medicine containing aspirin, unless prescribed by a doctor
- Regardless of age enquiries must always be made as to whether a pupil is taking any other medication, checks must be made to ensure that there are not likely to be adverse health effects from the interaction of the two
- Dosage must always be in accordance with the instructions specified on the product container and enquiries made as to when any previous dose of pain reliever was taken so that the stated dose is not exceeded
- The pupil should be supervised whilst taking medicine to ensure that they are swallowed and not accumulated
- A written record of the dates and time of each administration is made on Bromcom. Frequent requests for analgesia should be raised with the pupil's parent so that further medical assessment can be made

## **Complaints**

Any complaints concerning the support provided to pupils with medical conditions should be directed through the school office in the first instance, [enquiries@holytrinity.academy](mailto:enquiries@holytrinity.academy). If the concern remains unresolved then the school's standard complaints procedure through the Complaints Policy should be used <https://holytrinity.academy/wp-content/uploads/2023/03/HTA-Complaints-Policy.pdf>