

MEDICATIONS POLICY

SMS Changing Lives School



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This policy is disseminated to staff at relevant meetings and through line management and staff appraisal. The policy is referred to regularly in line with SEND training and is listed on the school website.

This document is intended to provide SMS Changing Lives School with the relevant information on managing medications and students with long term health and medical conditions in line with the DfE's guidance on supporting students in school.

This document provides crucial information and should be read by all staff as part of their induction.

Introduction

It is our duty to ensure appropriate and safe arrangements are in place to support who either require the administration of medication whilst in school; or who have a documented medical condition requiring management when in school.

Those students with a long-term medical condition may require ongoing support, monitoring or intervention in emergency circumstances.

Some learners with a medical condition may be disabled under the definition set out in the Equality Act 2010. Some may also have special educational needs (SEN) and may have an Education, Health, and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision.

Definition

Administering medication: providing the student with a substance prescribed intended for the treatment, or prevention of a medical illness or condition.

It is standard practice for schools to request students' medical information and updates regularly; the onus is on parents/carers to provide relevant and adequate information to schools.

Medication will only be administered by schools when it is detrimental to a student's health or school attendance not to do so.

A documented record of all medication administered (both prescribed and non-prescribed) should be kept.

No student under sixteen should be given any medication without their parent/carer's consent, except in exceptional circumstances.

Students with an Education and Healthcare Plan (EHCP) should have these reviewed termly and annually or sooner if the student's needs have changed in the interim. The EHCP will note the medication requirements (dose, side effects and storage).

Our schools ensure robust processes are in place to keep staff informed and updated as to the relevant information regarding individual student's medical needs (triggers, risks, emergency actions etc).

Aims

This policy aims to:

- ensure that all students with medical conditions or who require medications during the school day are safely and correctly supported.
- extend supporting both students' physical and mental health, thus enabling them to maximize their academic potential.
- ensure both parents/carers of a student with a medical condition and the student themselves feel fully and safely supported, by ensuring good communication processes are in place with parents and students re the ongoing monitoring and support required.
- identify and report to the parents/carers any deterioration in a student's condition whilst in school that may lead to increased absences from school, thereby having a detrimental effect on the student's access to education.
- ensure where the student has an identified EHC plan, that good communication processes are in place with the relevant health professionals associated with the EHCP.

Roles and Responsibilities.

It is the responsibility of everyone who is accountable for the student's health care and or medication needs to read this policy.

It is the responsibility of the centre manager to ensure only those members of staff who have completed the designated training are allowed to administer medications. They should undertake all relevant updated training every two years or as otherwise indicated.

It is the responsibility of the centre manager and the SENDCO to ensure any other training requirements noted on an EHCP is organised for the nominated care staff or teachers, i.e. EpiPen, administration of ADHD prescriptions, asthma medication or emergency medication for seizure disorder.

A record of the training undertaken will always be kept (on the school's training matrix) and available for inspection. It is the responsibility of the individual school's management team and the individuals who support students to take responsibility for ensuring their training is always within date.

It is the responsibility of the centre manager and those individuals responsible for supporting children/learners, to ensure they are fully aware of the student's medical conditions or medication needs.

Cover arrangements must be always in place, thereby ensuring someone is always available to support the students.

It is the responsibility of the senior management team to ensure consent is obtained from the student's parent/carers or those who are deemed to have legal parental rights. This consent must extend to the administration of non-prescribed drugs i.e., paracetamol.

It is the responsibility of the centre manager to ensure robust communication processes are in place with school staff, health professionals and social care authorities maximising the support given to students with a health or medical condition. Every effort should be in place to accommodate a student with medical needs hence the importance of effective communication process.

It is the responsibility of the centre manager to clearly identify any risks that may affect the student's access to education and work with the appropriate healthcare professional to seek solutions.

Under no circumstances should an untrained member of staff administer any medication.

Insurance

In accordance with this policy those undertaking the care of students with a medical condition or medication requirement will be covered by SMS Changing Lives School's insurance policy.

A first aid certificate does not constitute appropriate training in supporting children with medical conditions.

Training

The SENDCO and Centre manager of the school will ensure the appropriate training is undertaken and will include storage, administration, recording and disposal.

Storage.

- All drugs/medications will be always stored in a secure locked cupboard and keys to be kept locked away when not in use.
- All those responsible for the administration of medications should always know where the keys to medication cupboard are kept.
- The cupboard should be checked at the end of each term and medication no longer required should be returned or disposed of safely.

- Any expired drugs should be returned to parent/carers or disposed of safely.
- Those drugs/medications which may require urgent access and administration, such as EpiPens, asthma inhalers as good practice will be kept with the students. Spares where appropriate will be stored within the medicine storage cupboard.
- Drugs that require storage in a fridge should be stored in accordance with the manufacturer's instruction. The fridge should be in a secure location which cannot be accessed by the students directly.

Administration

Under good practice, only prescribed drugs should be administered within the school day. However, with the permission of the head teacher, schools will allow, where required, students to receive over the counter medications such as Paracetamol or antihistamines, only with the consent of the parents (see guidance below). This consent must be renewed on an annual basis and copy of the consent stored with the recording log.

All medication must be in its original container either as prescribed or bought over the counter. No decanted medication may be given.

Those administering medication should ensure that medication being administered is being given:

- a) to the right student.**
- b) at the right time.**
- c) on the right date.**
- d) as the right dose in accordance with the prescription. expiry date check.**
- e) by the right route i.e., orally, topically, or eye drops or by epipen.**
- f) with a final check the medication has been swallowed.**

If there is any doubt, then the person administering the medication should check with another trained colleague or seek the advice of the parent/carer.

It is important that staff administering medication understand the significance of dose timings, how to use eye drops, patches, inhalers, creams etc. Where additional training is required, the SENDCO will seek to organise the appropriate courses. All staff should have a basic understanding of dosage instructions and basic hygiene when administering medicines, and this will be included in the designated training.

Administration of non-prescription drugs such as paracetamol may only administered with the consent of the parent/carer.

To ensure doses are appropriately spaced (i.e., at least four hours apart, no paracetamol will be administered to a child/learner, prior to 4 hours after the start of the school day, unless it has been demonstrated by the parent/carer that no medication was administered on that morning.

The student should not be given a second dose within the school day without the permission of the parent/carer or unless it is prescribed.

Monitoring of the individual requests from children/learners for paracetamol should be undertaken, and where deemed to be frequent, further discussions should take place with the parent/carers. A recommendation to seek medical advice should be given.

Recording

All medications either prescription or non-prescription, must be recorded and kept in the record log stored within the school.

For prescribed drugs/medication, an individual recording log should be maintained. See appendices.

Non-prescription paracetamol will be recorded on a generic log. Those administering must always ensure a date and time is recorded. See appendices.

Disposal

Drugs no longer in use should be returned to parent/carer or disposed of in an appropriate manner.

Self-Administration

SMS Changing Lives School and its subsidiaries has a policy that students do not carry drugs into the classrooms.

However, where students have a medical condition such as asthma, allergies and diabetes that requires them to carry their medication with them to self-administer, this should be detailed in their IEP. The IEP must include all the triggers, symptoms, actions required and details of prescribed drugs.

In line with the recording of medications administered prior doses should be recorded. It may not be possible to know if a student has used their inhalers, but where the symptoms are not responding to medication, then the staff member must refer to healthcare plan and take the designated action.

Asthma

All staff must be aware of what to do in the event a student suffers an asthma attack, and how to minimise the risk of this occurring.

Non-Prescription Medicines.

As noted above non-prescription medication can only be provided with the express consent of the parents.

Recording of Medications Administered.

The recording of medications administered offers protection and reassurance to staff and students and therefore forms a crucial part of the process.

- All medications administered during the day must be recorded in the medication log.
- The member of staff should only administer the medication in accordance with the prescriber's instruction.
- The record should include the student's name, dose given, how it was given i.e., orally, it be timed, dated, and must be signed together with a printed name.
- Any side effects noted should be recorded and reported to the parent/carers.

Medication Errors

If a medication error occurs, this must be reported immediately to the principal and recorded.

The parent/carer must also be informed immediately and where indicated medical advice sought as to next steps and actions required.

The headteacher will undertake a fact-finding investigation into the error, so lessons may be learnt and actions initiated. This may take the form of re-training a member of staff or other appropriate action.

Reporting of Refusal, Side Effects and Errors

All refusals by students to take their medication must be recorded in the log and reported to the parent/carer. The same applies to side effects and errors.

Individual Healthcare Plans

For those students with a long-term health or medical condition which requires ongoing support within school, an Individual Healthcare Plan must be implemented. These plans should be developed with the student's best interest in mind, ensuring the school assesses and manages the risk to the student's education, health and social wellbeing and minimises any potential impact on this.

Education and Healthcare Plans are crucial in the management of conditions such as anaphylaxis, Asthma, diabetes, Seizure disorder and the management of ADHD where medication forms an integral part of their management.

An EHCP brings clarity to the student's needs and serves to assist the school effectively in supporting the student's needs.

EHCPs should be easily accessible to those who need to refer to them, but it is important to also preserve the confidentiality of the child/learner.

EHCPs should be drawn up in partnership with the parent/carer, healthcare professionals and school where appropriate.

The EHCP should be reviewed annually or more frequently if the student's condition or medical needs change. The EHCP will be generated as part of the student's statement of special education needs as noted in the SEND documents.