



## **Medical Conditions and Administering Medicine Policy 2025**

The Link Academy Trust is a company limited by guarantee and an exempt charity, regulated by the DfE (Department of Education). All Members of the Board of Trustees are Directors of the company as well as Trustees of the exempt charity; the term 'Trustee' used in this Policy also means Director. This Policy applies to all pupils in academies within the Link Academy Trust.

All academies within the Link Academy Trust are committed to providing a full and effective educational experience for all pupils. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

The staff of The Link Academy Trust wish to ensure that pupils with medical needs receive proper care and support. Our intention is to ensure that pupils with medical conditions should have full access to education including trips and Physical Education. The Board of Trustees will ensure that staff are supported and trained and competent before they take on the responsibility of supporting pupils with medical conditions.

The Trust's insurance will cover liability relating to the administration of medication.

The Executive/Academy Heads will be responsible for ensuring the following:

- Procedures to be followed when notification is received that a pupil will be attending who has a medical condition (including transitional arrangements between schools, re-integration or when a pupil's needs change and arrangements for staff training or support)
- Procedures to be followed when a pupil moves to the academy mid-term or when a pupil has a new diagnosis

The above procedures will be monitored and reviewed by the Executive/Academy Heads.

Where identified as being necessary, Individual Health Care Plans (IHCP) will be developed between the individual academies, healthcare professionals and parents so that the steps needed to help a pupil manage their condition and overcome any potential barriers to getting the most from their education are identified. The IHCP will include:

- a) The pupil's medical condition, its triggers, symptoms, medication needs, and the level of support needed in an emergency. Also, it must include any treatments, time, facilities, equipment, testing and access to food or drink (where it is used to manage their condition), dietary requirements and environmental issues
- b) Specific support for the pupil's education, social and emotional needs, such as how absences will be managed and requirements for extra time to complete tests
- c) Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support from a healthcare professional

- d) Cover arrangements and who in the academy needs to be aware of the pupil's condition and the support required including supply staff
- e) Arrangements for written permission from parents for medication
- f) Arrangements or procedures for school trips or other school activities outside the normal timetable; completion of risk assessments for visits and school activities outside the normal timetable
- g) The designated individuals to be entrusted with the above information. Any sharing of information must be GDPR compliant (e.g. first name only if displayed in the staffroom)
- h) Procedures in the event of the pupil refusing to take medicine or carry out a necessary procedure.

The Executive/Academy Heads will have the final decision on whether an Individual Health Care Plan is required but they must be in place for any child with a possible life-threatening condition who have medication in school such as a nut allergy or heart condition. A record of all children with medical needs will be kept and made available to school staff, whilst ensuring GDPR compliance.

## **PUPILS WITH ASTHMA**

Pupils with asthma who have an inhaler for use in school must have an asthma card completed and the use of this must be recorded on the medication record form. Inhalers and spacers, specific to individual pupils who suffer from asthma and other lung conditions, will be held in each academy, providing parental consent is given. It is the parent's responsibility to ensure that inhalers are provided in date and are to a current prescription for the time they are kept in school. It is also the parent's responsibility to regularly clean spacers and check that inhalers work.

The Link Academy Trust has informed Trust Academies that they may choose to hold emergency inhalers and spacers for the treatment of an asthma attack, provided parental consent for the use of this is obtained in advance for their child. The emergency inhalers will only be used if the pupil's prescribed inhaler is not available (e.g. broken or empty).

The Executive/Academy Heads will be responsible for ensuring the following:

- Instructing all staff on the signs of an asthma attack and when emergency action is necessary.
- Instructing all staff on the existence of this policy
- Instructing all staff on which pupils suffer from asthma and have inhalers
- Instructing all staff on where the pupil inhalers (and emergency inhaler if kept) are located. These must be easily accessible to all staff.
- Knowing how to administer inhalers through a spacer.
- Making appropriate records of attacks and reporting concerns to parents

The Executive/Academy Heads will be responsible for the storage, care and disposal of asthma medication. Some excellent and current advice can be found on the [Transformation Partners website](#) including posters and training resources.

Staff are to supervise all pupils who can use their own inhalers and spacers, providing parental consent has been given.

The School Administrators will be responsible for ensuring that there has been written consent from parents for the administration of their child's inhaler and spacer and the emergency inhaler if required.

The Executive/Academy Heads and School Administrators will be responsible for ensuring parents are informed when their child's inhaler needs replacing.

## THE ADMINISTRATION OF MEDICINE

The Executive/Academy Heads will accept responsibility in principle for members of staff giving or supervising a pupil taking prescribed/non-prescribed medication during the day, where those members of staff have volunteered to do so. Staff must ensure the appropriate records of administering medicine are completed.

Prescribed medication will be accepted and administered in the establishment. It is left to the discretion of Academy Heads to accept non-prescription medication in certain circumstances if it is discussed with the parent/carers and is recorded on the appropriate form.

Prior written parental consent is required before any medication can be administered.

Only reasonable quantities of medication will be accepted (no more than one week's supply) apart from emergency medication such as auto-injectors (e.g. epi-pens) and inhalers.

Each item of medication should be delivered in its original dispensed container and handed directly to the School Administrators authorised by the Executive/Academy Heads. Parents/carers are responsible for ensuring medication including epi-pens and inhalers are in date.

Each item of medication should be clearly labelled with the following information:

- Pupil's name
- Name of medication
- Dosage
- Frequency of dosage
- Date of dispensing
- Storage requirements (if important)
- Expiry date (if available)

The academies will not accept items of medication which are in unlabelled containers or not in their original container.

Unless otherwise indicated, all medication to be administered in the academies will be kept in the School Office in a suitable and secure area or the fridge in staff room if necessary.

Where it is appropriate to do so, pupils will be encouraged to administer their own medication, under staff supervision. Parents/carers will be asked to confirm in writing if they wish their pupil to carry their emergency medication with them. In the event of a drug which is prescribed but not emergency medicine such as Methylphenidate (Ritalin), the pupil will **not** be allowed to carry these.

It is the responsibility of parents/carers to notify the academy if there is a change in medication, a change in dosage requirements, or the discontinuation of a pupil's need for medication.

In each school there must be enough staff who have knowledge of when and how to administer epipens ensuring coverage for when staff are absent or with a pupil on a trip/course. Nominated staff will receive appropriate training/guidance such as paediatric first aid training

and a list of all first aid trained staff will be made available. Staff administering auto-injectors (such as Epi-Pens) need to know how to access a second EpiPen if needed. All Academies also now have access to a Defibrillator and staff are aware of the location of this device and how it is used.

The academy must make every effort to continue the administration of medication to a pupil whilst on activities away from the premises and to ensure to have sufficient epipens if the child is going off site.

### **Links with other policies**

The Medical Conditions and Administering Medicine policy is linked to the

- Health and safety policy
- Risk assessment policy
- First aid policy
- Safeguarding Policy

**This Policy is reviewed and approved by the Standards & Curriculum committee annually.**

*Approved by the Standards & Curriculum Committee: 25<sup>th</sup> January 2023*

*Approved by the Standards & Curriculum Committee: 10<sup>th</sup> October 2023*

*Approved by the Standards & Curriculum Committee: 15<sup>th</sup> October 2024*

**Approved by the Standards & Curriculum Committee: 14<sup>th</sup> October 2025**

**Next Review: Autumn 2026**

### **Appendices**

#### **Appendix 1**

**Parental Agreement to administer medicines - see below**

#### **Appendix 2**

**Medical Review form – see below and** copy is in the AH Teams/safeguarding/medical care resources

#### **Appendix 3**

**Asthma action plan – this can be found at [Asthma at school and nursery | Asthma + Lung UK](#)** and a copy is in the AH Teams/safeguarding/medical care resources

#### **Appendix 4**

**Recording the administration of medication form – see below**

## Appendix 1

### Parental agreement for setting to administer medicine

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

|                                    |  |
|------------------------------------|--|
| Date for review to be initiated by |  |
| Name of school/setting             |  |
| Name of child                      |  |
| Date of birth                      |  |
| Group/class/form                   |  |
| Medical condition or illness       |  |

#### Medicine

|                                                                            |  |
|----------------------------------------------------------------------------|--|
| Name/type of medicine<br>(as described on the container)                   |  |
| Expiry date                                                                |  |
| Dosage and method                                                          |  |
| Timing                                                                     |  |
| Date to stop the medication                                                |  |
| Special precautions/other instructions                                     |  |
| Are there any side effects that the<br>school/setting needs to know about? |  |
| Self-administration – y/n                                                  |  |
| Procedures to take in an emergency                                         |  |

**NB: Medicines must be in the original container as dispensed by the pharmacy**

#### Contact Details

|                                                                |                          |
|----------------------------------------------------------------|--------------------------|
| Name                                                           |                          |
| Daytime telephone no.                                          |                          |
| Relationship to child                                          |                          |
| Address                                                        |                          |
| I understand that I must deliver the<br>medicine personally to | [agreed member of staff] |

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s)

Date

## Appendix 2

# Medical Condition Review Form

Dear Parents and Carers,

To ensure we have the most up-to-date information to keep your child safe and well in school, we are reviewing the information we hold on your child's medical condition.

Please complete the information below.

**Child's Name:**

**Date of birth:**

|                                         |        |                                   |        |
|-----------------------------------------|--------|-----------------------------------|--------|
| Asthma or other respiratory problems    | Yes/No | Diabetes                          | Yes/No |
| Bowel/bladder condition                 | Yes/No | Any sustained injury or illness   | Yes/No |
| Epilepsy                                | Yes/No | Skin condition (including eczema) | Yes/No |
| Bone/joint conditions                   | Yes/No | Other conditions                  | Yes/No |
| Allergies including risk of anaphylaxis | Yes/No |                                   |        |

Other condition details:

If you have answered 'yes' to any of the above please give further details:

Any current medication/treatment:

Name of parent completing this form:

Signature:

Date:

*Please return a completed copy of this form for each of your children where there is a condition we need to be aware of. If needed we will discuss with you further and some children will be set up with an Individual health care plan. All information is treated as confidential but will be shared with the class teacher and other key staff on a 'need to know' basis.*

## APPENDIX 4



## Record of medicine administered to all children

Name of school/setting

[illegible]

