SKYLARK FEDERATION

Administration Of Medicines Policy

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Executive Headteacher: Ian Hickman

Responsible Manager: Executive Headteacher

Policy Statement

The Skylark Federation is committed to ensuring full compliance with Section 100 of the *Children and Families Act 2014* and the DfE statutory guidance *Supporting Pupils at School with Medical Conditions*.

Responsibility for the administration of medicines across the federation is held by the Executive Headteacher. All medical information is treated as strictly confidential by leadership and staff. All staff have a duty of care to follow the safe practice procedures set out in this policy and the accompanying *Supporting Pupils with Medical Needs Policy*.

Aims and Objectives

We achieve safe management and administration of medicines by:

- Establishing clear protocols for prescribed, non-prescribed, maintenance, and emergency medicines.
- Ensuring a sufficient number of staff receive competent, certified clinical training.
- Maintaining suitable, secure storage and clinical facilities on both school sites.
- Reviewing this policy annually or immediately following any significant operational or statutory changes.

Administration Framework

The overall administration of medicine remains the responsibility of parents and carers. The Executive Headteacher ensures pupils are fully supported with their medical needs while on site.

1. Prescribed Medicines

- Administered only when essential (where setting doses during the school day is unavoidable).
- Requires prior written consent from parents/carers and must be supplied in the original dispensing container labelled with the child's name, dosage, frequency, and expiry date.

2. Non-Prescribed Medicines & Homely Remedies

- **General Rule:** Non-prescribed medication provided from home (e.g., cough mixtures) will not routinely be administered by staff.
- **Paracetamol & Ibuprofen:** May be administered in exceptional circumstances provided written parental consent is on file.
- **Homely Remedies:** Upon registration, parents complete a *Homely Remedies Consent Form* allowing staff to administer non-prescription paracetamol, sting relief cream/spray, or antihistamines for sudden symptoms.

- Decision-making regarding non-prescribed administration remains at the discretion of the Executive Headteacher / Head of School.

3. Maintenance Drugs

- Managed under a formal **Individual Healthcare Plan (IHP)** developed in collaboration with parents, SENCos, and healthcare professionals (e.g., for diabetes/insulin management).

4. Self-Administration

- Where deemed appropriate following a risk assessment and documented in an IHP, older or more competent pupils may self-administer medication (e.g., asthma inhalers or AAIs) under adult supervision.

5. Emergency Medicines

- Emergency treatments—such as Adrenaline Auto-Injectors (AAIs/EpiPens) for anaphylaxis, Glucagon for hypoglycemia, or Buccal Midazolam for prolonged seizures—will only be administered by staff who have received formal clinical training from competent health professionals.

Procedures and Record Keeping

- **Parental Consent:** Written consent (*Administration of Medicines Form*) must be completed prior to administering any medication.
- **Logging Administration:** Every dose administered is recorded on the official *Record of Prescribed Medicines* or *Homely Remedies Form*.
- **Same-Day Notification:** Parents are notified on the same day via the **Arbor App** or email whenever medication has been administered.
- **Refusal:** If a pupil refuses medication, staff will not force compliance. Parents will be informed immediately to agree on the next steps.
- **Off-Site Activities:** On day trips and residentials, trained staff carry all necessary medications and IHPs, ensuring immediate access at all times.

Emergency Services

If a pupil's medical condition deteriorates or requires urgent emergency intervention:

1. An ambulance (999) is summoned immediately.
2. Parents/carers are contacted without delay.
3. A member of staff accompanies the child in the ambulance, taking their IHP and medication, until a parent arrives.

Facilities and Storage

- **Medical Accommodation:** Dedicated First Aid / Medical Rooms on each site are used for treatments and medicine administration.
- **Routine Storage:** Managed by the Admin Officer on each site. Medicines are kept in original, labelled containers in locked medical cabinets or locked medical fridges.
- **Unlocked Emergency Medicines:** Asthma inhalers and Adrenaline Auto-Injectors (AAIs) are **never locked away**. They are stored in clearly marked, accessible locations within classrooms and medical rooms.
- **Inhaler Renewal:** Inhalers are kept in classrooms and returned to parents at the end of each term for cleaning and replacement checks.

Site Storage Locations:

- **Appleshaw St Peter's:** Main Medical Room locked cabinet/fridge; lockable cabinets in Willow classroom and accessible toilet near Beech Class.
- **Kimpton, Thruxton & Fyfield:** Main Medical Room locked cabinet, fridge, and lockable fridge box.

Staff Training

Staff administering non-routine or specialized medical treatments receive formal training from qualified healthcare professionals (e.g., School Health Team) before undertaking administration. Training logs are displayed in the medical office and reviewed annually.

Disposal of Medicines

The school does not dispose of unused or expired medications. Parents/carers are responsible for collecting medication and returning it to a pharmacy. Sharps boxes are provided for safe needle disposal, with collection arranged via local authority protocols.