

Administering Medicines and Supporting Pupils with Medical Conditions - September 26

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Introduction

AS2Educate is committed to safeguarding and promoting the welfare of every child and young person. We recognise that pupils with medical conditions should be properly supported so that they have full access to education, including educational visits, physical activities and enrichment opportunities, enabling them to achieve their potential and participate fully in provision life.

Supporting pupils with medical conditions forms an integral part of AS2Educate's safeguarding responsibilities. In accordance with Keeping Children Safe in Education (KCSIE) 2026 and Working Together to Safeguard Children 2026, we adopt a child-centred approach, ensuring that the health, safety, wellbeing and best interests of each child remain at the heart of all decision-making.

AS2Educate recognises that many pupils may have complex or long-term medical conditions alongside additional vulnerabilities, including special educational needs and disabilities (SEND), neurodiversity, mental health needs, adverse childhood experiences (ACEs) or social care involvement. We are committed to providing inclusive, flexible and trauma-informed support that enables every pupil to access learning safely while maintaining their dignity, independence and emotional wellbeing.

AS2Educate aims to minimise unnecessary absence from education by providing appropriate support for students with short-term illnesses and long-term medical conditions, while ensuring medicines are administered safely, lawfully and in partnership with parents, carers and healthcare professionals.

This Policy sets out AS2Educate's arrangements for supporting pupils with medical conditions, administering medicines safely, responding to medical emergencies and ensuring staff are appropriately trained to meet pupils' healthcare needs.

Supporting Medical Needs

AS2Educate will make every reasonable effort to ensure that pupils with medical conditions are able to attend provision regularly, participate fully in learning and access the same opportunities as their peers. Support will be planned in partnership with parents/carers, healthcare professionals and, where appropriate, the pupil themselves

Support may include:

- the development and implementation of an Individual Healthcare Plan (IHP);
- administration of prescribed medicines;
- support with emergency medication;
- reasonable adjustments to routines, activities or the learning environment;
- access to appropriately trained members of staff;
- support during educational visits and off-site activities;
- liaison with health professionals and external agencies where appropriate; and
- arrangements to support attendance and minimise disruption to education.

No pupil will be denied access to education solely because of a medical condition unless this is supported by medical evidence or is necessary to protect the health and safety of the pupil or others.

Children will be encouraged, where appropriate to their age, understanding and medical condition, to develop independence in managing their own healthcare. Their views, wishes and feelings will be considered when planning, delivering and reviewing the support they receive.

Medical information will be treated as confidential and shared only with staff who have a legitimate professional need to know in order to safeguard the child and provide appropriate support.

Where a pupil's medical condition, presentation or health needs raise safeguarding concerns, staff must follow the Safeguarding and Child Protection Policy without delay. Medical needs and safeguarding concerns will always be considered together where appropriate.

Roles and Responsibilities

Provision Manager

Responsible for:

- implementing the Policy
- ensuring suitable arrangements
- ensuring staff training
- ensuring medicines are safely stored
- monitoring compliance

DSL

Responsible where medical needs overlap with:

- safeguarding
- attendance
- mental health
- child protection

All Staff

Responsible for:

- following IHPs
- administering medicines only when trained
- recording administration
- reporting concerns

Parents

Responsible for:

- supplying prescription medicines
- updating medical information
- collecting expired medicines

Pupils

Responsible, where appropriate, for:

- contributing to their healthcare plan
- following agreed healthcare arrangements
- informing staff if they feel unwell

Individual Healthcare Plans (IHPs)

AS2Educate will ensure that pupils with significant, long-term or complex medical conditions have an Individual Healthcare Plan (IHP) where this is considered necessary to enable them to access education safely.

An IHP will normally be developed in partnership with the pupil (where appropriate), parents or carers, relevant healthcare professionals and members of staff responsible for implementing the plan.

An Individual Healthcare Plan may include:

- details of the pupil's medical condition and diagnosis;
- signs, symptoms and known triggers;
- prescribed medication, dosage, storage and administration arrangements;
- emergency procedures and emergency contact details;
- details of any medical equipment required;
- arrangements for educational visits, off-site activities and physical education;
- information about any dietary requirements or restrictions;
- details of reasonable adjustments or additional support required;
- arrangements for monitoring the pupil's condition;
- the level of support required from staff;
- the names of staff trained to support the pupil; and
- review dates and procedures.

Individual Healthcare Plans will be reviewed at least annually and sooner if:

- the pupil's medical condition changes;
- medication changes;
- following a medical emergency;
- following a hospital admission;
- following advice from healthcare professionals; or
- where concerns are identified regarding the effectiveness of the current arrangements.

All relevant staff will be informed of their responsibilities under an Individual Healthcare Plan and will have access to the information necessary to carry out their role safely.

Where a pupil does not require an Individual Healthcare Plan, AS2Educate will nevertheless ensure that appropriate arrangements are in place to meet their medical needs.

Administration of Medicines

AS2Educate recognises that, wherever possible, medicines should be administered by parents or carers outside provision hours. However, where it would be detrimental to a pupil's health, wellbeing or attendance not to administer medication during the school day, appropriately trained and authorised staff will provide support in accordance with this Policy and the pupil's Individual Healthcare Plan where applicable.

Parental Consent

Parental consent must be obtained before any prescribed or non-prescribed medicine is administered to a pupil under the age of 16, unless emergency treatment is required or exceptional circumstances apply in accordance with relevant legislation and professional guidance.

Parents and carers are responsible for:

- providing accurate and up-to-date information regarding their child's medication;
- informing AS2Educate immediately of any changes to medication or dosage;
- supplying medicines in accordance with this Policy; and
- collecting medicines that are no longer required or have expired.

Medicines Accepted

AS2Educate will normally only administer prescribed medicines that:

- have been prescribed by an authorised healthcare professional;
- are in their original pharmacy container;
- are clearly labelled with the pupil's name;
- include the prescribed dosage and administration instructions; and
- are within their expiry date.

Exceptions include inhalers, adrenaline auto-injectors, insulin pens, insulin pumps and other specialist medical devices that are supplied in accordance with healthcare guidance.

Non-prescription medicines will only be administered in exceptional circumstances where:

- written parental consent has been obtained;
- there is a clear clinical need;
- administration has been agreed by the Provision Manager or designated senior member of staff; and
- the medicine is supplied in its original packaging with manufacturer's instructions.

Medicines containing aspirin will not be administered to pupils under the age of 16 unless prescribed by a doctor.

Non-Prescription Medicines Held by AS2Educate

To support students who become unwell during the school day, AS2Educate maintains a limited stock of non-prescription medicines, including:

- Paracetamol;
- Ibuprofen; and
- Age-appropriate antihistamines.

These medicines are intended only for the short-term treatment of minor illness or allergic reactions where appropriate and are **not** a substitute for ongoing medical treatment.

Before any non-prescription medicine is administered:

- a member of staff will contact the student's parent or carer to explain the reason the medication is considered necessary;
- verbal consent must be obtained from the parent or carer before administration;
- staff will confirm the appropriate dosage based on the student's age, weight (where appropriate), previous doses taken and the manufacturer's instructions or medical advice;
- staff will check whether the student has any known allergies, medical conditions or contraindications that would make the medication unsuitable.

Following administration:

- the medicine, dosage, time administered, reason for administration and the member of staff administering the medicine will be recorded in the student's medication record;
- the parent or carer will receive a text message confirming:
 - the name of the medication given;
 - the dosage administered; and
 - the time it was administered.

Where a parent or carer cannot be contacted, non-prescription medication will **not** normally be administered unless there is an immediate risk to the student's health and delaying treatment could result in harm. In such circumstances, staff will act in the student's best interests, seek appropriate medical advice where necessary and inform the parent or carer as soon as reasonably practicable.

Non-prescription medicines will be stored securely, checked regularly to ensure they remain in date, and administered only by appropriately trained and authorised members of staff.

Storage of Medicines

Medicines will be stored safely and securely in accordance with manufacturer's instructions while remaining readily accessible when required.

AS2Educate will ensure that:

- medicines are stored securely in accordance with manufacturer's instructions and relevant legislation;
- medicines requiring refrigeration are stored in a secure refrigerator where appropriate;
- only authorised members of staff have access to stored medicines;

- emergency medication is immediately accessible from the staff office at all times and is never locked away if this could delay emergency treatment;
- medicines accompany pupils during educational visits, off-site activities and emergency evacuations where required and are held by staff; and
- pupils know where their emergency medication is kept.

Controlled drugs will be stored securely in accordance with legal requirements. A record will be maintained of quantities received, administered and returned or disposed of.

Administration Procedures

Only members of staff who have received appropriate training and have been authorised by the Provision Manager may administer medicines.

Before administering any medication, staff must confirm:

- the identity of the pupil;
- the correct medicine;
- the correct dosage;
- the correct method of administration;
- the correct time of administration;
- that the medicine is in date; and
- that there are no concerns regarding previous doses.

Staff will explain the procedure to the pupil in a manner appropriate to their age and understanding and provide reassurance throughout.

Medication must never be administered where there is uncertainty regarding the prescription or instructions. Advice must be sought from the parent, healthcare professional or pharmacist before administration.

Pupils will never be forced to take medication. Where a pupil refuses medication, staff will:

- respond calmly and sensitively;
- seek to understand the reason for refusal;
- encourage, but not coerce, the pupil;
- inform parents or carers without delay;
- seek medical advice where appropriate; and
- record the refusal and any action taken.

Medication Errors

Any medication error or near miss must be treated seriously.

Examples include:

- administering the wrong medicine;
- administering an incorrect dose;
- administering medication to the wrong pupil;
- administering medication at the wrong time;

- omitted doses; or
- any other error that may place a pupil at risk.

Where a medication error occurs, staff must immediately:

- ensure the pupil is safe;
- seek urgent medical advice where required;
- inform the Provision Manager;
- notify parents or carers as soon as reasonably practicable;
- complete the appropriate incident and medication records; and
- review the circumstances to reduce the likelihood of recurrence.

Where appropriate, incidents will also be managed in accordance with AS2Educate's Safeguarding, Health and Safety and Incident Reporting procedures.

Emergency Medication and Medical Emergencies

Some pupils may require immediate access to emergency medication to manage potentially life-threatening medical conditions.

Emergency medication may include, but is not limited to:

- asthma inhalers;
- adrenaline auto-injectors (AAIs);
- epilepsy rescue medication;
- insulin or glucose treatments;
- glucagon;
- other prescribed emergency medicines identified within an Individual Healthcare Plan.

Emergency medication must be:

- readily available at all times;
- clearly labelled;
- stored in accordance with healthcare guidance;
- accessible during educational visits and off-site activities; and
- available to appropriately trained staff without delay.

Where a medical emergency occurs, staff will:

- remain calm and reassure the pupil;
- follow the pupil's Individual Healthcare Plan where available;
- administer emergency medication where trained and authorised;
- summon emergency medical assistance by calling 999 where required;
- continue to monitor and support the pupil until emergency services arrive;
- contact parents or carers as soon as practicable; and
- complete all required records following the incident.

Following any significant medical incident, the pupil's Individual Healthcare Plan and risk assessment will be reviewed to ensure appropriate arrangements remain in place.

Links with First Aid

This Policy should be read alongside AS2Educate's First Aid Policy.

The administration of medicines and the provision of first aid are separate responsibilities but may overlap where a pupil experiences illness, injury or a medical emergency.

First aid should never replace prescribed medical treatment, and prescribed medicines should only be administered in accordance with this Policy and any Individual Healthcare Plan.

Where staff are uncertain whether a situation requires first aid, emergency medication or emergency medical assistance, they must seek advice from an appropriately trained colleague or contact the emergency services without delay.

Staff Training and Competency

AS2Educate will ensure that staff receive appropriate information, instruction and training to enable them to support pupils with medical conditions safely and confidently.

Training will be proportionate to the medical needs of pupils attending the provision and may include:

- First Aid at Work or Emergency First Aid;
- safe administration of medicines;
- the management of specific medical conditions;
- use of emergency medication, including inhalers and adrenaline auto-injectors;
- epilepsy, diabetes or other condition-specific training where required;
- recognising medical emergencies; and
- Where specialist medical procedures are required, staff will only undertake these following appropriate competency-based training provided or approved by a suitably qualified healthcare professional.
- Training records will be maintained, monitored and refreshed as required.

Record Keeping, Monitoring and Review

Accurate records will be maintained whenever medicines are administered or medical interventions take place.

Records will include:

- the pupil's name;
- the name of the medicine;
- dosage administered;
- date and time;
- method of administration;
- name and signature of the member of staff administering the medicine;
- any refusal, omission or adverse reaction; and
- any further action taken.

Monitoring and Compliance

The Provision Manager has overall responsibility for ensuring that this Policy is implemented effectively and consistently across AS2Educate.

This includes:

- ensuring appropriate arrangements are in place to support pupils with medical conditions;
- monitoring compliance with Individual Healthcare Plans (IHPs);
- ensuring medicines are administered in accordance with this Policy;
- maintaining appropriate systems for the safe storage of medicines;
- ensuring staff receive appropriate training and competency assessments;
- reviewing medication administration records and incident reports;
- monitoring medication errors, near misses and lessons learned;
- ensuring appropriate arrangements are in place for educational visits and off-site activities involving pupils with medical needs; and
- ensuring practice reflects current legislation, statutory guidance and recognised best practice.

The Designated Safeguarding Lead (DSL) will work alongside the Provision Manager where medical needs overlap with safeguarding concerns, child protection, attendance, mental health or wider vulnerability.

Information Sharing and Multi-Agency Working

AS2Educate recognises that supporting pupils with medical conditions is most effective when families, education staff, healthcare professionals and other agencies work together.

Where appropriate, AS2Educate will work collaboratively with:

- parents and carers;
- General Practitioners (GPs);
- hospital consultants and specialist nurses;
- community nursing teams;
- school nursing services;
- Child and Adolescent Mental Health Services (CAMHS);
- social workers;
- local authority services; and
- other relevant healthcare professionals.

Where medical needs give rise to safeguarding concerns, referrals will be managed in accordance with the Safeguarding and Child Protection Policy and relevant statutory guidance.

Equality and Inclusion

AS2Educate is committed to ensuring that pupils with medical conditions are not disadvantaged or discriminated against because of their health needs.

Reasonable adjustments will be made, where appropriate, to enable pupils to access learning, educational visits, physical activities and wider provision opportunities in accordance with the Equality Act 2010.

Support will always be based upon the individual needs of the pupil rather than assumptions about a particular medical condition or disability.

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Aug 25	Full Policy Review
April 26	Addition of Epilepsy First Aid and Support
Aug 26	Full Policy review