Leverton Church of England Academy

Administration of Medicine

October 2026

Policy:	Administration of Medicine
Approved by:	LGB
Date:	October 2026
Review cycle:	Annually

VERSION CONTROL			
VERSION	**DATE**	**AUTHOR**	**CHANGES**
1	June 2024	RL	New policy
2	October 2026	RL	Updated to include a dedicated allergy section, near-miss and incident reporting and reflet the 2026 allergy guidance & AAIs expectations.

Policy Statement

At Leverton Church of England Academy, we are committed to ensuring that all pupils with medical conditions receive appropriate support to enable them to participate fully in school life, remain healthy and safe, and achieve their academic potential.

The school recognises that pupils with medical conditions have the same right to a full education as their peers. We will make reasonable adjustments to support pupils with medical needs and will not discriminate against them because of their medical condition or disability.

This policy has regard to the requirements of Section 100 of the Children and Families Act 2014 and the statutory guidance Supporting pupils with medical conditions at school. It also reflects the requirements of the statutory guidance Allergy safety in schools published in July 2026.

Aims

This policy aims to:

- Support pupils with medical conditions to access education safely and effectively.
- Ensure pupils with medical conditions are properly supported to participate in all aspects of school life, including trips, visits, clubs and sporting activities.
- Ensure staff understand their roles and responsibilities.
- Promote partnership working between parents, pupils, healthcare professionals and school staff.
- Ensure medicines are stored, administered and recorded safely.
- Establish procedures for responding to medical emergencies.
- Ensure incidents and near misses are identified, reported and reviewed.
- Promote a culture of inclusion, safety and wellbeing.

Legal Framework

This policy should be read alongside:

- Supporting Pupils with Medical Conditions at School
- Allergy Policy
- First Aid Policy
- Safeguarding and Child Protection Policy
- SEND Policy
- Accessibility Plan
- Health and Safety Policy

Roles & Responsibilities

Governing Body

The Governing Body will:

- Ensure arrangements are in place to support pupils with medical conditions.
- Ensure this policy is implemented effectively.
- Monitor compliance and effectiveness.
- Ensure sufficient staff receive appropriate training.
- Review significant medical incidents where appropriate.
- Ensure adequate resources are available to meet pupils' needs.

Headteacher

The Headteacher will:

- Ensure this policy is implemented.
- Ensure sufficient trained staff are available.
- Ensure Individual Healthcare Plans (IHPs) are developed and reviewed.
- Monitor incidents and near misses.
- Ensure staff receive appropriate training.
- Liaise with parents and healthcare professionals where required.

School Staff

School staff will:

- Follow pupils' Individual Healthcare Plans.
- Undertake training where required.
- Administer medicines where authorised and trained to do so.
- Record administration accurately.
- Respond appropriately in emergencies.
- Report concerns, incidents and near misses promptly.

Parents/Carers

Parents/Carers are responsible for:

- Providing up-to-date medical information.
- Supplying prescribed medication in date and clearly labelled.
- Informing the school of changes to medical needs.
- Participating in reviews of Individual Healthcare Plans

Identifying Pupils with Medical Conditions

The school will establish procedures to identify pupils with medical conditions through:

- Admission forms and information
- Pupil medical forms
- Reports and information from medical professionals
- Parental notifications

Individual Health Care Plans (IEPs)

An Individual Health Care Plan (IEP) will be developed where a pupil's medical needs require additional support.

IHPs will be created in partnership with:

- Parents/Carers
- The pupil (where appropriate)
- Relevant healthcare professionals
- School staff

The IHP will include:

- Details of the medical condition.

- Signs, symptoms and triggers.
- Medication requirements.
- Emergency procedures.
- Educational adjustments required.
- Participation in school visits and activities.
- Staff training requirements.
- Contact information.
- Review arrangements.

The parent/Carer needs to ensure there is sufficient medication and that the medication is in date.

IHPs will be reviewed at least annually or sooner if circumstances change.

Managing Medicines

Where possible, medicines should be administered at home.

Non-prescription (over the counter) medicines maybe administered at the discretion of the Headteacher. As with prescription medicines, they should only be given where it would be detrimental to the child or young person's health or attendance not to do so. Therefore, this will be the exception rather than the norm.

Where medicines must be administered in school:

- Written parental consent must be obtained and the schools medication form completed and signed by the Parent/Carer.
- Medicines must be supplied in the original pharmacy container.
- Medicines must clearly display:
    - pupil's name
    - dosage
    - administration instructions
    - expiry date

Only trained and authorised staff will administer medication.

A written record will be maintained for all medicines administered.

Storage

The school will:

- Store medicines safely and securely in the school office or staffroom fridge
- Ensure emergency medicines are easily available
- Store medicines according to the manufactures' instructions
- Check medicines regularly for expiry dates
- Return unused medicines to parents/carers for disposal

Inhalers will be kept in an accessible place in the child's classroom.

Controlled drugs will be stored securely inline with the IEP.

Self-Management of Medication

Where appropriate and agreed through the IHP, pupils may carry and administer their own medication.

This may include:

- Asthma inhalers
- Adrenaline auto-injectors
- Diabetic monitoring equipment

The level of supervision required will be determined through the Individual Healthcare Plan process

Asthma Management

The school will:

- Maintain an asthma register.
- Encourage provision of personalised asthma action plans.
- Ensure inhalers are immediately accessible.
- Maintain emergency asthma inhaler arrangements where applicable.
- Ensure staff understand emergency asthma procedures.
- Review arrangements annually.

Allergy Safety

The school recognises its responsibilities under the statutory guidance Allergy safety in schools.

The school will:

- Maintain a register of pupils with allergies.
- Ensure relevant allergy information is accessible to staff.
- Reduce the risk of allergen exposure through reasonable adjustments.
- Ensure appropriate Individual Healthcare Plans are in place.
- Provide allergy awareness training.
- Ensure arrangements for educational visits take account of allergy risks.
- Record and review allergy incidents and near misses.

Adrenaline Auto-Injectors (AAIs)

The school will maintain emergency arrangements for pupils at risk of anaphylaxis.

Where appropriate, the school may hold spare emergency adrenaline auto-injectors in accordance with government guidance.

The school will:

- Maintain a register of pupils prescribed AAIs.
- Ensure authorised staff receive training.
- Record all uses of AAIs.
- Inform parents immediately following use.
- Review any incident involving anaphylaxis.

Emergency Procedures

All staff must know how to respond to a medical emergency.

Emergency procedures will include:

- Immediate access to Individual Healthcare Plans.
- Contacting first aiders.
- Calling emergency services where necessary.
- Contacting parents/carers promptly.
- Recording and reviewing incidents.

A pupil will never be sent to an office or classroom alone if they are seriously unwell

Educational Visits and Sporting Events

Pupils with medical conditions will be actively supported to participate in:

- Educational visits
- Residential experiences
- Sporting activities
- Extra-curricular clubs

Risk assessments will consider medical needs and emergency provision. These will be developed inline with their IEP (if applicable) and in consultation with parents/carers.

Staff Training

The school will ensure staff receive training appropriate to their responsibilities.

Training may include:

- Administration of medicines
- Management of asthma
- Use of adrenaline auto-injectors
- Diabetes awareness
- Epilepsy awareness
- Emergency procedures
- Allergy awareness

Training records will be maintained and reviewed annually.

Additional training will be provided whenever pupils' needs change

Record Keeping

The school will maintain records of:

- Individual Healthcare Plans
- Consent forms
- Medication administration
- Staff training
- Medical incidents
- Near misses
- Emergency interventions

Records will be retained in accordance with the school's records management procedures.

Reporting and Learning from Incidents

The school is committed to learning from incidents and improving practice.

The following will be recorded and reviewed:

- Medication errors
- Missed medication
- Delayed administration
- Loss of medication
- Allergic reactions
- Emergency medication use
- Near misses

Senior leaders will review incidents to identify lessons learned and implement improvements where required.

All reportable incidents will be logged using the F24 form and stored in the Trust TEAMS folder.

Complaints

Concerns related to the support provided for pupils with medical conditions should initially be discussed with the Headteacher.

Where concerns remain unresolved, the school's complaints procedure may be followed.

Monitoring and Review

This policy will be reviewed annually or sooner if:

- Legislation changes.
- Statutory guidance is updated.
- Significant incidents indicate a review is required.