

Administration of medication and first-aid Policy

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Introduction

Pupils in school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.

The purpose of the policy is to:

- Clarify the legal requirements and responsibilities of the schools.
- Reinforce and safeguard the health and safety of pupils and others who use the schools in the Music Federation.
- Clarify the schools' approach to medication, first aid and drugs for all staff, pupils, governors, parents/carers, external agencies and the wider community.
- Enable staff to manage medication and drugs on school premises and any incidents that occur, with confidence and consistency, and in the best interests of those involved.
- Ensure that the response to incidents involving drugs complements the overall approach to drug education and the values and ethos of the schools.
- Provide a basis for evaluating the effectiveness of the schools' drug education programme and the management of incidents involving illegal or other unauthorised drugs.
- Reinforce the role of the schools in contributing to local and national strategies.

This policy has been developed with the involvement of:

- Staff including all first-aid trained staff and office staff- through staff meetings and consultation meeting
- Pupils, through the use of circle time and school council
- Parents and carers through consultation with the SENDCo or senior leadership team
- The governing body
- School nursing team

This policy may be referred to in the Health and Safety policy as well as the 'Supporting pupils in school with medical conditions' policy.

The Music Federation will ensure that the policy will be widely disseminated, readily accessible and annually updated.

Responsibilities

Governing Body

The Governing Body of The Music Federation has made the decision to administer or supervise medication to pupils and this policy ensures that no person is put at risk from the storage, administration and disposal of medication.

The Executive Headteacher

The Executive Headteacher will ensure that an Individual Health Care Plan (IHCP) is considered where a pupil's medical condition requires arrangements to be put in place to support them safely and enable full access to education. Where an IHCP is required, it will be developed with parents/carers and relevant healthcare professionals as appropriate. The Executive Headteacher accepts responsibility for members of staff who volunteer to give or supervise pupils taking prescribed medicine during the school day.

Parents

- Must ensure that the pupil is well enough to attend school.
- Provide school with enough information about a condition in order for school staff to be able to formulate an Individual Health Care Plan that is then signed by all parties. This includes an asthma plan if your child has asthma or an allergy action plan if your child has an allergy.
- Inform school if a condition or its treatment has changed.
- Inform school if your child has had medicine before school in case there is a need for school to administer liquid paracetamol or Piriton allergy relief during the school day. (As signed for at the start of the school year)
- Inform school if your child has never had liquid paracetamol or Piriton allergy relief before. School should not administer the first dose of any medication. This should take place in the family home where any adverse reaction can be observed by the parent and dealt with.

Staff administering medication in a voluntary role:

- Require sufficient training, information and instruction.
- Will be covered under the school's liability insurance if authorised by the Headteacher to undertake the task.

Teachers and other staff:

- Should understand the nature of any medical conditions
- Be aware of any emergency likely to occur and what measures to take (all detailed in the IHP)
- Should read and make reference to Individual Health Care Plans (IHPs) as appropriate

GP:

- In some cases parents may agree to a GP liaising directly with school or via the School Health service.
- In some cases the GP will only exchange information with school with the consent of the parents.

Provision of Medication

In most instances, there will not be a need to administer medication at school. We strongly encourage parents to plan the medication so that it is taken outside of school hours. Where there is a need for medication to be administered, it must be agreed with Mrs Tate or Miss Lincoln at the main office. There you will sign the relevant paperwork.

Any medication brought into school should be clearly marked with:

- Name of pupil
- Dosage details
- Clear use by date

It will be kept secure in the school office along with the signed permission slip.

Administering medication

In line with the Children and Families Act 2014 and the Department for Education's statutory guidance Supporting Pupils at School with Medical Conditions, medication will only be administered in school when it is necessary to support a pupil's health and attendance. The arrangements below distinguish between prescribed and non-prescribed medication.

- Prescribed medication
- For prescribed medication, the school must have written consent from the parent/carer and medical evidence or pharmacy dispensing information confirming the medication, dosage and administration requirements. Medication must be supplied in the original container as dispensed and labelled for the pupil, unless there is an agreed exceptional arrangement supported by a healthcare professional.

Non-prescribed medication

Where the school agrees to administer non-prescribed medication, appropriate written parental/carer consent must be in place and the school's agreed procedures must be followed. The school will not administer the first dose of any medication. The specific arrangements for liquid paracetamol and Piriton allergy relief are set out below.

It is important that whenever possible, medication is given outside of the school hours. This is the case for medication that is given up to three times a day. Unless medication is required more than three times a day, it will not be administered at school.

Any member of staff giving medication should check or carry out:

- Pupil name
- Written instructions provided
- Prescribed dose
- Expiry date of medicine
- Sign the administration record book

If intimate or invasive treatment is required, an Intimate Care Plan will have been created and signed by all parties to ensure the safety of all involved. Two adults should be present and be suitably trained. If no member of staff volunteers for the role, the local Health Trust must give advice on how treatment can be continued.

Liquid paracetamol and Piriton allergy relief is kept in both schools and parents will give written permission at the start of the school year for this to be administered in minor cases of illness or headache. In many instances, this will help the child to remain at school or on a residential visit and not cause a parent to have to attend to the child. This will be administered and then parent will be contacted (usually via text message) to inform them of the medicine and dosage administered. It is therefore important that parents let school know if the child has already had a dose of medicine before school.

School should not administer the first dose of any medication. This should take place in the family home where any adverse reaction can be observed by the parent and dealt with.

School trips and visits

- All people supervising the trip should be aware of medical needs and emergency procedures.
- Parents must ensure that their child has relevant medication e.g. asthma inhaler on the day of the trip.
- Levels of supervision must be assessed to cater for needs.

Residential visits

- Full details and dosage must be included on the medical form
- Clearly labelled medication must be brought to the group leader on the day of departure containing all of the details listed above.
- All medicines should be stored appropriately and administered only by the group leader. This includes recording the medicine and dosage and signing and dating each entry.

Supporting pupils with complex medical needs

Pupils in schools with more serious or complex medical needs should be supported in school to ensure that they are able to maximise their access to education.

The Department for Education Supporting Pupils at School with Medical Conditions (December 2015) states that:

- Although school staff should use their discretion and judge each case on its merits with reference to the child's individual healthcare plan, it is not generally acceptable practice to:
 - Prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
 - Assume that every child with the same condition requires the same treatment.
 - Ignore the views of the child or their parents; or ignore medical evidence or opinion (although this may be challenged);
 - Send their children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities including lunch, unless this is specified in their individual healthcare plans;
 - If the child becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable;
 - Penalise children for their attendance record if their absences are related to their medical condition e.g. hospital appointments;
 - Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;

- Require parents or otherwise make them feel obliged to attend school to administer medication or provide medical support to their child, including with toileting issues.
- No parent should have to give up working because the school is failing to support their child's medical needs; or
- Prevent children from participation, or create unnecessary barriers to children participating in any aspect of school life, including school trips e.g. by requiring parents to accompany the child.

Individual Health Care Plan

An Individual Health Care Plan (IHCP) will be considered where a pupil's medical condition requires arrangements to be put in place to support them safely and enable full access to education. The need for an IHCP will be determined according to the individual pupil's needs and the level of support required in school. An IHCP should give details of:

- Their medical condition
- Daily care requirements
- What constitutes an emergency
- What to do in an emergency
- Who is responsible in an emergency
- Follow up care

The plan is created in collaboration with parents and all parties sign the plan.

Implementing an IHCP

1. Parent/carer or healthcare professional informs school that a pupil has a medical condition which may require individual arrangements or support in school.
2. SENDCo meets with parents/carers and, where appropriate, relevant healthcare professionals to discuss the pupil's medical needs and identify the arrangements and staff required to support the pupil.
3. Staff training needs are identified
4. IHCP is developed and shared with key members of staff and parents.
5. All parties sign the IHCP to agree on procedures and support.
6. Specific training is organised for key members of staff.
7. IHCP is circulated and a copy is held by the Class Teacher, school office and SENDCo.

Supporting pupils with Asthma

- Parents should provide school with the pupil's annual asthma plan. These are generated at the pupil's annual asthma review at the GP practice.
- An emergency inhaler is kept in each school to use if a pupil has an asthma attack and their school inhaler is empty or out of date.
- Permission is sought from parents before administering an emergency inhaler.
- Emergency asthma medication may be administered by a member of staff who has received appropriate training and is acting in accordance with the pupil's asthma plan, the school's emergency inhaler procedures and their training. In an emergency, staff should act promptly to obtain the pupil's reliever inhaler or the school's emergency inhaler, where the pupil is eligible to use it.
- When a child with asthma goes swimming or on a school trip, they must have their inhaler with them.
- Parents must inform school if their child no longer requires asthma medication.
- All staff across the Music Federation (Windmill Primary School and Low Road Primary School) completed asthma and allergy training during September and October 2026. This included recognising and responding to asthma and allergic

emergencies and how to administer an adrenaline auto-injector (AAI). Training will be refreshed in line with the Federation's training arrangements and relevant guidance.

- A record is kept of whenever an inhaler is administered

Insulin dependent diabetic pupils

- Supporting the medical needs of pupils in school with diabetes that require blood sugar tests and insulin injections should only be carried out by designated staff with specific up to date training by the Leeds Diabetic Nursing Team.
- Equipment including blood sugar testing kit and syringes and supplies of insulin should be kept in a secure designated place out of reach of pupils, with insulin being kept in a designated fridge or in a designated place in the classroom.
- Staff checking blood sugar levels and administering insulin should keep a daily record that is signed.
- Administering of insulin should be witnessed by a second member of staff who also signs the daily record.
- Pupils with diabetes who are insulin dependent should have an IHCP that is up to date and shared with all relevant staff and parents.
- If a child becomes unconscious immediately call for an ambulance and parents/carers.
- If a child becomes unresponsive to hypo treatments, phone parents/carers for advice.

Pupils with allergies requiring Epi-pens

-The Music Federation has a separate Allergy Safety Policy which sets out the Federation's arrangements for allergy management, prevention, emergency response, staff training and the use of adrenaline auto-injectors (AAIs). This policy should be read alongside that policy.

-Pupils prescribed adrenaline auto-injectors should have their prescribed devices available in school in accordance with their Allergy Action Plan. The Federation also holds spare emergency AAIs in each school office, as detailed in the Allergy Safety Policy.

- Every effort will be made by the school to reduce the potential hazards/triggers that can cause a severe allergic reaction to pupils diagnosed with anaphylaxis.

- All pupils with an epi pen should have an allergy action plan and an IHP that is updated annually or when there are any changes to the pupil's condition or medication.

-All staff across Windmill Primary School and Low Road Primary School completed asthma and allergy training during September and October 2026, including how to recognise anaphylaxis and administer an AAI. Further arrangements are detailed in the Allergy Safety Policy.

Supporting pupils with Epilepsy

-All relevant staff are informed if a pupil has epilepsy.

-When emergency medication is required, only trained, designated staff can deliver this medication.

-Medication should be kept in a designated secure place.

-The most up-to-date emergency procedure information is used to inform the pupil's IHCP.

-All pupils who have been diagnosed with epilepsy and who are medicated should have an IHCP that is reviewed at least annually or if the condition or medication changes as informed by parents.

- Training needs for staff are identified and the SENDCo will arrange the appropriate training for administering epilepsy medication or supporting a child with epilepsy.
- Ambulance staff must be informed if emergency medication has been administered and the empty packaging given to them.
- Emergency procedures are detailed in a pupil's individual health care plan.

Supporting pupils with gastrostomies

- Supporting pupils with a gastrostomy should only be carried out by designated staff with specific and up to date training from the Leeds Community Nursing Team. Gastrostomy trained staff must re-do their training annually and be signed off by the Leeds Community Nursing Team before they are allowed to administer milk or medication through a gastrostomy.
- Each pupil requires two trained members of staff to administer milk/medication through the gastrostomy in case of staff absence.
- Any medication administered through the gastrostomy must be stored in a designated secure place (some may need to be kept in the fridge).
- Administration of milk and/or medication must follow agreed procedures shared in training and a signed daily log must be completed.
- If there are any issues with the administration of the milk and/or medication through the gastrostomy, for example a blockage in the tube, support can and must be sought immediately from the Leeds Community Nursing Team who will give telephone advice or come into school immediately.
- If the pupil appears unwell or complains of pain during the administration of milk and/or medication, member of staff must discontinue the feed and seek advice from the Leeds Community Nursing Team.
- In the event of an emergency, for example, if the gastrostomy button comes out, emergency procedures must be carried out by the designated member of staff and/or Leeds Community Nursing Team, parents and possibly an ambulance must be called.
- All staff in school need to be aware of pupils with gastrostomies to minimise risk if pupil knocks or falls onto gastrostomy area.
- All pupils with a gastrostomy must have an IHCP that is up to date and shared with all relevant staff and parents.

Supporting pupils with Antegrade Colonic Enemas (Bowel Buttons)

- Supporting pupils with bowel buttons should only be carried out by staff with specific training from the Leeds Community Nursing Team.
- All staff in school need to be aware of pupils with bowel buttons to minimise risk if pupil knocks or falls onto button area.
- If the pupil complains of pain around or inside the button, advice should be sought from parents and if appropriate the Leeds Community Nursing Team.
- In the event of an emergency, if the button comes out, staff should administer emergency treatment, call an ambulance and call parents.
- All pupils with a bowel button must have an IHCP that is up to date and shared with all relevant staff and parents.

First Aid

Appropriate first aid provision should be made for pupils.

First Aiders

First-aid provision across the Music Federation will be determined through the Federation's first-aid needs assessment, taking account of the size and nature of each school, the needs of pupils and staff, and the activities undertaken. The Federation will ensure that an appropriate number of suitably trained first aiders and appointed persons are available at all relevant times. Training and repeat training is provided in accordance with identified need and applicable requirements.

Most children who need minor first aid will be treated by a first aider at the site of injury or sent to the school office where the Office Manager (Miss Lincoln) and Administration Assistant (Mrs Tate) are trained. The first aider will assess the situation and call the parent if deemed appropriate. This decision will be made based on the presentation of the child, the nature of the injury and the response of the parent.

First Aid boxes and kits

These are placed around our schools to be easily accessible. They contain the items recommended in the Leeds Health and Safety Handbook.

Lunch staff carry a basic kit when on duty outside and they are responsible for the upkeep of the contents from the main store.

Room in school

Each school has a designated area at the school office, where children who are ill or who are waiting to be collected for reasons of illness, will wait. They are monitored by office staff whilst there.

Records

First Aiders should record all the cases they treat. The recorded information must include:

- Name
- Place
- Time
- Circumstances
- Injury suffered
- treatment given

This information will also be sent home.

In the event of an injury that is seen to be more serious, form CF/50 will be completed and submitted to the local authority.

Parents

Parents must ensure that the school has up to date telephone numbers for their children.

They have a responsibility to answer all calls from school.

Should school be unable to contact parents, another family member or friend may be called and a decision about next steps will be made.

An assessment will be made by the First Aider and any of the following could apply:

- Taken to hospital or St. Georges Minor Injuries Unit Middleton
- Ambulance called
- Dressing applied
- Child rests
- Child returns to class, whether immediately or following a period of rest

Hygiene

- Plastic gloves and aprons are always available for the administration of first aid
- Good handwashing takes place before and after treatment
- Waste items are disposed of in a hygienic way, using specific bins when appropriate

Head bumps

In any serious case, the pupil will be taken to hospital by staff or the parent.

- A note will be sent home with any minor head injury
- Minor head bumps will be monitored in school for signs of drowsiness or distress.

Management of Drug Related Incidences

The Music Federation curriculum emphasises the dangers of drugs and drug related substances and equipment. Pupils are provided with the knowledge to make well informed choices that lead to safe, full and active lives and this includes the effects of medicines, tobacco, alcohol and other drugs. They learn the skills to express their views on issues that affect their wellbeing. They are taught to identify and manage risks around harmful relationships, drugs and alcohol and how and where to get help.

If an incident occurs on the school site where substances or equipment are discovered, pupils are taught to:

- Touch nothing
- Immediately inform a member of staff, who will arrange for the item to be safely removed.

The Senior Leadership team will be informed and any other agencies may become involved.

If an incident occurs where a pupil brings such substances or equipment onto the school site, staff must:

-Remove the item from the pupil

-Report to the Executive Headteacher, Headteacher or Deputy Headteacher who will inform parents and/or involve other agencies.



**Low Road and Windmill
Music Federation**