



**Aston Community
Education Trust**

ACET Medicines in the Academy

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SEND & Inclusion)**

APPROVED BY: FRAP Committee



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VERSION NUMBER	DATE ISSUED	UPDATED INFORMATION	
V2		Details asking for gender and reference to M/F removed on Appendix 1 He/She reference removed and replaced by They on Appendix 2 Child medicine replaced with child's medicine on Appendix 1	
V3	July 2024	Amended Secondary to Senior throughout Added table of contents page and page numbers Added introduction and responsibilities Responsibilities updated to include new guidance on administering medication Added previous Addendum into policy under Section 4	
V4	July 2025	Linked policies and guidance added	

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1. Introduction

This policy sets out how the Academy intends to manage medicines in school and the administering of them. Some children require medication throughout the school day and require support from the academy.

This policy has been developed by the academy's Local Governing Body and reflects guidance produced by the 'Supporting Pupils at School with Medical Conditions', December 2015 (updated August 2017) (DfE). This guidance is issued under Section 100 of the Children and Families Act 2014.

This policy is in line with:

Education (Independent Academy Standards) Regulations 2014;

Education and Skills Act 2008;

Children Act 1989;

Childcare Act 2006;

Equality Act 2010;

Human Medicines Regulations 2012; 2.3.8.

Data Protection Act 2018 and UK GDPR.

This policy has regard to the following guidance and advice:

[Supporting pupils at academy with medical conditions \(DfE, December 2015\);](#)

[Automated external defibrillators \(AEDs\): a guide for schools \(DfE, October 2019\);](#)

[Guidance on the use of emergency salbutamol inhalers in schools \(Department of Health, March 2015\);](#)

[Guidance on the use of adrenaline auto-injectors in schools \(Department of Health, September 2017\);](#)

[First aid in schools, early years and further education \(DfE, February 2022\);](#)

[Mental health and behaviour in schools: departmental advice for academy staff \(DfE, November 2018\);](#)

[Medical conditions at academy \(Health Conditions in Schools Alliance\);](#)

[Health protection in schools and other childcare facilities \(Public Health England, March 2019\).](#)

2. Responsibilities

The administration of medicine is the responsibility of Parents/Carers. In cases where the administration of medicines is routine and straightforward and where the parent/carer asks the academy to act in loco parentis the following preconditions will apply:

- The academy must be informed if a child brings any medication into school. All medicines and treatments will be stored in the first aid room (senior) or appropriate office (primary) in a lockable storage facility unless requiring refrigeration, or covered by self-administration of inhalers, or giving their own injection.
 - Any medicines or treatments which require refrigeration will be held in a separate refrigerated unit in a controlled access area.

- Prescription and non-prescription medicines will only be administered at school:
 - When it would be detrimental to the child's health or school attendance not to do so **and** Medication is in date.
 - In the original packaging clearly stating dosage requirements, No unpackaged medication. Clearly label the medication with child's name.
 - Pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor.
 - Where we have parents/carers' written consent.

The only exceptions to this would be in exceptional circumstances and where medicine has been prescribed to the child without the knowledge of the parents/carers in line with Gillick competency.

- Parents/Carers must complete a form of consent for the administration of medicines/treatment with the academy Lead First Aiders. ***A new one should be completed with each new medication.***
- The instruction, which can be made on the academy's consent form, should specify the medication involved, circumstances under which it should be administered, frequency and level of dosage.
- Parents/Carers may be informed by a text message from the academy when medicines have been administered, stating time it was given and the dosage.
- The academy will encourage students to take responsibility for their own medical care under the supervision of either the Lead First Aider, administration staff or of an appropriate member of support staff. This may cover self-administration of medicines, using an inhaler or giving their own injection.
- If whilst under staff supervision a child refuses to take their medication Parents/Carers will be contacted.
- Wherever possible, Teachers will not be required to administer medicines.
- For details of control of medicines on trips – please refer to Off Site visits policy.

3. General Principles

- Children suffering from short-term ailments, who are clearly unwell, should not be in the academy, and we reserve the right to ask parents to keep them at home, in their own best interest and that of other children and staff.
- Should a child fall ill whilst at the academy, parents or carers will be contacted and asked to take them home.
- Children with chronic illness or disability, who need to take prescribed medicines during academy hours, will be supported in this to lead a safe and happy life whilst at the academy.
- The academy has a general duty of care towards its children. To enable staff to react promptly and reasonably if a child is suddenly taken ill the Local Governing Body has adopted the guidelines and procedures recommended by the Department for Education.

4. Spare Medication

Emergency Salbutamol Inhalers

Due to the nature of asthma and the frequency with which some children need access to their medication during the school day **some** ACET academies do keep emergency salbutamol inhalers on site. Where spare inhalers are kept the staff who monitor their use will follow the procedure below.

- Keep spare inhalers in a secure area where they can be readily accessed by first aiders/trained staff in emergency.
- Keep an up-to-date register of children in the academy who have been diagnosed with asthma or prescribed a relief inhaler, a copy of which should be kept with the spare inhalers.
- Ensure that a child who suffers from Asthma or has been prescribed a relief inhaler has both medical and written parental consent in their individual healthcare plan before allowing use of a spare inhaler.
- Call an ambulance/999 for any child who is struggling to breathe but has no history of asthma and where a child is not responding to their own asthma medication/emergency medication.
- Ensure that a child's own prescription medication is readily accessible for them and that a spare inhaler is only used in emergencies where their own has been emptied, is outdated, unavailable or has become unusable.
- Ensure a clean spacer/ the child's own spacer is used on each occasion and that the spare inhaler is cleaned following use.
- Consult the individual healthcare plan of the child to establish the maximum number puffs that can be given at one time. Where a child has shown no/little improvement or their condition deteriorates following receiving a maximum of 10 puffs an ambulance/999 will be called. If an ambulance does not arrive in 10 minutes a further 10 puffs may be given.
- Ensure that parents/carers are informed their child has used an emergency inhaler.
- Record any use of the emergency inhaler – this should include where the attack took place, how much medication was given and by whom.
- Have at least two members of staff responsible to ensure the protocol is followed.
- Provide staff with appropriate support and training in the use of the emergency inhaler in academies where these are kept on site.

Spare Epipens (AAI's)

Though schools may now purchase 'spare' adrenaline auto-injectors (AAI) without prescription for use in emergencies, to administer to a child with known risk from anaphylaxis who already has both medical and written parental consent in place (*Department of Health Guidance 2017*), this is not considered a replacement for the child's own prescribed medication.

This being the case ACET academies, both primary and senior, will NOT hold spares. Parents should therefore provide two prescription injector units for their child.

5. Monitoring and Reviewing the Policy

- The Local Governing Body will receive an annual report on the implementation and monitoring of the policy.

- Check www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions, for any updates.

6. Appendices

6.1 *Parental Agreement for the administering of medication in school*

6.2 Administering medicines in school - Quick Checklist



Appendix 6.1

Parental Agreement for the administering of medication in school

The school will not give your child any medicines without this completed signed form.
The medication must be in original packaging with clear dosage amounts.

Child's Name			Year / Class
DOB	/ /		Age
Medical condition / illness			
Name of medicine			
Expiry date			
Dosage required			
Frequency			
Times to be given			
To be kept in fridge	YES	NO	
Is the medicine to be taken home each day or left in school	Taken Home		Kept in school
Any other instructions to be given or information staff should be aware of?			
Declaration			
<p>The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy.</p> <p>I will inform the school immediately in writing, if there is any change in dosage or frequency of the medication.</p> <p>I understand that the medication must be given to the school reception / Lead First Aider to be kept securely.</p>			
Signed			Print
Relationship to child			Date
Emergency contact Number			

Date & Time administered	Dosage given	Administered by

Appendix 6.2

Administering medicines in school - Quick Checklist

DO

- Remember that any member of school staff may be asked to provide support to pupils with medical conditions, but they're not obliged to do so
- Check the maximum dosage and when the previous dosage was taken before administering medicine
- Keep a record of all medicines administered. The record should state the type of medicine, the dosage, how and when it was administered, and the member of staff who administered it
- Inform parents if their child has received medicine or been unwell at school
- Store medicine safely
- Make sure the child knows where their medicine is kept, and can access it immediately
- Ensure that emergency medicine or devices such as adrenaline pens or asthma inhalers are kept safely but can be easily accessed for the child as and when needed

DON'T

- Undertake healthcare procedures without appropriate training
- Accept medicines unless they are in-date, labelled, in the original container and accompanied by instructions
- Give prescription or non-prescription medicine to a child under 16 without written parental consent, unless in exceptional circumstances
- Give medicine containing aspirin to a child under 16 unless it has been prescribed by a doctor
- Force a child to take their medicine. If the child refuses to take it, follow the procedure in their individual healthcare plan and inform their parents