

Guidance note in Supporting Pupils who require responsive medication

With the introduction into schools of central/spare responsive medication items such as inhalers and epipens it is necessary for school to consider how this will be managed in school.

Policy/Procedure

An addendum to your existing medical condition policy or a short procedure on how the medicines will be managed should be provided by each school and setting.

This should include:

Where

Each school/setting must consider where the medication is going to be held and stored and how accessible this will be in the event of an emergency. The location must be shared and known by all while still managed in a secure way.

Who

Although you will have a trained administrator of medication and a number of first aiders, the management of this particular medication (not owned by one individual) must be considered, including how it is accessible during the day.

When

If this medication is required by a pupil it must be recorded (timed and dated) on their care plan as well as why their own medication wasn’t available or the circumstances of the particular emergency that warranted it.

How

How the medication was administered and the details of the circumstances should be provided.

Information Sharing

It is imperative that any use of the emergency medication is notified to the parents/carers of the child, inclusive of the full circumstances and the impact on the child at the earliest opportunity. At this point, full planning should be put in place with the parents and carers regarding the child’s need for the medication (is an investigation ongoing as to why the child required it and/or does not have their own medication already?) or why the child does have the necessary medication onsite to meet their needs. If this is a regular occurrence it is necessary that parents are informed of the need to make a safeguarding referral and are shared the school’s own child protection policy.

Care plans

Should be updated and reviewed upon any incident for any child.

Record Keeping

Full and accurate records of any incident when emergency medication was required should be made for each individual child and each individual incident. This should include any medical contact e.g. GP, School Nurse or Hospital, any contact with parents and carers and the views of the child including the impact for them.

This procedure should be reviewed in light of any changes from the DFE around responsive medication and should be made available to parents and carers.