

West Exmoor Federation



**Supporting Students with Medical
Conditions and for the
Administration of Medicines**

October 2025

POLICY FOR SUPPORTING STUDENTS WITH MEDICAL CONDITIONS AND FOR THE ADMINISTRATION OF MEDICINE

The staff of the West Exmoor Federation wishes to ensure that students with medical needs receive proper care and support. Our intention is to ensure that students with medical conditions should have full access to education including trips and PE. The governing body will ensure that staff are supported and trained and competent before they take on the responsibility of supporting students with medical conditions.

1. The federation's insurance will cover liability relating to the administration of medication.
2. The Executive Headteacher (Jayne Peacock) will be responsible for ensuring the following:
 - An initial meeting is set up with parents/carers and appropriate professionals when notification is received that a student will be attending who has a medical condition. At this meeting plans will be put in place, where necessary, for transitional arrangements between schools, re-integration or when students' needs change. Arrangements will also be made for staff training or support. This meeting may result in the instigation of a DAF and/or Individual Health Care Plan (IHCP).
 - Procedures to be followed when a student moves to the school mid-term or when a student has a new diagnosis will replicate those outlined above.
3. The above procedures will be monitored and reviewed by Jayne Peacock and the Governing Body.
4. Where identified as being necessary, Individual Health Care Plans (IHCP) will be developed between the West Exmoor Federation, healthcare professionals and parents so that the steps needed to help a student manage their condition and overcome any potential barriers to getting the most from their education are identified. The IHCP will include:
 - a) The student's medical condition, its triggers, symptoms, medication needs and the level of support needed in an emergency. Also it must include any treatments, time, facilities, equipment, testing and access to food or drink (where it is used to manage their condition), dietary requirements and environmental issues such as crowded corridors and travel time between lessons
 - b) Specific support for the student's education, social and emotional needs, such as how will absences be managed, requirements for extra time to complete exams, use of rest periods or counselling sessions
 - c) Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support from a healthcare professional
 - d) Cover arrangements and who in the school needs to be aware of the student's condition and the support required including supply staff
 - e) Arrangements for written permission from parents for medication
 - f) Arrangements or procedures for school trips or other school activities outside the normal timetable; completion of risk assessments for visits and school activities outside the normal timetable
 - g) The designated individuals to be entrusted with the above information
 - h) Procedures in the event of the student refusing to take medicine or carry out a necessary procedure
6. The Executive Headteacher, Jayne Peacock, will have the final decision on whether an Individual Health Care Plan is required.

Students with Asthma and the use of an Emergency Inhaler/Spacer & Students at Risk of Anaphylaxis and the use of Emergency Adrenaline Auto-Injectors

The West Exmoor Federation has decided to hold an emergency inhaler and spacer for the treatment of an asthma attack and emergency adrenaline auto-injectors in school for students who are at risk of anaphylaxis but whose own device is not available or not working. Auto-injectors will be used in accordance with the Department of Health Guidance on the use of adrenaline auto-injectors in schools, October 2017.

7. The Executive Headteacher, Jayne Peacock will be responsible for ensuring the following:
 - Instructing all staff on the symptoms of an asthma/anaphylaxis attack;
 - Instructing all staff on the existence of this policy;
 - Instructing all staff on how to check the asthma/anaphylaxis register;
 - Instructing all staff on how to access the inhaler/auto-injector;
 - Making all staff aware of who are the designated staff and how to access their help.
8. The Executive Headteacher, Jayne Peacock will be responsible for ensuring that designated staff:
 - Recognise the signs of an asthma/anaphylaxis attack and when emergency action is necessary;
 - Know how to administer inhalers through a spacer and auto-injectors;
 - Make appropriate records of attacks;
9. The Executive Headteacher, Jayne Peacock will be responsible for the storage, care and disposal of asthma/auto-injector medication.
10. The Executive Headteacher, Jayne Peacock will be responsible for ensuring that there has been written consent from parents for the administration of the emergency inhaler and spacer and/or auto-injectors. The emergency inhaler/spacer will only be available for students who have been diagnosed with asthma and have been prescribed reliever inhaler AND for whom parental consent has been given. This will be the same for students at risk of anaphylaxis and who have an auto-injector pen prescribed. This information shall be recorded in the student's IHCP plan.
11. The Executive Headteacher, Jayne Peacock will be responsible for the supervision of administration of medication and for maintaining the asthma/anaphylaxis register.
12. The Executive Headteacher will be responsible for ensuring parents are informed in writing when the emergency inhaler/spacer or auto-injector has been used.

THE ADMINISTRATION OF MEDICINE

13. The Headteacher will accept responsibility in principle for members of school staff giving or supervising a student taking prescribed medication during the day, where those members of staff have volunteered to do so.
14. Any parent/carer requesting the administration of medication will be given a copy of this policy.
15. Prescribed medication will be accepted and administered in the establishment. Non-prescription medication will only be accepted and administered if consent is given.
16. Prior written parental consent is required before any medication can be administered.
17. Only reasonable quantities of medication will be accepted (no more than one week's supply).
18. Each item of medication should be delivered in its original dispensed container and handed directly to the Headteacher or School Administrator.
19. Each item of medication should be clearly labelled with the following information:
 - Student's name
 - Name of medication
 - Dosage
 - Frequency of dosage
 - Date of dispensing

- Storage requirements (if important)
 - Expiry date (if available)
20. The federation will not accept items of medication which are in unlabelled containers or not in their original container.
 21. Unless otherwise indicated, all medication to be administered in the school will be kept in the specially designated fridge.
 22. Where it is appropriate to do so, students will be encouraged to administer their own medication if necessary under staff supervision. Parents/carers will be asked to confirm in writing if they wish their student to carry their medication with them. In the event of a drug which is prescribed but not emergency medicine such as Methylphenidate (Ritalin), students may not be allowed to carry these.
 23. It is the responsibility of parents/carers to notify the federation if there is a change in medication, a change in dosage requirements, or the discontinuation of a student's need for medication.
 24. Staff who volunteer to assist in the administration of invasive medication will receive appropriate training/guidance through arrangements made with the school's Nurse Service. In pre-school settings arrangements will be made through Primary Care Health Visitors.
 25. The federation will make every effort to continue the administration of medication to a student whilst on activities away from the premises.

Agreed by the Full Governing Body, December 2018, Reviewed October 2025