DURHAM TRINITY SCHOOL AND SPORTS COLLEGE (DTS&SC)

ADMINISTERING MEDICATION GUIDANCE

This is a document to support the implementation of DTS&SC Supporting Pupils with Medical Conditions Policy. It sets out the procedures and staff training in line with the above policy, but in greater detail. A copy of this guidance will stored within both medical trollies and in the medical room (notice board) for staff to refer to if required.

TRAINING:

All staff who are to administer pupil's medication on a day to day basis must have completed relevant training in this area e.g. National College 'Certificate in Administering Medication for Education Providers'.

All staff who are to administer emergency medication are trained by and/or are directed to complete suitable training by the specialist health professional (e.g. Inhalers, AAI's, epilepsy etc…)

The training records are held by the Deputy Headteacher (CPD lead) and Assistant Headteacher (DSL/Medication Line Manager). These records are kept up to date and regularly monitored to ensure training refreshers and updates take place within the correct timescales whilst monitoring there is sufficient number of staff trained.

The Headteacher will share this guidance document with all staff who are trained to administer medication prior to them carrying out this role.

In the first instance, the Lead Medical Enhanced TAs (Mrs Sara Medland & Mrs Laura Blakeborough are responsible for the administration of medication for the majority of pupils and complete 'medical rounds' at various points during the day. However there are some exceptions, namely for the most complex pupils in our Pre-Formal pathway. If a new member of staff was to start completing the role of Lead Medical Enhanced TA, there would be a period of shadowing, observing and completing the associated tasks, before completing the role independently.

The school nurse can support staff trained to administer medication where necessary and requested.

There are other members of school staff who are trained to administer medication in classes to meet the needs of the individual children.

EMERGENCY MEDICATIONS:

- Stored in a locked box in a locked cupboard at the bottom of the middle stairwell. The key for the lock will be securely stored in a locked box attached to the cupboard. There is sufficient signs to communicate the location of the key and emergency medication.

- If a child requires emergency medication straightaway then the emergency

medication needs to be carried by the member of staff in a locked bag when outside the classroom. When in the classroom the emergency medication will be locked securely in the classroom. There is sufficient signs to communicate the location of the key and emergency medication.

- An emergency inhaler will be stored in each medical cabinet with copies of the school inhaler log attached. Any member of staff is able to access the inhalers by using the password to open the locked box, to retrieve the key, to open the medical trolley.

- Emergency ('spare') AAI Pens are stored in the school office in the KITT box. All staff have accessed appropriate training to respond to an allergy emergency. See 'Whole School Allergy Safety Policy' for more information.

PUPIL'S REGULAR MEDICATION:

- Parents/Carers must hand over their child's medication to the driver/escort who must store it securely whilst in transit. The pupil must NOT store the medication in their bag. The adult bringing the pupil into school must hand the medication to a staff member.
- The staff member must hand the medication over to identified persons – The Lead Medical Enhanced TAs (Mrs Sara Medland & Mrs Laura Blakeborough) or in their absence another suitably trained individual as identified above.

- The medication must be checked before storage: date, name, dosage clear and not opened and in the original packaging. If the medication is out of date or insufficient information (name/dosage) or medication already open the parent/carer must be informed and a request will be made for a new set of medication to be sent into school following the correct procedures and this medication will not be used.

- Medication is stored overnight in the locked safe in the medical room with the medical room door locked. The Lead Medical Enhanced TAs (LMETAs) will have a set of keys for the safe and a spare key for the safe will be locked in the office of Assistant Headteacher Mr Jack Peacock.

- At the start of the school day the Lead Medical Enhanced Teaching Assistants (LMETAs) will set up the medical trollies with each pupil's medicine in a separate box with a signing in book. The LMETAs will store the medical trollies securely: one trolley is secured to the wall on the ground floor (back stairs near the small lift), and one trolley is stored in the medical office, and are locked throughout the school day. The key for the lock will be securely stored in a locked box attached to the trolley, with a password for trained staff to access. There is a medical trolley ground floor (back stairs near the small lift) for Primary/ASD pupils and a medical trolley stored securely in the medical office in the basement of the

building.

- Staff trained to administer regular medication must read the label, check the name, date, dosage and in the original packaging. Staff to check consent forms prior to admin meds with medical book. After following the dosage instructions the trained staff member must complete the individual pupil's medical book using the correct codes, followed by storing the medication and book together before locking the medical trolley and storing the key in the locked box. The LMETAs to review consent forms termly.

DOCUMENTING & RECORDING THE ADMINISTRATION OF MEDICATION:

Trained staff to use the following procedure to document the administration of medications in the pupils personal medical record book's:

- Date/Time/ Staff Initials/ amount of tablets left/
  If in liquid form, dosage of **mls** given.

- If a pupil fails to receive his/her medication although medication is available in school due to unforeseen circumstances, for example left school early, on a school visit not taken with trained staff or forgotten then the medical book will still need to be completed.
  Date/DNA (did not attend)/Staff initials/ amount of tablets left, If in liquid form, **X** to denote not given.

- When a pupil receives regular daily medication and Parents/Carers fail to send the medication into school the medical record book must still be completed as shown below.
  Date/ O (omit)/Staff initials/ **X** to denote not given.

- Pupils that are prescribed ointments or creams for medical reasons will still need the application of the medication recorded in a medical book. Shown below.
  Date/Time/Staff initials/ □ to denote applied.

- Pupils who are prescribed PRN (Pro Re Nata) medication, usually given for pain relief or seasonal allergies must be recorded as shown.
  Date/Time/initials/amount of tablets left
  If in liquid form, dosage of **mls** given.

  Children prescribed PRN medication are usually asked by staff to ensure they are pain free. This is usually by the request of Parents/Carers. They can also request pain relief if prescribed for menstrual pain or orthodontic pain again by the request of Parents/Carers.
  If a pupil does not require their PRN medication if asked on a daily basis then it must be recorded as shown.
  Date/time asked/Staff initials/amount of tablets left

  If in liquid form, **X** to denote not given.

Important Note

For non-regular PRN medication staff must telephone the Parent/Carer to check if the child has had any medication within the last 24hr hours and to ensure the pupil will not receive more than the stated dosage in a 24 hour period.

When administering PRN medication it must be correctly recorded in the pupil's medical record book and the class staff must ensure that Parents/Carers are informed of the dosage and time it was administered via telephone call home (telephone recorded on CPOMS).

- If a pupil refuses their daily regular medication, the trained staff should try to encourage the pupils to take it. However we cannot force a pupil to take medication. If this situation occurs it will need to be recorded in the medical book as shown below and Class Teacher informed. Parents to be informed and parents may need to adjust the dosage for their next at home.

  Date/R (refusal)/Staff initials/amount of tablets left

  If in liquid form**, X** to denote not given.

Pupil Medical Record Books must always be completed in ink (preferably black)

- A locked medical fridge is available for all medicines that need storing below 5 degrees one is located in the Medical Room and the other is in Wear Class.

- The LMETAs are responsible for the safe monitoring of the medical fridges. The temperature is documented on a daily basis.

- If there are any problems the trained staff member must contact the LMETAs or SLT if they are unavailable.

- At the end of the school day the LMETA will retrieve both medical trollies, check all the signing in/out books and medication before securely storing them in the metal cupboard in the medical room.

- The LMETA will use the afternoons when not in class to check the dates and supplies of medication and make the requests to parents/carers for resupply of medication. Also this time will be spent liaising with the school nurses or other medical professionals whilst ensuring Individual Healthcare Plans are up to date.

INDIVIDUAL HEALTHCARE PLANS (IHP):

- For new starters, an IHP will be sent for completion by parents/carers in the new starter induction packs that will be returned to school.
- For existing pupils, parents will be directed to complete and IHP on WEDUC or

via paper copy. These are sent at the start of the academic year (September), with opportunities for parents to update IHPs at parents evenings in the Autumn and Spring term, their child's EHCP review, or by requesting an IHP form to update.

- School staff are responsible for adding the personal information about the pupil.
- From September 2023 the new IHPs will be stored on the pupil profile page on Arbor, with the IHP / Medical Plans pinned to the top of the page to make accessing information more streamlined.
- IHPs will be reviewed throughout the school year – at parents evenings, at the end of an EHCP and if there is a change to the plan.
- IHPs will be stored electronically on Arbor for every child and a paper copy securely stored in the class 'Black File' which contains up to date relevant information on each pupil in the class.
- As of September 2026, pupils who have an allergy and require emergency medication, parents/carers will complete an Allergy IHP. See 'Whole School Allergy Safety Policy' for more information.

STAFF MEDICATION:

- Staff must store their own medication securely in the staffroom lockers or in the classroom in a locked cupboard. The key is stored safely in the same room and there is sufficient signs to communicate the location of the key and medication.
- Alternatively, staff medication could also be stored in the medical room cabinet.
- Staff must share any emergency medical information (e.g. allergies) to the Headteacher to ensure there are the correct measures in place to support the member of staff if there was an emergency.

SCHOOL VISITS:

- The visit leader will need to complete an EV form 2 weeks prior to the visit or at the start of the academic year with all planned educational visits.
- A school visit will not take place until the EV form is signed off by the HT.
- Included with the EV form is a risk assessment to include those pupils with medical conditions and any medication that will be carried by staff on the visit.
- Medication will be signed out prior to the visit via the LMETAs and stored in a locked bag. Medication will be signed back in on return to school via the LMETAs.
- In the locked bag, the pupils protocol and parent consent form will be carried with the medication.
- The locked bag will always be carried by staff and must not be stored anywhere during the visit.

RESIDENTIAL

An EV form will need to be sent to HT and then on to DCC H&S team to be signed off 12 weeks prior to the visit date.

The Residential Leader will present to the HT a folder regarding all information to ensure a safe visit 4 weeks prior to the visit date. The folder will include a list of pupils attending and their medical conditions, list of medication required including emergency medication, protocols, IHCP, consent forms. A list will also include staff trained in different medical procedures. A plan will also be included of staff who will be responsible for specific pupils with medical needs and a contingency plan if that member of staff is unwell or taken from the group for an emergency.

Medication will be signed out prior to the visit via the LMETAs and stored in locked bags throughout the residential. Medication will be signed back in on return to school via the LMETAs.

DISPOSAL of MEDICATION

It is the responsibility of the parent to dispose of their child's medication responsibility. If any controlled drugs need to be disposed of by the chemist LMETAs to take the medication with controlled drugs book for chemist to sign. For all other medication to be disposed of, LMETAs to present a letter on school letterhead to the chemist including the name of medication, how many tablets and bottles and request the chemist sign the letter with the signature of the HT.

10.10.2026

R.Grimwood

Headteacher