



EMMAUS

CATHOLIC MAC

Administering Medication Process

Version	1.0
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Ratified by	Compliance / Full Board
Date ratified	16.04.24
Date issued	18.04.24
Policy review date	01.09.26
Post holder responsible	Chief Finance and Operations Officer

Commitment to Equality:

We are committed to providing a positive working environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We have developed a number of key policies to ensure that the principles of Catholic Social Teaching in relation to human dignity and dignity in work become embedded into every aspect of school life and these policies are reviewed regularly in this regard.

This Administering Medication Process has been approved and adopted by Emmaus Catholic Multi Academy Company on 16.04.24 and will be reviewed in September 2025.

Signed by Director of Emmaus Catholic MAC:

Signed by CSEL for Central Team:

Schools to which this policy relates:

Signed by Principal for – Hagley Catholic High School

Signed by Principal for – Our Lady of Fatima Catholic Primary School:

Signed by Principal for – Our Lady & St Hubert’s Catholic Primary School:

Signed by Principal for – St Ambrose Catholic Primary School:

Signed by Principal for – St Francis Xavier Catholic Primary School:

Signed by Principal for – St Gregory’s Catholic Primary School:

Signed by Principal for – St Joseph’s Catholic Primary School

Signed by Principal for – St Mary’s Catholic Primary School:

Signed by Principal for – St Philip’s Catholic Primary School:

Signed by Principal for – St Wulstan’s Catholic Primary School:

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DEFINITIONS

The Company's standard set of definitions is contained at [Definition of Terms](#) – please refer to this for the latest definitions.

1. Aims

1.1 Emmaus Catholic Multi Academy Company “(the MAC)” will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work Act 1974, Section 100 of the Children and Families Act 2014 and all other related Acts, Orders and Regulations and relevant common law duties. The Directors are committed to:

- Providing a safe and healthy learning, working and visiting environments for all on our premises, with safe access. Ensuring adequate emergency procedures are implemented, particularly in relation to fire, asbestos, first aid, administering medication or other significant incidents.
- Preventing accidents and work-related ill health.
- Ensuring safe working methods and providing safe working equipment.
- Making arrangements for the safe use, handling, storage and transport of articles and substances, including medication.
- Providing effective health and safety information, administering medication instruction, training and supervision.
- Ensuring adequate welfare facilities exist throughout the organisation.
- Providing competent health and safety advice, administering medication support and resources, as required, so far as is reasonably practicable.
- Assessing and controlling risks from curriculum and non-curriculum activities.
- Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- Working with stakeholders to ensure that health and safety, first aid, administering medication provision is appropriate.

1.2 At Emmaus Catholic Multi Academy Company health and safety is everyone’s responsibility. We expect all staff and stakeholders to play their part in recognising, supporting and reinforcing our health, safety and welfare commitments.

2. Responsibilities

2.1 **The Emmaus Catholic Multi Academy Company Board of Directors**

- The MAC will comply with any directions issued in the arrangements concerning the health and safety of persons on The MAC premises or taking part in activities elsewhere.
- The MAC will arrange for access for all employees, and where appropriate Local Governing Bodies, to competent health and safety, first aid and administering medicines advice through the appointment of a “competent person” through specialist consultants.
- As the employer The MAC reserves the right to conduct periodic health and safety audits, first aid and administering medicines audits and inspections of all Schools in the MAC.
- As a result of an audit, inspection, or concern/s raised with the MAC, Emmaus Catholic Multi Academy Company reserves the right to direct improvements to

local policy, organisation and arrangements that are non-compliant with legislation.

- The MAC will establish arrangements for the provision of health, safety and welfare standards expected in our establishments.
- The MAC will provide a property management system for reporting Health and safety incidents, safeguarding incidents including administering first aid and medicine, to house associated documents.
- The Directors may choose to delegate to other members of staff any, or all, of the above duties. However, it is clearly understood by everyone concerned that the delegation of duties will not relieve the Directors from the overall responsibility for health and safety matters, including first aid and administration of medication, within the establishment.

2.2 The Local Governing Body “The LGB”

- The Local Governing Body of each School has a duty to monitor and report on health and safety matters, first aid and administering medicine incidents.
- The LGB of each School is to appoint a Local Governing Member with particular responsibility for health and safety, first aid including administering medication. Health & Safety and First Aid will be a standing item on every LGB agenda.
- The LGB of each School must ensure that they scrutinise the local arrangements for the effective treatment of first aid and administering medication. This will include termly audits by the LGB member with the responsibility, checking the training log and scrutinising the health and safety reports received by the external consultant and completing spot checks to ensure the process is being followed.
- The LGB of each School is required to promote the well-being of children in terms of physical and mental health and emotional well-being and protection from harm and neglect.
- The LGB have a delegated duty to establish and review additional local policy, organisation and arrangements of particular health and safety matters including first aid and administering medication. The content of all local policies, organisations and arrangements must comply with the whole health and safety policy and are subject to review by the safety consultants.

2.3 Principals

- Overall responsibility for the day-to-day management of health and safety including first aid and administering medication in each school rests with the Principal, or the person delegated in an acting role.
- As manager of the establishment and of all the activities carried out within it, the Principal will advise the MAC of the areas of health and safety, first aid and administering medicine concerns which may need to be addressed.
- Ensure parents of pupils with medical conditions or parents of pupils that require medicine to be administered are kept informed of the process and any education health plans. Ensure regular communication is maintained.
- Ensuring adequate staffing levels and appropriate training / qualifications for safe supervision of pupils and staff, on school premises at all times including

wraparound and EYFS / Nursery / Pre School provision and for any external activities.

- The Principal must appoint a competent person to coordinate first aid matters in the school.
- Ensuring that the correct procedure is communicated to staff and check that it is being followed for the reporting, recording, investigation and follow-up of first aid treatment, administering medicine occurrence, accidents, incidents of violence and near misses.
- Ensuring the periodic testing and replacement of equipment, in relation to statutory maximum time intervals, or where this is not defined, through effective risk assessment. Note medication expiration dates must be recorded.
- Ensuring the adequate provision of first aid materials are available at all times, including wraparound, and EYFS / Nursery / Pre School provision and for any external activities.
- Ensure the communication of appropriate health and safety information and MAC announcements are shared with the LGB, School staff, Trade Union Health & Safety Representatives, Representatives of Employee Safety, visitors and contractors.
- The Principal must formulate and review the detailed local arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements and that these have been reviewed by the health and safety consultants/advisors.
- Arrange for termly audit reviews and spot checks with the LGB checking the processes and policies are being followed, ensuring records are up to date and recorded.
- The Principal must immediately report any reportable accidents, first aid treatment and administering medicine concerns, including near misses to the MAC and the LGB Chair.
- The Principal must provide a termly health and safety, including first aid and administering medication, report for the Local Governing Body to be shared with Compliance Directors Committee via the MAC.
- Ensure that all employees are provided with appropriate and adequate health and safety, first aid and administering medication training consistent with their roles.
- Ensure that appropriate matters of health and safety, first aid and administering medication, are included within the induction programme for all new staff and pupils.
- Ensure first aid risk assessments are completed for pupils requiring any additional provision, i.e. broken leg and early access to break or home time etc.
- The Principal must ensure school staff record all pupil data, including medical conditions, reportable first aid treatment and medicine administered on the school MIS system immediately.
- The Principal must ensure school staff complete accident / incident reports for all health and safety incidents to include the first aid treatment and medicine administered, immediately following the incident once the child is safe.

2.4 The Principal may choose to delegate to other members of staff any, or all, of the above duties. However, it is clearly understood by everyone concerned that the delegation of duties will not relieve the Principal from the overall day to day responsibilities for health and safety matters within the establishment.

2.5 **The Executive Team**

- The CEO has the delegated responsibility for the overall responsibility for health and safety matters, including first aid and administering medication within the establishment.
- The CEO must ensure that Principals follow the health and safety policies and communicate the expectations and processes to school staff.
- The CFOO is responsible for the management and implementation of Health and Safety policies and procedures, including first aid and administering medication.
- The Business Manager role is responsible for supporting the Principal in ensuring all systems and procedures are followed and any breaches to the policy are rectified immediately.

3. **First Aid Co-ordinator**

3.1 Is responsible for the management of situations in the school's and Central Office, relating to injured or ill persons who need medical assistance rests with the First Aid Coordinator. The First Aid Co-ordinator should hold First Aid at Work Level 3 certificate.

3.2 The First Aid Coordinator is also required to take charge of the equipment and facilities provided for first aid and administering medicines and in addition ensure that:

- First aid facilities are maintained in a proper effective condition.
- First aid boxes are checked frequently to ensure the contents are maintained in a suitable condition. A written report of the check must be kept, evidencing the check.
- All controlled medicines that require administration must be countersigned and approved by them prior to administration. The 2nd signature must verify that the check has been completed by the First Aid Coordinator.
- Ensure all pupil medication is checked against the education health plans and ensure the required paperwork is completed, see appendices and statutory procedures.
- All stored medication is checked frequently, and expiration dates checked, and a written report of the check must be kept, evidencing the check.
- Promote active communication with parents of pupils with medical conditions and ensure that parents are aware of all the school policies and procedures in place to care for their child / children.
- Work with the Principal to ensure all staff are informed of the first-aid arrangements to include the location of equipment, facilities and first-aid personnel, and the processes and procedures for monitoring and reviewing the first-aid needs, including administering medicine within school.

- Making sure an ambulance or other professional medical help is called when appropriate with no delay.
 - Ensure the first aid kit is topped up to the minimum requirements at all times.
 - Ensure the Medical Healthcare Plans are accurate and up to date for pupils.
- 3.3 Schools will often receive requests from parents asking for medical, medical support or other information that is held by the school. Ensure accurate records are maintained and shared with parents, where applicable, always considering the data protection regulations.
- 3.4 There's no mandatory list of items to be included in a first aid kit however the Health and Safety Executive (HSE) recommends you have at least:
- A leaflet giving general advice on first aid.
 - Individually wrapped sterile adhesive dressings in different sizes (20 pieces at least)
 - Sterile eye pads (2 pieces at least)
 - Individually wrapped triangular bandages (2 pieces at least)
 - Individually wrapped sterile unmedicated wound dressings (6 medium and 2 large ones at least)
 - Disposable gloves (3 pairs at least)

4. Administering Medicine

- 4.1 All medication brought on to school premises **must be given to the school office by the parent/carer and Appendix 2 must be completed and signed by parent / carer prior to any medication being administered. Medication will not be accepted by pupils or any other adult except parent/carer.**
- 4.2 The completed form signed by parents/carers (Appendix 2) must be stored and be accessible to all. The form must be checked prior to every administration of medicine to check quantities etc. Requests for administering of a controlled medication Appendix 5 must be completed by the parents and signed by two members of school staff and must be handed to the school office along with Appendix 2. Each time-controlled medication is administered it must be approved by two members of school staff. All administered controlled medication or prescribed medication (other than short term antibiotics) must be recorded on the pupil record on Arbor immediately after administered.
- 4.3 Principal / Deputy will work with the parent / carers to ensure any pupil that requires medication to be administered for an illness or medical condition has an up-to-date individual health care plan completed see Appendix 1 for a template.
- 4.4 Prior written consent can be granted to cover an annual period for the administration of paracetamol and anti-allergy over the counter medication. Appendix 2 must be completed by the parent/carer annually and the forms must be saved in the Administering Medication folder in the school office. The information must also be

added to Arbor and recorded on the pupil record. The school staff will try to administer medicine as requested; however, the school will not be held responsible if for any reason the medicine is not administered.

- 4.5 Storing of medication is critical and no medication should be left unattended at any time. Medication must not be taken into the classrooms and must only be administered in the front office. The only medication permitted in the classroom are inhalers and emergency pupil epi pens. **Medication MUST NEVER be left unattended or unsecured. All medication MUST BE kept out of reach of children.**
- 4.6 Medicines should only be given by staff who have completed appropriate training (available on National College – Certificate in Administering Medication for Primary Schools & Academies). Schools training logs must be updated following any training taking place and the log should be made available to check at any time. A list of staff and the relevant training should be included in the Administering Medicine Folder in the school office to refer to, prior to be medicine being administered. Before any medication is administered the training record must be checked to ensure the member of staff has the appropriate training.
- 4.7 A secure, lockable cupboard will be used in school by office staff to secure the medication. Specific medication such as antibiotics will be stored in a secure room in a fridge. Any controlled medication must be double secured, i.e. locked in safe or tin, locked in a cupboard / safe and two members of staff must be present to sign in and sign out the medication. Each time the controlled medication is required two members of staff must sign the medication out, sign to say it has been administered and both must sign to say the medication has been stored away securely Appendix 5 must be used at all times and record each event. The event must also be added to Arbor to the pupil's record.
- 4.8 All medicines administered must be recorded. Appendix 3 must be completed for all medication administered and the form must be stored safely in the school office. A message is to be sent to parents on Arbor for controlled medication administered to pupils.
- 4.9 Medication must be administered at the required time, by adequately trained person (usually office staff), one person to administer medication, one person to witness. **(There should always be two people present to safeguard staff as well as pupils).**
- 4.10 **Controlled Medication** should be checked in and out by named staff and number recorded in log. Medication has to be accounted for at all times, must be administered by two people and fully logged when given i.e. amount on site prior to administering, amount administered and amount remaining on site. This should be signed by person administering and countersigned by witness.
- 4.11 **Insulin** must only be administered by staff who have completed Diabetic training. The carb count of the school meal is worked out daily and converted to insulin units. Blood sugars are taken at the required time, an air shot of two units is carried out to ensure the needle is working correctly and then the insulin pen is set to required dosage. Both

of these steps are double checked, one person sets pen etc, while another person witnesses both readings. Injection is carried out by trained staff with another member of staff present.

- 4.12 Details must then be recorded on the medication log Appendix 5 and added to Arbor.
- 4.13 **Inhalers** are kept securely in classrooms so that a child can access them as needed. They are administered by staff who have completed Asthma training. Records are kept with date, time, number of puffs administered etc and a note is sent home to parents confirming what/when etc. has been administered.
- 4.14 **Epi Pens** should be kept securely with child's name clearly marked on storage pack i.e. plastic container and must be accessible at all times. Regular medication date checks should be made and if medication has short expiry date, parents must be notified to enable them to provide a new Epi Pen to school. Expired Epi-Pens must be handed back to parents to dispose of. All schools should have a spare emergency Epi Pen on site.
- 4.15 Epi Pens will be administered through clothes, injected into the upper outer thigh in line with instructions provided by the manufacturer (on Epi Pen label) **by trained staff in the event of a pupil having an allergic reaction.**
- 4.16 Dial 999 to request an ambulance advising anaphylaxis and that Epi-Pen has been administered.
- 4.17 If a pupil has an allergic reaction but does not have/or has never been prescribed an Epi Pen, emergency services (999) should be contacted, and advice sought from them as to whether administration of schools' spare emergency Epi Pen is appropriate.

Appendix 1 – Individual Health Care Plan (use if haven't received a IHP from school nurse)

Name of school/setting

Child's name	
Group/class/form	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	

Family Contact Information

Name	
Phone no. (work)	
(home)	
(mobile)	
Name	
Relationship to child	
Phone no. (work)	
(home)	
(mobile)	

Clinic/Hospital Contact

Name	
Phone no.	

G.P.

Name	
Phone no.	

Who is responsible for providing support in school

--

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.

--

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision.

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs.

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

Appendix 2 - Parental agreement for setting to administer medicine.

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by	
Name of school/setting	
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

Medicine

Name/type of medicine. <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – Y/N	
Procedures to take in an emergency	
Paracetamol / Anti-Allergy Medication to be given when required Y/N	

NB: Medicines must be in the original container as dispensed by the pharmacy.

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	[agreed member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

I accept that school will try to meet the above request but that the school will not be held responsible if for any reason the medicine is not administered. Medicine will not usually be administered before 11.30am.

Signature(s) _____

Date _____

Appendix 3 – Record of medicine administered to an individual child.

Name of school/setting

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Name of child

--

Date medicine provided by parent

Group/class/form

Quantity received

Name and strength of medicine

Expiry date

Quantity returned

Dose and frequency of medicine

If prescribed medication has it been entered onto Arbor pupil record.

Staff signature _____ Date _____

Staff signature _____ Date _____

Date

Time given

Dose given

Name of member of staff

Staff initials

Entered onto Arbor if applicable

Date

Time given

Dose given

Name of member of staff

Staff initials

Entered onto Arbor if applicable

Date

Time given

Dose given

Name of member of staff

Staff initials

Entered onto Arbor if applicable		
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Date		
Time given		
Dose given		
Name of member of staff		
Staff initials		
Entered onto Arbor if applicable		

Date		
Time given		
Dose given		
Name of member of staff		
Staff initials		
Entered onto Arbor if applicable		

Date		
Time given		
Dose given		
Name of member of staff		
Staff initials		
Entered onto Arbor if applicable		

Appendix 4 – Contacting Emergency Services

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked. Complete the form below with the information required.

1. Your telephone number -
2. Your name –
3. Time of call -
4. Your location as follows [insert school/setting address] -
5. State what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code -
6. provide the exact location of the patient within the school setting -
7. provide the name of the child and a brief description of their symptoms –
8. Is the child conscious –
9. Is the child bleeding excessively –
10. Has the bleed been controlled -
11. inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient -
12. put a completed copy of this form by the phone –
13. Time ambulance arrived at setting -
14. Was the patient transferred to hospital?
15. Does the school need to complete a RIDDOR on the HSE website, check if not sure. –
16. If so, was the RIDDOR completed –
17. Has the CFOO been informed -
18. Signed by Employee
19. Signed by Principal
20. Date -

Appendix 5 – Controlled Medication, storing and administering.

Has the 'Parental agreement for setting to administer medicine' been completed and signed by parent/carer – Yes / No

If yes, please proceed and attach form to this record.

A record for each administration must be recorded on the below form and stored with the Parental agreement for setting to administer medicine.

No controlled medicine must be administered unless two adults are present.

Name of school/setting	
Name of Child	
Controlled Medicine	
Dosage of Controlled Medicine	
Frequency of Dosage	
Stored in double secure area	
Added to Inventory List of Controlled Drugs on School Site	
Staff Member 1 – signed to say stored correctly	
Staff Member 2 – signed to say stored correctly	
Dosage 1 (date and time)	
Staff Member 1 – signed to approve dosage 1	
Staff Member 2 – signed to approve dosage 1	
Staff Member 1 – Signed to say stored away after dosage 1	
Staff Member 2 – Signed to say stored away after dosage 1	

Dosage 2 (date and time)	
Staff Member 1 – Signed to approve dosage 2	
Staff Member 2 – Signed to approve dosage 2	
Staff Member 2 – Signed to say stored away after dosage 2	
Staff Member 2 – Signed to say stored away after dosage 2	

