Addendum to Medical Policy in Supporting Pupils who Require Responsive Medication



HELEN HOGAN: SAFEGUARDING MATTERS

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Foreword

Helen Hogan: Safeguarding Matters have produced this addendum to support schools in having clarity on the storage and administration of responsive medication.

Introduction

This addendum sets out updated procedures for the safe management and administration of responsive medication in line with current national guidance. Responsive medication refers to any medication that must be administered immediately in response to symptoms, including but not limited to emergency medication for asthma, anaphylaxis, epilepsy, diabetes, and other diagnosed medical conditions.

Policy/Procedure

This addendum to Burnside Primary school's existing medical condition policy is a short procedure on how the medicines will be managed and should be made available to all stakeholders.

Responsive Medication

Responsive medication includes any treatment that a pupil may require urgently when symptoms arise. This may include:

- adrenaline auto-injectors (AAIs)
- emergency inhalers
- rescue medication for seizures
- glucose treatments for hypoglycaemia
- other condition-specific rapid-response medication prescribed by a clinician

This addendum applies to all pupils with a medical condition requiring such medication and must be read alongside the school's Medical Conditions Policy and Individual Healthcare Plans (IHPs).

Storage and Accessibility

Burnside Primary school will ensure that responsive medication is:

- readily accessible at all times during the school day
- stored in clearly labelled, unlocked emergency medical boxes or designated locations
- available during off-site activities, trips, and sporting events
- checked half termly for expiry dates and condition
- replaced immediately if used, lost, damaged, or expired

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Medication will never be locked away or stored in a manner that delays access during an emergency.

Responsive medication will be stored in Main Entrance to School

Individual Healthcare Plans (IHPs)

Every pupil requiring responsive medication will have an up-to-date IHP that includes:

- diagnosis and known triggers
- symptoms requiring immediate action
- clear step-by-step instructions for administering medication
- emergency contact details
- roles and responsibilities of staff
- arrangements for off-site activities
- post-incident procedures

IHPs will be reviewed annually or sooner if the pupil's needs change.

Staff Training and Competency

Burnside Primary School will ensure that all relevant staff receive training in:

- recognising symptoms requiring responsive medication
- administering medication safely and correctly
- emergency procedures and escalation
- recording and reporting requirements

Training will be delivered by School Nurse or Designated Trainer and refreshed annually or when a pupil's needs change.

No member of staff will administer responsive medication unless they have been trained and deemed competent.

Administration of Responsive Medication

When symptoms arise, staff WILL:

1. Act immediately in accordance with the pupil's IHP.
2. Administer the prescribed medication without delay.
3. Call emergency services if required by the IHP or if symptoms do not improve.
4. Inform parents/carers as soon as practicable.

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5. Record the incident using CPOMs/Schools medical recording system

Staff will never hesitate to administer emergency medication when a pupil's life or wellbeing may be at risk.

Emergency Backup Medication

Where permitted by national guidance, Burnside Primary school will maintain emergency backup medication such as:

- spare AAIs
- emergency inhalers
- glucose treatments

These will only be used for pupils with written parental consent and a current IHP.

Off-Site Activities and Trips

Responsive medication will accompany pupils on all off-site activities. The trip leader is responsible for ensuring:

- medication is carried securely but accessibly
- trained staff are present
- emergency procedures are understood by all supervising adults

Risk assessments will include medical needs and responsive medication arrangements.

Record-Keeping and Post-Incident Review

All incidents involving responsive medication will be recorded and reviewed by:

- Headteacher and DSL
- the pupil's parent/carer
- relevant health professionals (where appropriate)

Reviews will consider whether the IHP requires updating and whether any additional training or adjustments are needed.

Communication with Parents and Health Professionals

Burnside Primary school will maintain clear communication with parents/carers regarding:

- changes in medication
- expiry dates
- incidents requiring administration

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- updates to the pupil's IHP

We will liaise with health professionals to ensure medical information remains current and accurate.

Responsibilities

- Parents/carers will provide medication in its original packaging, ensure it is in date, and inform the school of any changes.
- The school will ensure safe storage, accessibility, training, and compliance with this addendum.
- Staff will follow IHPs, training, and emergency procedures without delay.

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. It should be read in conjunction with the School Allergy Policy.

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