



Administration of Medication Policy

DETAILS OF POLICY	
Original policy created by:	Andy Coates
Date of most recent review:	September 2025
Reason for review:	To Compliment First Aid Policy
Adopted by:	SLT
Parties communicated to:	Staff, parents
Methods of Communication:	School intranet, induction, discussion with parents
Next planned review date:	September 2026
Persons responsible for audit review of policy:	SLT

Introduction

Many pupils will need to take medication at some time during their school life. As far as possible, medication should be taken at home and should only be taken in school when absolutely essential. However, some pupils may require regular medication on a long-term basis to treat medical conditions which, if not managed correctly, could limit their access to education. Legislation introduced in September 2002 extends the powers of the Disability Discrimination Act 1995, making it unlawful to treat disabled pupils unfavourably.

It is the responsibility of parents:

- To ensure their child is well enough to attend school
- To provide full details of any medical condition affecting their child and any regular medication required by the child
- To keep the school informed of any changes to their child's health or medication

School may administer medication in school on a regular or occasional basis with the written consent of parents.

Consent

All Medicines

No child under 16 should be given medicines without their parent's written consent which, for prescribed medicines, needs to be provided on the Parental Consent to Administer Prescribed Medicine Form. A new form should be completed for each type of medicine and for each new course of medicine.

Consent for non-prescription and over the counter medicines should normally be provided on the Pupil Information sheet - completed before the pupil joins the school after which the information recorded is transferred onto a spread sheet in staff share / A students which all staff can access. There is a stock of everyday remedies for common ailments kept securely in the office.

Medical authorisation and parental consent should be obtained for the use of emergency adrenaline auto-injector devices on pupils who are at risk of anaphylaxis and for the use of emergency inhalers for children who have been diagnosed with asthma and prescribed an inhaler. These consents should be updated annually to take into account any changes in the child's condition.

Before administering the medicine, staff should check:

- The child's name
- The child's medical consent
- Name of medication and that it is in its original container
- Prescribed dose and method of administration
- Time/ frequency of administration
- Expiry date
- Written instructions provided by the prescriber on the label or container.

- Any side effects

If in doubt about any procedure, the member of staff should not administer the medicines but check with the parents before taking any further action. If staff have any other concerns related to administering medicine to a particular child, the issue should be discussed with the parent.

Staff must complete The Record of Medication Administered which is located in the office every time they give medicine to a child.

Drug Administration Errors

If an error in administering medication is made, the pupil's parents should be notified immediately and action must be taken to prevent any potential harm to the child. The Head should be informed and relevant documentation completed, ie Accident/Incident reported on the Kym Allan Portal.

Controlled Drugs

The supply, possession and administration of some medicines, e.g. Ritalin, are controlled by the Misuse of Drugs Act 1971 and its associated regulations. This is of relevance to schools because they may have a child that has been prescribed a controlled drug. The Misuse of Drugs (Amendment No.2) (England, Wales and Scotland)

Regulations 2012 allows 'any person' to administer the drugs listed in the regulations. Staff administering medicine should do so in accordance with the prescriber's instructions.

The School will keep controlled drugs in a locked non-portable container inside a locked room (office) and only named staff will have access. The Controlled Drug Recording Book is kept for safety and audit purposes and must be completed each time medication is received from a parent or administered to a pupil. A controlled drug will be returned to the pupil's parents/carer when it is no longer required to arrange for safe disposal.

Prescribed Medicines

All medicines brought to school must be handed to the office for safe storage and The Record of Medication Administered completed as described above.

Educational Visits

Medication required on educational visits will be held by the trip leader in a securely locked pouch and given when appropriate, apart from asthma inhalers and Epipens. It is the responsibility of the trip leader to make sure all medication is taken and record in the appropriate book or file.