

Barn Croft Primary School

Administration of Medication Policy



Version no.	Date	Approved by	Review Frequency	Review Date
1	September 2026	Governing Body	+1 Years	September 2027

Aims

This policy sets out the school's arrangements for the safe management and administration of medication to pupils. It should be read alongside the school's Supporting Pupils with Medical Conditions Policy and, where relevant, the pupil's Individual Healthcare Plan (IHP), emergency healthcare plan or other agreed medical plan.

This policy aims to:

- ensure that pupils who need medication during the school day are supported safely and effectively;
- set clear arrangements for receiving, storing, administering, recording and disposing of medicines;
- support pupils, where appropriate, to manage their own medication safely and develop independence;
- ensure that staff who administer medicines or undertake healthcare procedures have appropriate information, training and competence; and
- enable pupils with medical conditions to participate fully in school life, including educational visits and extracurricular activities.

Legislation, statutory requirements and guidance

This policy has regard to the Department for Education's statutory guidance, Supporting pupils at school with medical conditions.

It is also informed by:

- section 100 of the Children and Families Act 2014;
- the Equality Act 2010;
- the SEND Code of Practice: 0 to 25 years;
- DfE guidance, First aid in schools, early years and further education;
- the Human Medicines Regulations 2012, including provisions relating to emergency medicines; and
- current national guidance relating to emergency asthma inhalers and adrenaline devices.
- The Early Years Foundation Stage (EYFS) statutory framework for group and school-based providers also applies to the administration of medicines to children within the EYFS. The specific EYFS requirements are identified in section 14 of this policy.

Roles and Responsibilities

The Governing Body has overall responsibility for ensuring that appropriate arrangements are in place to support pupils with medical conditions and for ensuring that relevant policies, procedures and systems are properly implemented.

The Headteacher is responsible for the effective implementation of this policy. This includes ensuring that:

- sufficient staff are available and appropriately trained to support pupils who require medication;
- relevant staff are aware of pupils' medical needs and the arrangements that apply to them;
- appropriate cover and contingency arrangements are in place for staff absence and turnover;
- medicines are stored, administered and recorded safely;
- staff understand the limits of their role and seek appropriate healthcare advice where required; and
- the school's insurance arrangements appropriately cover staff who support pupils with medical conditions.

School staff may be asked to support pupils with medical conditions, including administering medicines, but they cannot be required to do so. Staff who accept responsibility must follow this policy and any relevant IHP or medical instructions.

Parents and carers should provide the school with sufficient and up-to-date information about their child's medical needs, provide medicines and equipment as agreed, and notify the school promptly of changes.

Pupils should be involved, according to their age and competence, in decisions about their medical support and encouraged to manage their own medicines where this is safe and appropriate.

Consent and Information

Medication will only be administered in accordance with the arrangements agreed with the school and the information supplied by the parent, carer, prescriber or relevant healthcare professional.

Prescription and non-prescription medicines will not normally be administered without written parental consent. An exception may arise where a medicine has been prescribed to a young person without the knowledge of their parents and confidentiality should lawfully be respected.

Written information should include, as applicable:

- the pupil's name and date of birth;
- the name and strength of the medicine;
- the prescribed or authorised dose and method of administration;
- the time or circumstances in which it should be administered;
- any relevant side effects, precautions or storage requirements;
- the date the medicine should be stopped or reviewed, where applicable; and

- emergency action and contact information where relevant.

The school will seek clarification before administering a medicine where instructions are unclear, incomplete or inconsistent.

Accepting Medicines into School

Medicines should only be administered at school where it would be detrimental to a pupil's health or school attendance not to do so. Where clinically possible, medicines should be prescribed in dose frequencies that allow them to be taken outside school hours.

The school will normally only accept prescribed medicines that are:

- in date;
- labelled for the individual pupil;
- provided in the original container as dispensed by a pharmacist; and
- accompanied by clear instructions for administration, dosage and storage.

The usual exception is insulin, which must be in date but may be supplied in an insulin pen or pump rather than its original container.

Parents and carers remain responsible for ensuring that medication supplied to school is in date and that replacement medication is provided when required.

Prescription and Non-Prescription Medicines

Prescription medicines will be administered only in accordance with the prescriber's instructions and the school's agreed procedures.

The school does not routinely administer non-prescription medicines unless this has been specifically agreed as part of an individual medical arrangement. Any exception must be authorised by the Headteacher and supported by written parental consent.

Medication will not be administered where the school cannot establish that it is suitable for the pupil, within the permitted dosage, or safe in light of any previous dose.

Administration and Record Keeping

Before administering medication, the member of staff will check the pupil's identity, the medicine, dose, route, timing, expiry date and the instructions supplied.

A written record will be kept of medicines administered by school staff. The record will state, as appropriate:

- the pupil's name;
- the medicine administered;
- the dose and method of administration;
- the date and time;
- the name or signature of the person administering or supervising the medicine; and
- any refusal, error, side effect or other relevant observation.

If a pupil refuses to take medication or to carry out a necessary procedure, staff will not force them. Staff will follow the pupil's IHP or agreed procedure and inform parents/carers so that alternative arrangements can be considered.

Where medication has been administered for an unexpected illness or symptom, parents/carers will be informed as appropriate.

Self-Administration and Pupils Carrying Medication

After discussion with parents/carers and, where appropriate, healthcare professionals, pupils who are competent should be encouraged to take responsibility for managing their own medicines and procedures.

Wherever possible and appropriate, pupils should be able to carry their own medicines and relevant devices or access them quickly and easily. Arrangements for self-management, including any supervision or monitoring required, should be recorded in the pupil's IHP where applicable.

Emergency medicines and devices, including asthma inhalers, prescribed adrenaline devices and blood glucose monitoring equipment, must be readily accessible and must not be locked away where this would delay access in an emergency.

Storage, Security and Disposal

All medicines will be stored safely and in accordance with the manufacturer's or prescriber's instructions. Pupils will know where their medicines are kept and how they can access them.

Medicines requiring refrigeration will be stored securely at the appropriate temperature and in a way that prevents unauthorised access.

Medication for pupils in class will be stored in the class First Aid box.

When medicines are no longer required or have expired, they will normally be returned to the parent/carer for safe disposal. Sharps will always be disposed of in an appropriate sharps container or returned back to the parent to dispose of.

Controlled Drugs

A pupil who has been prescribed a controlled drug may legally possess it where they are competent to do so. The school will consider appropriate monitoring and risk-management arrangements.

Where the school holds a controlled drug on behalf of a pupil, it will be securely stored in a non-portable container and access will be restricted to named staff. It must nevertheless be accessible when required, including in an emergency.

A record will be kept of controlled drugs administered and, where appropriate, the amount held. A controlled drug will only be administered to the pupil for whom it has been prescribed and in accordance with the prescriber's instructions.

Staff Training and Competence

Staff who administer medicines or undertake healthcare procedures must receive suitable training where this is required and must achieve the necessary level of competence before taking responsibility for the task.

Training needs will be identified through the pupil's individual arrangements and advice from relevant healthcare professionals. A first aid certificate alone does not constitute appropriate training for supporting a pupil with a medical condition.

Where a medical or technical procedure requires confirmation of proficiency, this should be provided by an appropriate healthcare professional.

All staff will receive sufficient information to understand this policy, know how to obtain help and respond appropriately when a pupil with a medical condition needs assistance. New, temporary and supply staff will be briefed as necessary.

Emergencies, Errors and Adverse Reactions

The school will have arrangements for responding to medical emergencies during all school activities, including educational visits and activities off site.

Where a pupil has an IHP or emergency healthcare plan, it should identify what constitutes an emergency and the action staff must take. Relevant staff must be familiar with those arrangements.

If a pupil needs to be taken to hospital, a member of staff will stay with the pupil until a parent/carer arrives or accompany the pupil to hospital by ambulance, as appropriate.

Any medication error, missed dose, suspected adverse reaction or other significant concern will be addressed promptly. Staff will seek medical advice or emergency assistance where required, inform the Headteacher or nominated senior leader and notify parents/carers as soon as practicable. The incident will be recorded and reviewed so that any necessary action can be taken.

Educational Visits and Activities Off Site

Pupils with medical conditions will be actively supported to participate in educational visits, residential visits, sporting activities and other school experiences.

Planning and risk assessment will consider:

- the pupil's medical condition and likely support needs;
- access to medicines and equipment throughout the activity;
- who will administer or supervise medication;
- staff training and competence;
- storage requirements, including refrigeration where necessary;
- emergency arrangements and access to medical assistance; and
- reasonable adjustments needed to enable safe participation.

Medication must remain readily accessible during travel and activities. It must not be placed somewhere that would make it unavailable when needed.

Early Years Foundation Stage (EYFS)

For children within the EYFS, the school will also comply with the current EYFS statutory framework for group and school-based providers.

The school will have and implement procedures for administering medicines to children in the EYFS. These arrangements will include systems for obtaining information about a child's need for medicines and keeping that information up to date.

For children in the EYFS:

- staff must have training where the administration of medicine requires medical or technical knowledge;
- prescription medicines must not be administered unless they have been prescribed for the child by a doctor, dentist, nurse or pharmacist;
- medicines containing aspirin will only be given where prescribed by a doctor;
- both prescription and non-prescription medicine will only be administered where written permission for that particular medicine has been obtained from the child's parent/carer;
- a written record will be kept each time medicine is administered; and
- the child's parent/carer will be informed on the same day the medicine is administered, or as soon as reasonably practicable.

Where a child in the EYFS also has an allergy, the school will follow the applicable EYFS allergy and safer-eating requirements and its Allergy Safety Policy.

Emergency Medicines Held by the School

The school will follow current national guidance and its relevant policies in relation to emergency medicines held for use by the school.

The school will hold spare adrenaline auto-injectors (AAIs) for emergency use in accordance with current statutory guidance. These will be managed and used in accordance with the school's Allergy Safety Policy.

The school will hold an emergency salbutamol inhaler in accordance with national guidance. for emergency use in accordance with current statutory guidance. These will be managed and used in accordance with the school's Allergy Safety Policy.

Emergency medication arrangements must be clear to relevant staff and must ensure that access is not delayed.

Unacceptable Practice

Although each case will be considered on its individual circumstances, it is not generally acceptable to:

- prevent pupils from easily accessing their inhalers, medicines or medical devices and administering them when and where necessary;
- assume that every pupil with the same condition requires the same treatment;
- ignore the views of the pupil or their parents/carers, or disregard medical evidence or opinion without appropriate consideration;
- send a pupil who becomes unwell to the school office or medical room unaccompanied or with someone unsuitable;
- require parents/carers routinely to attend school to administer medication because suitable school arrangements have not been made;

- prevent pupils from drinking, eating or taking toilet or other breaks needed to manage their medical condition;
- unnecessarily exclude pupils from school activities, including trips, because of their medical condition; or
- create unnecessary barriers to participation, including requiring a parent/carer to accompany a pupil where appropriate school arrangements could reasonably be made.

Confidentiality and Information Sharing

Information about a pupil's medical needs will be shared with staff who need it in order to keep the pupil safe and provide appropriate support. Information will be handled in accordance with the school's data protection and confidentiality arrangements.

Where a pupil or parent/carer raises a particular confidentiality concern, the school will consider who needs access to the information while ensuring that safeguarding, health and safety and emergency arrangements remain effective.

Monitoring, Review and Complaints

This policy will be reviewed regularly and sooner where there is a significant change in legislation, statutory guidance, school arrangements or learning arising from an incident.

Concerns about the administration of medication should initially be raised with the school. Where concerns are not resolved, parents/carers and pupils may use the school's Complaints Policy.

Medication records, incidents and near misses will be reviewed where appropriate to identify learning and improve practice.