



# Hall Meadow Primary School

## Administering Medications Policy

**REVIEWED BY HEADTEACHER: Caroline Farmer January 2026**

**NEXT REVIEW DATE: January 2027**

*Hall Meadow Primary School is committed to ensuring the welfare and safety of all our children in school. We believe that pupils have a right to learn in a supportive, caring and safe environment which includes the right to protection from all types of abuse. All of our school policies and procedures reflect this priority.*

## **Respect Responsibility Resilience**

**INCLUSION**

**INVOLVEMENT**

**INTEGRITY**

**INITIATIVE**

**INSPIRING**

## Statement of Intent

Hall Meadow Primary School will ensure that pupils with medical conditions receive appropriate care and support at school, in order for them to have full access to education and remain healthy. This includes the safe storage and administration of pupils' medication.

The school is committed to ensuring that parents feel confident that we will provide effective support for their child's medical condition, and make the pupil feel safe whilst at school.

For the purposes of this policy "**medication**" is defined as any prescribed or over the counter medicine, including devices such as asthma inhalers and adrenaline auto-injectors (AAIs). "**Prescription medication**" is defined as any drug or device prescribed by a doctor. "**Controlled drug**" is defined as a drug around which there are strict legal controls due to the risk of dependence or addiction, e.g., morphine.

## Legal Framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Equality Act 2010
- Children and Families Act 2014
- DfE (2017) 'Supporting pupils at school with medical conditions'
- DfE (2017) 'Using emergency adrenaline auto-injectors in schools'

This policy operates in conjunction with the following school policies:

- Supporting Pupils with Medical Conditions Policy
- First Aid Policy
- Health & Safety Policy
- Substance Misuse Policy

## Roles and Responsibilities

The headteacher is responsible for:

- The implementation of this policy and procedures.
- Ensuring that this policy, as written, does not discriminate on any grounds, including the protected characteristics as defined by the Equality Act 2010.
- Ensuring the correct level of insurance is in place for the administration of medication.
- The day-to-day implementation and management of this policy and relevant procedures.
- Ensuring that appropriate training is undertaken by staff members administering medication.
- Ensuring that staff members understand the local emergency services' cover arrangements and that the correct information is provided for the navigation system.
- Organising another appropriately trained individual to take over the role of administering medication in case of staff absence.

- Ensuring that all necessary risk assessments are carried out regarding the administration of medication, including for school trips and external activities.
- Ensuring that members of staff who administer medication to pupils, or help pupils self-administer, are suitably trained, and have access to information needed.
- Ensuring that relevant health and social care professionals are consulted in order to guarantee that pupils taking medication are properly supported.

All staff are responsible for:

- Adhering to this policy and supporting pupils to do so.
- Carrying out their duties that arise from this policy fairly and consistently.

Parents are responsible for:

- Keeping the school informed about any changes to their child's health.
- Completing an 'Administering Medicine Consent Form' prior to them or their child bringing any medication into school.
- Discussing medication with their child prior to requesting that a staff member administers the medication.

It is both staff members' and pupils' responsibility to understand what action to take during a medical emergency, such as raising the alarm with a member of staff. This may include staff administering medication to the pupil involved.

### Training Staff

The headteacher will ensure that a sufficient number of staff are suitably trained in administering medication. The headteacher will also ensure that a sufficient number of staff have been trained in administering medication in an emergency by a professional trainer.

Where it is a necessary or vital component of their job role, staff will undertake training on administering medication in line with this policy as part of their new starter induction.

Staff will be advised not to agree to taking on the responsibility of administering medication until they have received appropriate training and can make an informed choice. The school will ensure that, as part of their training, staff members are informed that they cannot be required to administer medication to pupils, and that this is entirely voluntary.

Training will also cover the appropriate procedures and courses of action with regard to the following exceptional situations:

- The timing of the medication's administration is crucial to the health of the child.
- Some technical or medical knowledge is required to administer the medication.
- Intimate contact with the pupil is necessary.

Staff members will be made aware that if they administer medication to a pupil, they take on a legal responsibility to do so correctly; therefore, staff will be encouraged not to administer medication in the above situations if they do not feel comfortable and confident in doing so, even if they have received training.

## Training for Administering AAI's (Adrenaline Auto Injectors)

The school will arrange specialist training for staff on an annual basis where a pupil in the school has been diagnosed as being at risk of anaphylaxis. Designated staff members with suitable training and confidence in their ability to use AAI's will be appointed to administer this medication. As part of their training, all staff members will be made aware of:

- How to recognise the signs and symptoms of severe allergic reactions and anaphylaxis.
- Where to find AAI's in the case of an emergency.
- The dosage correlates with the age of the pupil.
- How to respond appropriately to a request for help from another member of staff.
- How to recognise when emergency action (including 999 call) is necessary.
- Who the designated staff members for administering AAI's are.
- How to administer an AAI safely and effectively in the event that there is a delay in response from the designated staff members.
- How to make appropriate records of allergic reactions.

There will be a sufficient number of staff who are trained in and consent to administering AAI's on site at all times.

## Receiving, Storing and Disposing of Medication

### Receiving Prescribed Medication from Parents

The parents of pupils who need medication administered at school will be given an 'Administering Medicines Consent Form' to complete and sign; the signed consent form to be completed in school and appropriately filed before staff can administer medication to pupils under the age of 16. A signed copy of the parental consent form will be kept with the pupil's medication, and no medication will be administered if this consent form is not present or has been incorrectly completed.

Our school will only store and administer prescribed medication unless agreed by the Headteacher for exceptional circumstances. The school will store a reasonable quantity of medication, e.g., a maximum of four weeks' supply at any one time.

Parents will be advised to keep medication provided to the school in the original packaging, complete with instructions, particularly for liquid medications where transfer from the original bottle would result in the loss of some of the medication on the inside of the bottle. This does not apply to insulin, which can be stored in an insulin pen.

### **Storing Pupils' Medication**

The school will ensure that all medications are kept appropriately, according to the product instructions, and are securely stored. Medication that may be required in emergency circumstances, e.g., asthma inhalers and AAI's, will be stored in a way that allows it to be

readily accessible to pupils who may need it and can self-administer, and staff members who will need to administer them in emergency situations. All other medication will be stored in a place inaccessible to pupils, e.g., a locked cupboard.

Our schools will ensure that pupils know where their medication is at all times and are able to access them immediately, e.g., by ensuring that the identities of any key holders to the storage facilities are known by these pupils.

Medication stored in the school will be:

- Kept in the original container alongside the instructions for use.
- Clearly labelled with:
  - The pupil's name.
  - the name of the medication.
  - The correct dosage.
  - The frequency of administration.
  - Any likely side effects
  - The expiry date.
- Stored alongside the accompanying Administering Medicines parental Consent Form.

Medication that does not meet the above criteria will not be administered.

#### Disposing of Pupils' Medication

The school will not store surplus or out-of-date medication. This will be returned to the parent/carer.

Needles and other sharps will be disposed of safely and securely, e.g., using a sharps disposal box.

#### Administering Medication

Medication will only be administered at school if it would be detrimental to the pupil not to do so. Only suitably qualified members of staff will administer controlled drugs. Staff will check the expiry date and maximum dosage of the medication being administered to the pupil each time it is administered, as well as when the previous dose was taken.

Medication will be administered in comfortable environment and arrangements can be made for increased privacy where intimate contact is necessary.

Before administering medication, the responsible member of staff should check:

- The pupil's identity.
- That the school possesses written consent from a parent.
- That the medication name, dosage, and instructions for use match the details on the consent form.
- That the name on the medication label is the name of the pupil being given the medication.

- That the medication to be given is within its expiry date.
- That the pupil has not already been given the medication within the accepted frequency of dosage.
- A counter signatory is agreed, to observe the administration of medicine.

If there are any concerns surrounding giving medication to a pupil, the medication will not be administered and the school will consult with the pupil's parent or a healthcare professional, documenting any action taken.

If a pupil cannot receive medication in the method supplied, e.g., a capsule cannot be swallowed, written instructions on how to administer the medication must be provided by the pupil's parent, following advice from a healthcare professional.

Where appropriate, pupils will be encouraged to self-administer under the supervision of a staff member, provided that parental consent for this has been obtained. If a pupil refuses to take their medication, staff will not force them to do so, but will follow the procedure agreed upon in their IHPs, and parents will be informed so that alternative options can be considered.

The school will not be held responsible for any side effects that occur when medication is taken correctly.

Written records will be kept of all medication administered to pupils, including the date and time that medication was administered and the name of the staff member responsible. A counter signatory will be made after the medicine administration has been observed.

## Medical Devices

### Asthma Inhalers

The school will allow pupils who are capable to self administer their own inhalers to do so, provided that parental consent for this has been obtained. The school will ensure that spare inhalers for pupils are kept safe and secure in preparation for the event that the original is misplaced, unavailable or not working. A school inhaler for emergency use only will be kept in the school office – this will only be used for children who have a prescribed inhaler.

### AAIs (Adrenaline Auto Injector)

Our school ensures that fully trained staff administer AAIs. The school will ensure that spare AAIs for pupils are kept safe and secure in preparation for the event that the original is required.

School will have spare AAIs usually located in the school office - this will only be used for children/staff who have a prescribed AAI unless directed by emergency services.

Medical authorisation and parental consent will be obtained from all pupils believed to be at risk of anaphylaxis for the use of spare AAls in emergency situations. The spare AAls will not be used on pupils who are not at risk of anaphylaxis or where there is no parental consent. Where consent and authorisation has been obtained, this will be recorded in the pupil's IHP.

Pupils' AAls and spare AAls will be obtained, stored and administered as per their instructions/IHP.

### IHPs (Individual Healthcare Plan)

For pupils with chronic or long-term conditions and disabilities, an IHP will be developed in liaison with the parent, the headteacher, the SENCO and any relevant medical professionals (if needed). When deciding what information should be recorded on an IHP, the following will be considered:

- The medical condition and its triggers, signs, symptoms, and treatments
- The pupil's resulting needs, such as medication, including the correct dosage and possible side effects, medical equipment, and dietary requirements.
- The specific support needed for the pupil's educational, social, and emotional needs.
- The type of provision and training that is required, including whether staff can be expected to fulfil the support necessary as part of their role.
- Which staff members need to be aware of the pupil's condition.
- Arrangements for receiving parental consent to administer medication.
- Separate arrangements which may be required for out-of-school trips and external activities.
- What to do in an emergency, including whom to contact and contingency arrangements
- What is defined as an emergency, including the signs and symptoms that staff members should look out for.

The SENCO will ensure that IHPs are reviewed annually. IHPs will be routinely monitored throughout the year and amended if necessary.

### Educational Trips and Visits

In the event of educational trips and visits which involve leaving the school premises, medication and medical devices will continue to be readily available to staff and pupils.

The medication will be carried by a designated staff member for the duration of the trip or activity.

There will be at least one staff member who is trained to administer medication on every out-of-school trip or visit which pupils with medical conditions will attend. Staff members will ensure that they are aware of any pupils who will need medication administered during the trip or visit, and will ensure that they know the correct procedure, e.g., timing, dosage and storage, for administering their medication. An 'Administering Medicine Consent Form' will be completed for all medications prior to the departure of the trip.

If the out-of-school trip or visit will be over an extended period of time, e.g., an overnight stay, a record will be kept of the frequency at which pupils need to take their medication, and any other information that may be relevant. This record will be kept by a designated trained staff member who is present on the trip and can manage the administration of medication. A counter signatory will be required for all medicines administered.

All staff members, volunteers and other adults present on out-of-school trips and visits will be made aware of the actions to take in a medical emergency related to the specific medical needs and conditions of the pupil, e.g., what to do if an epileptic pupil has a seizure.

### Medical Emergencies

Medical emergencies will be handled in line with the First Aid Policy.

For all emergency medication stored by the school, the school will ensure it is readily accessible to staff and the pupil who requires it.

## Administering Medicine Consent Form

|                                 |  |
|---------------------------------|--|
| <b>Child's Name</b>             |  |
| <b>Date of Birth</b>            |  |
| <b>Parent/Carers Name</b>       |  |
| <b>Parent/Carers Address</b>    |  |
| <b>Emergency Contact Number</b> |  |

|  |  |   |
|--|--|---|
| <b>Doctors name and address</b>  |  |   |
| <b>Doctors telephone number</b>  |  |   |
| <b>Name/Type of Medication</b>   |  |   |
| <b>Dosage</b>  |  |   |
| <b>Time to be given</b>  |  | <b>I understand that should the medication be required over the lunchtime period between the hours of 11.30am and 1.30pm, the medication shall be given by school staff at 11.30am.</b> |
| <b>Time period to be given</b>   |  |   |
| <b>Any other relevant information (i.e. allergies, family history etc)</b> |  |   |

I hereby give consent to the delegated member of first aid trained staff, to oversee/administer the above medication according to the details given here and any other relevant medical advice. Members of staff will not be able to administer medication to your child if you do not complete and return this form.

It is the child's responsibility to request medication at an agreed time. Under no circumstances will members of staff administer medication against the will of a child. If you have questions or comments please contact the school office

**Signature**      of      **Parent/Carer:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

|                                    |
|------------------------------------|
| <small>For office use only</small> |
| <b>First aider informed:</b> _____ |
| <b>Informed by:</b> _____          |
| <b>Date:</b> _____                 |

