

ADMINISTRATION OF MEDICATION POLICY AND PROCEDURE

Students at My Choice School who have medical or health needs will be supported so they have access to education, including PE and educational visits. We aim to ensure that arrangements are in place to support students with medical conditions or health needs and we aim to ensure that the medical or health needs of students are understood by staff and that staff are supported with appropriate training.

We take into consideration the **DfE guidance 'Supporting pupils at school with medical conditions'** (August 2017, September 2026 updates pending).

At My Choice School, we have a duty to take reasonable care of children and administer prescribed medicines and prescribed drugs on a regular basis **or** for a fixed period of time. My Choice School will make every effort to safeguard the health and safety of students who may be at increased risk because of medical conditions.

Management and Organisation

When medicines are administered in the school it is essential that safe procedures are followed regarding the storage and dispensing of medicines. It is essential that clear written permissions and written instructions are provided by parents and carers when requesting that medication be administered to their child. It is also essential that when written permissions and instructions are received from parents and carers, that a discussion is part of this process in order to check all the information and ensure there are no omissions.

It is the responsibility of the Headteacher to ensure that all medication and required forms are completed and received.

Where a student has a medical condition or need that requires **regular** medication, or **regular** monitoring and consideration the parents and carers will be required to complete **Form A: individual healthcare plan**. In this case there will be consultations with parents and carers to ascertain the extent of responsibility to be taken by the school and to ensure that all professionals are involved, aware and supporting the student.

Consent must be recorded for the administration of medication.

Where a student requires **regular** medication or **regular** monitoring of a condition or need, and has a **Form A** completed, a **Form B: parental agreement for the school to administer medicine** must also be completed.

For example, where a student requires an inhaler for asthma or has regular medication to support and manage ADHD – the student would have a Form A and a Form B.

Where a student requires prescribed medication for a **fixed period for illness** the parents and carers will be required to complete **Form B: parental agreement for the school to administer medicine**.

In this instance a Form B may be completed without the need for Form A; for example, if a student is prescribed a course of antibiotics or a course of topical medication.

The Headteacher may delegate responsibility to a member of staff for the administration of medication and must ensure that they have access to all records and are clear and confident in the role.

When prescribed medication has been administered the member of staff will complete **Form C: record of medicine administered to an individual student**. This must be countersigned by the Headteacher as accurate.

Form D: record of medicine administered to all students will also be completed by the member of staff.

All forms will be kept confidential in the **Medication File** and locked in the office. The Medication File must be accessible when medication is administered in order to confirm details and record.

The Headteacher will be responsible for ensuring that written permission and instruction is obtained from parents and carers and that the medication is clearly labelled with the student's details by the dispensing pharmacy: name, date of birth, GP.

Medication not in correct packaging or labelled will not be accepted.

Medicines that are not prescribed, including over the counter medication, home remedies, herbal remedies, cough and cold remedies or lozenges, will not be administered to students and will not be stored at the school.

We will not obtain any medication or remedies at the request of parents or carers.

Parents and carers are responsible for ensuring that all medication is taken home at the end of each school day if they require the medication to administer at home. School staff will not give medication to students to take home, this must be handed to an appropriate adult, such as parent or carer.

School staff will be asked to volunteer to administer medication however all staff will be trained in the administering of medication, including the recording processes, and there will be a primary and secondary person in the school to administer the medication to ensure consistency. Staff will be aware of the medication required by students in their class. All staff will also be trained in First Aid.

The Headteacher will be the primary person for administering medication and will have responsibility for ensuring all forms are completed and medication records maintained; this will ensure consistency of recording and administration **however** as all staff will be trained, there will always be staff available to administer and record medication.

Monthly medication cabinet and recording checks are carried out by the Head of Education.

Students will be permitted to self-administer medication such as inhalers for asthma if written permission has been provided by parents and carers. Consideration will be given to the following:

- Would the student be responsible enough to take their medication when required?
- Is there a risk of overdose?
- Would there be a risk to other students from misuse of medication?
- Have they previously been able to self-administer their medication?

Students will only be able to hold and self-administer their medication if they are inhalers or creams. This will be confirmed and agreed by the Headteacher or Head of Education. Any medication in liquid, tablet or other form must be secured in the locked medical cabinet.

Students who require topical medication (such as hydrocortisone cream or antihistamine cream or ibuprofen gel) will be dispensed with their medication on their fingers and required to apply it themselves. This will be carried out away from other students but within the presence of staff. This will not be appropriate in the instance of topical medication needing to be applied to intimate areas in which case students will be permitted to take their medication into the toilets for privacy and return the container when they have finished.

School staff will not administer any medication by injection; if this is required then parents or carers will be required to attend the school in order to administer this.

Short Term Illness or Infection

Any student who is experiencing or recovering from a short-term illness or infection and is clearly unwell should not be in school. Any students who become unwell at school may rest in the medical room with a member of staff to support and supervise and their parents or carers will be required to take them home. Students who are unwell will not be left alone. Medical advice from the NHS 111 service may be sought and their advice followed. Emergency services must be contacted in the event of serious illness or injury, head injury or loss of consciousness. Parents and carers will be contacted in the event of the emergency services being called to attend to the student.

Educational Visits

Any student who requires medication during the school day and is expected to attend an educational visit will have their medication transported on the educational visit by school staff and administered off site. Students will not be excluded from educational visits because they are taking medication and risk assessment will be adjusted to enable inclusion.

Asthma

School must have written permission from parents or carers if students are permitted to self-administer, this will be recorded on the **Form A: individual healthcare plan**. Spare

inhalers may be stored securely in the locked medical cabinet however it is the parent or carers responsibility to ensure that these have not exceeded their expiry date and that inhalers are renewed.

Antibiotics

It may be that a student has returned to school following an illness and is required to complete their course of prescribed antibiotics. Written permission must be provided by the parents and carers and it is the parents and carers responsibility to collect the medication each day and is not out of date.

Diabetes

Diabetes will be monitored by the school in accordance with their healthcare plan and in liaison with health professionals. This may involve monitoring blood sugar and recording. Students with diabetes will not be left alone if unwell. Sharps boxes will be used for the disposal of needles and sharps boxes will be obtained from the parents or carers, student's GP or pharmacy. Training and advice will be obtained for school staff from the diabetes clinic attended by the student.

Allergies and Anaphylaxis

Allergies and associated risk of anaphylaxis must be identified by parents on the school admissions forms and also have a Health Care Plan for Allergy completed with the Headteacher / Nominated Allergy Lead.

Risk assessments will be written as required and risk reduction will be facilitated during the school day. this may include restricting access to specific food throughout the school community or managing environmental access.

Any risk of anaphylaxis must be identified by parents and carers and the appropriate response and medication provided.

The full policy and procedure for Allergy and Anaphylaxis Management is available on the school website.

Hygiene and Infection Control

All school staff are First Aid trained and will be aware of the need for infection control. Staff will have access to disposable gloves and dispenser cups are recommended for tablets. Disposable bowls are available in the event of vomiting.

Storage

All medication will be stored in the locked medical cabinet in the office. Any staff who have medication during the school day must discuss this with the Headteacher or Head of Education and the medication must be stored in the locked medical cabinet clearly labelled with their name.

Training

All school staff have received First Aid training and are expected to complete the Educare training on Administration of Medication in Schools. The e-training sessions are certificated and cover:

- The laws that apply to the administration of medication
- The principles for safe practice in administering medication
- The training requirements for schools, including how to administer prescribed medicine and awareness training for relevant medical conditions
- The requirements for record keeping, including consent forms and records of all medicines administered to individual children
- Planning for activities outside of school, such as school trips and residential visits
- The policies and procedures schools should have in place

In addition, staff will also complete e-training in:

- Understanding Diabetes
- Understanding Asthma
- Understanding Anaphylaxis
- Understanding Epilepsy

All Form templates in Medication File

- **Form A: individual healthcare plan.**
- **Form B parental agreement for the school to administer medicine**
- **Form C: record of medicine administered to an individual student.**
- **Form D: record of medicine administered to all students**
- **Form E: Monthly cabinet check**

Policy link:

Allergy and Anaphylaxis Management

Reviewed May 2026

Further review due September 2026 following issue of updated DfE Guidance

Annual review due June 2027

