



Priory School

Administering Medication Policy

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Signed:

Caroline Masih - Chair of Governors

Date: 30.11.25

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Statement of Intent

Priory 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 purpose 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 addition, e.g. morphine.

1. 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 (2015) '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
- Records Management Policy
- Complaints Procedures Policy

2. Roles and Responsibilities

The governing body has overall responsibility 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
- Managing any complaints or concerns regarding this policy, the support provided to pupils, or the administration of medication in line with the school's Complaints Procedures Policy.

The headteacher is responsible for:

- The day-to-day implementation and management of this policy and all relevant procedures across the school
- 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 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

All Staff are responsible for:

- Adhering to this policy and ensuring pupils do so also.
- 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 a medication administration form prior to bringing any medication into school. (See Supporting Pupils with Medical Conditions Policy)

- Discussing medications 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 the Attendance/Welfare Administrator or other members of staff. This may include staff administering medication to the pupil involved.

3. Training Staff

The headteacher will ensure that a sufficient number of staff are suitably trained in administering medication. All staff will undergo basic training on the administering of medication to ensure that, if exceptional circumstances arise where there is no designated administrator of medication available, pupils can still receive their medication from a trained member of staff. The headteacher will also ensure that a sufficient number of staff have been trained in administering medication in an emergency by a healthcare professional.

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, unless the supporting of pupils with medical conditions is central to their role within the school.

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 AAls

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 AAls 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 AAls in the case of an emergency.
- How to respond appropriately to a request for help from another member of staff.
- How to recognise when emergency action is necessary
- Who the designated staff members for administering AAls 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 AAls on site at all times.

4. Receiving, storing and disposing of medication

The parents of pupils who need medication administered at school will be sent a medication administration consent form to complete and sign; the signed consent form will be returned to the 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. Consent obtained from parents will be renewed annually.

The school will not, under any circumstances, administer aspirin unless there is evidence that it has been prescribed by a doctor.

The school will only allow prescribed medication, and only a maximum of four weeks' supply, to be stored in the school.

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

Storing Pupil's 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 AAls, will be stored in a way that allows it to be readily accessible to pupils who may need it and can self-administer. All other medication will be stored in the medical boxes in each classroom in a place inaccessible to pupils.

Medication will be stored according to the following stipulations:

- In the original container alongside the instructions
- Clearly labelled with the name of the pupil and the name and correct dosage of the drug
- Clearly labelled with the frequency of administration, any likely side effects and the expiry date
- Alongside the parental consent form

Medication that does not meet these criteria will not be administered.

The school 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

Removal or discontinuation of medication

The school also requires written confirmation from the pupil's main caregiver if medication is no longer required or is to be removed from school premises. This ensures that the school maintains accurate records and avoids administering unnecessary or outdated medication. Caregivers must provide this confirmation in writing to ensure clarity and consistency in the pupil's care plan. Any medication that is no longer needed will be returned to the caregiver following written confirmation, and the school will update its records accordingly.

Disposing of pupils' medication

The school will not store surplus or out-of-date medication, and parents will be asked to collect containers for delivery back to the chemist.

Needles and sharp objects will always be disposed of in a safe manner, e.g. the use of 'sharp boxes'.

5. Administering Medication

Medication will only be administered at school if it would be detrimental to the pupil not to do so. Staff will check the expiry date of each medication being administered to the pupil each time it is administered.

Prior to administering medication, staff members will check the maximum dosage and when the previous dose was taken. Only suitably qualified members of staff will administer a controlled drug.

Medication will be administered in a private and comfortable environment and, as far as possible, in the same room as the medication is stored; this will normally be the medical room.

The room will be equipped with the following provisions:

- Arrangements for increased privacy where intimate contact is necessary
- Facilities to enable staff members to wash their hands before and after administering medication, and to clean any equipment after use if necessary
- Available PPE for use where 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 and strength and dose instructions match the details on the consent form.
- That the name on the medication label is the name of the pupil who is being given the medication.
- That the medication to be given is within its expiry date.
- That the child has not already been given the medication within the accepted timeframe.

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 take their own medication 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.

Records are stored in accordance with the Record Management Policy.

6. Medical Devices

Asthma inhalers

The school will ensure that inhalers for pupils are kept safe and secure and that staff are aware of where these are kept.

AAIs

The school will ensure that Pupils' AAIs will be obtained, stored and administered in line with the Supporting Pupils with Medical Conditions Policy.

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, in line with the Supporting Pupils with Medical Conditions Policy.

Designated staff members who are suitably trained and confident in their ability to do so will be appointed as the administrators of AAIs.

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 AAIs in the case of an emergency.
- The correct dosage amounts in correlation 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 is necessary.
- Who the designated staff members who will administer AAIs 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.

The school will ensure that risk assessments regarding the use and storage of AAIs on the premises are conducted and up-to-date, as well as any risk assessments pertaining to minimising the risk of anaphylaxis in the school, e.g. with regard to food preparation.

There will be a sufficient number of staff who are trained, and consent, to administer AAIs on site at all times.

The emergency anaphylaxis kit(s) are kept with the relevant child and moved with them.

Where consent and authorisation has been obtained, this will be recorded in their IHP.

The school will maintain a Register of AAIs, copies of which will be kept in each classroom and in the school office, which lists pupils to whom spare AAIs can be administered. This includes the following:

- Name of pupil
- Class
- Known allergens
- Risk factors for anaphylaxis
- Whether medical authorisation has been received
- Whether written parental consent has been received
- Dosage requirements

7. Individual Healthcare Plans (IHPs)

For pupils with chronic or long-term conditions and disabilities, an IHP will be developed in liaison with the pupil, their parent, the headteacher, the SENCO and any relevant medical professionals. 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 level of support needed and whether the pupil will be able to take responsibility for their own health 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
- Which staff member can fulfil the role of being a designated, entrusted individual to whom confidentiality issues are raised
- 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 headteacher will ensure that IHPs are reviewed at least annually. IHPs will be routinely monitored throughout the year by the Attendance & Welfare Assistant.

8. Educational trips and visits

In the event of an educational trips and visits which involve leaving the school premises, medication and medical devices will continue to be readily available to staff and pupils. This may include pupils carrying their medication themselves, where possible and appropriate, e.g. for asthma inhalers.

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 and dosage, for administering their medication.

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.

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.

9. 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, and is not locked away.

10. Monitoring and Review

This policy will be reviewed annually by the governing body and headteacher. The next scheduled review is date November 2025.

Records of medication administered on the school premises, or on school trips and visits, will be monitored, and the information recorded will be used to improve school procedures.

Staff members trained in administering medication will routinely recommend any improvements to the procedure. The school will also seek advice from any relevant healthcare professionals as deemed necessary. Any changes made to this policy will be communicated to the relevant stakeholders, including pupils whose medication is stored at school and their parents.

Appendix A: Administering medication parental consent form

Priory School will not give your child's prescribed medication unless you complete and sign this.

Administration of medication form

Date for review to be initiated by:

Name of child:

Date of birth:

Group/class/form:

Medical condition or illness:

Medicine

Name and/or type of medicine
(as described on the container):

Expiry date:

Dosage and method:

Timing:

Special precautions and/or other
instructions:

Any side effects that the school needs to
know about:

Self-administration – Yes/No:

Procedures to take in an emergency:

NB: Medicines must be in the original container as dispensed by the pharmacy – the only exception to this is insulin, which may be available in an insulin pen or pump rather than its original container.

Contact details

Name:

Daytime telephone number:

Relationship to child:

Address:

I will personally deliver the medicine to:
(Name and position of staff member)

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent for school staff to administer medicine in accordance with the relevant policies. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication, or if the medicine is stopped.

Signature _____

Date _____