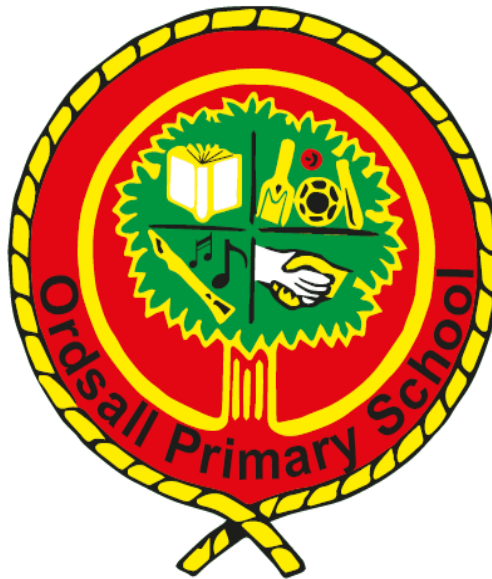




Play, Learn and Grow...Together!

Ordsall Primary School

Administering Medication Policy

Date reviewed: September 2026

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Approved by: Karl Hopkinson (Headteacher)

Next review: September 2027

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Statement of intent

Ordsall 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/carers 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.

The school recognises its responsibilities under Benedict's Law and has appropriate arrangements in place to support pupils at risk of anaphylaxis, including the availability of spare adrenaline auto-injectors, staff training and emergency procedures.

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 (2026) *Allergy Safety in Schools*
- Human Medicines (Amendment) Regulations 2017

This policy operates in conjunction with the following school policies:

- Supporting Pupils with Medical Conditions Policy
- First Aid Policy
- Allergy Safety Policy
- Complaints Policy

2. Roles and responsibilities

The governing body 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.
- 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.
- 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 relevant procedures.
- Ensuring that appropriate training is undertaken by staff members administering medication.
- 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 supporting pupils to do so.
- Carrying out their duties that arise from this policy fairly and consistently.

Parents/carers are responsible for:

- Keeping the school informed about any changes to their child's health.
- Completing an [administering medication parental 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 the first aiders in school 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.

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 AAI's

The school will arrange regular training/reminders 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.

- How 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 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.

4. Receiving, storing and disposing of medication

Receiving prescribed medication from parents/carers

The parents/carers of pupils who need medication administered at school will be given an administering medication parental 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/carers will be renewed annually.

The school may administer non-prescription medicines at the discretion of the headteacher. As with prescription medicines, they should only be given where it would be detrimental to the pupil's health or attendance not to do so. Therefore, this should be the exception rather than the norm.

The types of non-prescription medicines the school may be asked to administer include pain relief, such as Calpol (paracetamol) or Nurofen (ibuprofen), and antihistamines, such as Piriton and travel sickness medication. It should be noted that such medicines have been licensed for purchase and it is considered a misuse of GP time to request an appointment to gain a prescription for over the counter medicines, especially to suit the requirements of a school or setting.

The school will not accept non-prescription medicines from parents to administer on an 'as and when required' basis, except for antihistamines for allergic reactions, unless otherwise advised by a GP. Generally, non-prescription medicines are to be administered for a short period, where a pupil has returned to education following an illness or injury.

Parents/carers are ultimately responsible for their child's health and it is not expected that the school will administer non-prescription medicines to keep a child in school if they are too unwell to attend.

In the instance of administering any medication for pain relief, school will always check with parents/carers when the last dose was taken, to ensure the maximum dosage is not exceeded.

Aspirin will not be administered unless the school has evidence that it has been prescribed by a doctor.

Parents/carers 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 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 AAIs, 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.

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.

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 medication 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. Where medication and/or its containers need to be returned to the pupils' doctor or pharmacist, parents/carers will be asked to collect these for this purpose.

Needles and other sharps will be disposed of safely and securely.

5. 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.

The headteacher will maintain a list of trained staff authorised to administer medication. This list will be reviewed regularly and updated whenever staffing changes occur.

In the unlikely event that none of these members of staff are available then a non-listed member of staff can administer medication.

Medication will be administered in a private, comfortable environment and, as far as possible, in the same room as the medication is stored; this will normally be the school office or staff 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 before and after use if necessary
- Available PPE for use where necessary

Before administering medication, the responsible member of staff should check with a member of the office team that information on the medication form is correct, as well as the following:

- The pupil's identity.
- That the school possesses written consent from a parent/carer.
- 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.

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/carer 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/carer, 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 Individual Health Care Plan (IHP), and parents/carers 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.

Medical Tracker will be used to keep records of all medication administered to pupils, including the date and time that medication was administered and the name of the staff member responsible.

6. Medical devices

Asthma inhalers

The school will ensure that pupils' inhalers are available to them at all times and are easily obtained. The school will encourage pupils to have their own spare inhaler that is kept safe and secure in preparation for the event that the original is misplaced, unavailable or not working.

Adrenaline Auto-Injectors (AAIs)

The school will ensure that AAIs are stored safely and are readily available to pupils that need them. The school will ensure that pupils have their own spare AAI that is kept safe and secure in preparation for the event that the original is misplaced, unavailable or not working.

Pupils' AAIs will be obtained, stored and administered in line with the school's Allergen and Anaphylaxis Policy.

In accordance with Benedict's Law and the Department for Education's Allergy Safety in Schools guidance, Ordsall Primary School maintains a supply of spare Adrenaline Auto-Injectors (AAIs) for emergency use.

These devices are intended for pupils:

- diagnosed as being at risk of anaphylaxis;
- where parental consent has been obtained;
- where their prescribed AAI is unavailable, inaccessible, damaged or ineffective;
- or where immediate treatment is required whilst a prescribed device is being retrieved.

The school currently maintains:

- Jext 150 micrograms
- Jext 300 micrograms

The school's spare AAIs are:

- stored securely in clearly identified medication points across the school;
- clearly labelled;
- accessible within five minutes;
- checked monthly;
- recorded on an audit log;
- replaced before expiry.

7. Individual Health Care Plans (IHPs)

For pupils with chronic or long-term conditions and disabilities, an IHP will be developed in liaison with the pupil, their parent/carer, the headteacher, the SENCO, the SEND Manager 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 governing body will ensure that IHPs are reviewed at least annually. IHPs will be routinely monitored throughout the year by a designated staff member.

8. 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. This may include pupils carrying their medication themselves, where possible and appropriate, e.g. for asthma inhalers.

If the medication is of a type that should not be carried by pupils, e.g. capsules, or if pupils are very young or have complex needs that mean they cannot self-administer, 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. For all emergency medication kept in the possession of a pupil, the school will ensure that pupils are told to keep the appropriate instructions with the medication at all times. A spare copy of these instructions will be kept by the school.

10. Monitoring and review

This policy will be reviewed annually by the governing body and headteacher.

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/carers.

Administering medication parental consent form

Ordsall Primary School will not give your child medication unless this form is completed by a member of staff and signed by the parent.



Date		
Name of staff member completing form		
Name of pupil		
Class		
Medical condition or illness		
Name of medication		
Type of medication as described on the container (i.e. liquid/tablet/spray)		
Date dispensed (if applicable)		
Expiry date		
Agreed review date (if applicable)		
Review to be initiated by (if applicable)		
Dosage and timing of administration		
Special precautions (if applicable)		
Likely side effects (if applicable)		
Self-administration (circle)	Yes	No
Additional details		

I agree to notify school in writing of any changes to the administration of medication. Any medication brought to school by a parent/carer must be within the expiry date and batch information should match between packaging and container/bottle. Staff will only administer medication under these circumstances.

Signature of parent/ carer: _____

Signature of staff member: _____

Further information

Date	Notes	Parent signature

Daily times and doses update for pain relief medication

Date	Dosage	Time of dose	Parent sign

Record of medication administered

[illegible]

Record of medication administered (continuation sheet)[illegible]