



# Administering Medication Policy

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## Statement of intent

Silsden 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 pupil's medication.

This policy has been developed in line with the DfE's guidance: 'Supporting pupils at school with medical conditions'.

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 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.

Signed by:

\_\_\_\_\_ Headteacher                      Date: \_\_\_\_\_

\_\_\_\_\_ Chair of governors                      Date: \_\_\_\_\_

## Legal framework

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

- Equality Act 2010
- Children and Families Act 2014
- DfE 'Supporting pupils at school with medical conditions' (2015)
- DfE 'Using emergency adrenaline auto-injectors in schools' (2017)
- Health and Safety at Work etc. Act 1974
- DfE (2024) 'Early years foundation stage (EYFS) statutory framework'
- DfE (2025) 'Automated external defibrillators (AEDs): a guide for maintained schools and academies'
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## Definitions

Silsden Primary School defines **"medication"** as any prescribed medicine.

Silsden Primary School defines **"prescription medication"** as any drug or device prescribed by a doctor.

Silsden Primary School defines **"non-prescription medication"** as any over the counter medication.

Silsden Primary School defines a **"staff member"** as any member of staff employed at the school, including teachers.

## Key roles and responsibilities

**The governing board is responsible for:**

- The implementation of the Administering Medication Policy and procedures of Silsden Primary School.
- Ensuring that the Administering Medication Policy, as written, does not discriminate on any grounds, including the protected characteristics as defined by the Equality Act 2010.
- Handling complaints regarding this policy, as outlined in the school's Complaints Policy.
- Ensuring the correct level of insurance is in place for the administration of medication.
- Ensuring that members of staff who provide support to pupils with medical conditions are suitably trained and have access to information needed.
- Ensuring that relevant health and social care professionals are consulted in order to guarantee that the needs of pupils with medical conditions 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.

- Ensuring that there is a sufficient number of trained staff available within the school to administer medication based upon the school's risk assessments.

**The headteacher is responsible for:**

- The day-to-day implementation and management of the Administering Medication Policy and relevant procedures of Silsden Primary School.
- 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.
- Overseeing an appropriately trained individual is responsible for overseeing insulin injections for diabetic pupils where necessary.
- 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 at least one member of staff remains with a pupil, if they need to go to hospital until their parent/carer arrives.

**All staff are responsible for:**

- Following the policy and for ensuring pupils do so also.
- Implementing the agreed policy fairly and consistently.

**Parents/carers are responsible for:**

- Keeping the school informed about any changes to their child/children's health.
- Parents/carers are expected to complete the appropriate medication administration form (appendix A i,ii) prior to bringing medication into school.
- Parents/carers are expected to discuss medications with their child/children prior to requesting that a staff member administers the medication.

## **Training of staff**

- Teachers and support staff will receive training on the Administering Medication Policy as part of their new starter induction.
- Teachers and support staff will receive regular and ongoing training as part of their development.

The headteacher will ensure that a sufficient number of staff are suitably trained in administering medication, where appropriate.

- It is the responsibility of all relevant staff to be aware of a pupil's medical condition.
- The headteacher will ensure that supply teachers are appropriately briefed regarding pupils' medical conditions.

- A first aid certificate does not constitute appropriate training in supporting children with medical conditions.
- The governing board will provide staff members with opportunities and details of CPD.

Silsden Primary School will provide whole-school awareness training so that all staff are aware of the Administering Medication Policy and understand their role in implementing the policy.

### **NEW Training for administering AAls**

The school will arrange all first aid trained staff to undertake training every 3 years. 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 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 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. Staff training database records this training

### **Receiving and storing medication**

- School will only agree to administer medication that has been prescribed by a medical professional.
- Prior to staff members administering any medication, the parents/carers of the pupil must complete and sign the appropriate short term or long term medical care plan (appendix A i,ii).
- Consent obtained from parents will be renewed annually.

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.
- Medicines which do not meet these criteria will not be administered, with the exception of insulin which is acceptable to use if it is in date but in a different container, such as an insulin pen.
- The school will only allow prescribed medication, and only a maximum of four weeks' supply of medication to be stored by school.
- When medicines are no longer required, they will be returned to the parents/carers of the pupil.
- Needles and sharp objects will always be disposed of in a safe way, such as using 'sharp boxes'.
- Long term medications, with the exception of adrenalin auto-injectors, will be stored in the medical box in the child's classroom. Where a child has an adrenalin auto-injector they will be stored in the school medical room.
- Short term medications will be stored in the school medical room. If necessary medications will be stored in a fridge e.g. antibiotics.
- School spare adrenalin injector pens are stored in the school medical room for use in an emergency. Every attempt will be made to contact the parent before use. An ambulance will be called if these are used.
- School spare asthma inhalers are stored in the school medical room for use in an emergency. Every attempt will be made to contact the parent before use. Parents will be informed of use using the Medical Tracker app.
- The school will ensure that pupils know where their medication is at all times and are able to access them immediately.
- In the event of a school trip or activity which involves leaving the school premises, medicines and devices, such as adrenalin auto-injectors, insulin pens and asthma inhalers, will be readily available to staff and pupils.
- Staff members have the right to refuse to administer medication. If a class teacher does refuse, the headteacher will delegate the responsibility to another staff member.
- Any medications left over at the end of the course will be returned to the pupil's parent/carer.

Written records will be kept for any medication administered to pupils. Once the cards are full or the medication is no longer required (whichever is first), the record card is scanned onto medical tracker

- Pupils will never be prevented from accessing their medication.

## **Administering medication**

Medications will only be administered at school if it would be detrimental to the child not to do so.

Before administering medicine, maximum dosages and when the previous dose was taken will be checked on forms (appendix A i,ii) or verbally with parents.

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

Where appropriate, pupils will be encouraged to take their own medication under the supervision of a member of staff.

- Parents/carers will be consulted before a pupil is given approval to be responsible for their own medication.
- These arrangements will be reflected in their individual healthcare plan (IHCP).

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 IHCP and parents/carers will be informed so that alternative options can be considered.

Silsden Primary School cannot be held responsible for side effects which occur when medication is taken correctly.

## **RECORDING THE TAKING OF MEDICATION**

Where any planned medication is administered/taken by a child that is recorded and approved by a parent in either a long-term medical plan or IHCP it is recorded on in written form. There is no need to report the administering of this medication to parents.

Where unplanned medication is administered, such as piriton or inhalers, this will be record by an adult on medical tracker and on the written form. Parents will receive notification of this through the medical tracker log.

## **Individual healthcare plans**

For chronic or long-term conditions and disabilities (where a care plan has not been provided by a medical professional), an IHCP will be developed in liaison with the pupil, parents/carers, headteacher, special educational needs coordinator (SENDCo) and medical professionals.

When deciding what information should be recorded on a IHCP (see appendix C), the governing board will consider the following:

- The medical condition, as well as its triggers, signs, symptoms and treatments
- The pupil's resulting needs, such as medication (the correct dosage and possible side effects), equipment and dietary requirements



- The specific support needed for the pupil's educational, social and emotional needs
- The level of support that is 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 school trips and external activities
- Which staff member can fulfil the role of being a designated, entrusted individual where 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 IHCPs are reviewed at least annually. IHCPs will be routinely monitored throughout the year by the Inclusion Team.

## **Medical devices**

### **Asthma inhalers**

The school will allow pupils who are capable of carrying 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.

### **AAIs**

All AAIs are stored in the school medical room. The school will ensure that spare AAIs for pupils are kept safe and secure in preparation for the event that the original is misplaced, unavailable or not working.

Spare AAIs are not located more than five minutes away from where they may be required. The emergency AAIs can be found in the medical room

Medical authorisation and parental consent will be obtained from all pupils believed to be at risk of anaphylaxis for the use of spare AAIs in emergency situations. The spare AAIs 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.

## **Educational visits and Residential**

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.

All medication will be coordinated by a designated staff member (first aider) for the duration of the trip or activity. It is then their responsibility to distribute any medication to the group leader for any children requiring medication.

Designated staff member will carry the emergency AAI and inhaler

Designated staff member is responsible for collecting in all medication at the end of the trip, or at the the end of the day for residentials.

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.

## **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.

Silsden Primary School will seek advice from any relevant healthcare professionals as deemed necessary.

## **Monitor and review**

This policy is reviewed every year by the governing board and the headteacher.

Records of medication, which have been administered on school grounds, will be monitored and the information will be used to improve school procedures.

Staff members who are trained to administer medication will routinely recommend any improvements to the procedure.

Silsden Primary School will seek advice from any relevant healthcare professionals as deemed necessary.

Appendix A

Short Term Care Plan Form

MEDICAL TRACKER

Student's Name and class

Medication name

Last date medication needs to be taken

Self administration

☐ Yes

☐ No

Date medication dispensed by

Details of illness/injury

Special precautions

EXAMPLE: Medication should be taken before/ after lunch.

Dosage of medication

1. Medication use time

:

 am / pm

2. Medication use time (if applicable)

:

 am / pm

3. Medication use time (if applicable)

:

 am / pm

Procedures to take in an emergency (if applicable)

DETAILS OF PERSON COMPLETING THIS FORM:

Name

Date

Email address

Signed

# Long Term Care Plan Form

## MEDICAL TRACKER

Student's Name and Class

Medical Condition

Is this an ongoing condition?    Yes                      No

Medication Name(s)

Dosage of medication(s)

Medication use time (if applicable)

Medication use time (if applicable)

Medication use time (if applicable)

Self administration                      Yes                      No

Date medication(s) dispensed by pharmacy

Medication expiry dates(s)

Special Precautions

Student's condition and individual symptoms

Daily care requirements

Procedures to take in an emergency

Follow up care (if applicable)

GP Details/ medical professionals working with your child

Additional information (if needed)

DETAILS OF PERSON COMPLETING THIS FORM:

Name

Date

Email address

Signed