The Willows School Academy Trust



Administering Medication Policy

Reviewed: September 2026

Next Review: September 2027

Statement of Intent

The Willows School Academy Trust recognises that some pupils may require medication during the school day to maintain their health and wellbeing and to enable them to access education. This policy sets out the school's approach to managing and administering medication safely and effectively.

Our aims are to:

- Ensure pupils requiring medication can access it safely and promptly
- Protect the health and safety of pupils, staff and visitors
- Provide clear procedures for the safe storage and administration of medication
- Support pupils with medical conditions to attend school regularly and participate fully in school life
- Ensure staff understand their responsibilities and feel confident in managing medication

This policy applies to:

- All prescription and non-prescription medication that may need to be administered during the school day
- All staff, pupils and parents/carers

This policy sits within the school's overall Health and Safety framework and works alongside our First Aid policy.

The relationship between our medical policies:

- **Health and Safety Policy** - Sets out our overarching health and safety duties, including the requirement to provide adequate facilities for pupils with medical needs
- **First Aid Policy** - Covers emergency first aid response to injuries and sudden illness
- **Administering Medication Policy** - Covers planned, regular medication administration for ongoing medical conditions
- **Asthma, Anaphylaxis and Allergen Policy** - Covers emergency medication and procedures for specific life-threatening conditions

This policy should be read in conjunction with:

- First Aid Policy
- Asthma, Anaphylaxis and Allergen Policy
- Child Protection and Safeguarding Policy
- Health and Safety Policy
- Educational Visits and School Trips Policy

Policy Map: Which Policy Should I Use?

Use this quick guide to determine which policy applies to your situation:

ADMINISTERING MEDICATION POLICY (this policy)
Use for:
✓ Planned, regular medication (e.g., daily ADHD medication)
✓ Short-term prescribed medication (e.g., antibiotics)
✓ Non-emergency medication administration
✓ Parental consent for medication
✓ Storage of regular medication
✓ Recording medication administration

ASTHMA, ANAPHYLAXIS AND ALLERGEN POLICY
Use for:
✓ Emergency inhalers for asthma attacks
✓ Adrenaline auto-injectors (EpiPens) for anaphylaxis
✓ Managing pupils with severe allergies
✓ Emergency response to asthma attacks or anaphylaxis

✓ Individual Healthcare Plans for these specific conditions

FIRST AID POLICY
Use for:
✓ Emergency response to injuries (cuts, falls, bumps, breaks)
✓ Emergency response to sudden illness (feeling unwell, vomiting, fever)
✓ General first aid treatment
✓ Calling 999 in emergencies
✓ First aid equipment and supplies

If in doubt, contact the school office.

Scope of This Policy

This policy covers:

- Planned, regular medication for ongoing medical conditions (e.g., daily medication for ADHD, regular pain relief, ongoing treatments)
- Short-term prescribed medication (e.g., antibiotics for a course of treatment)
- Non-emergency medication that needs to be administered during the school day
- Medication that is part of a pupil's Individual Healthcare Plan

This policy does NOT cover:

- **Emergency medication for asthma (inhalers)** - covered in the Asthma, Anaphylaxis and Allergen Policy
- **Emergency medication for anaphylaxis (adrenaline auto-injectors/EpiPens)** - covered in the Asthma, Anaphylaxis and Allergen Policy
- **Emergency first aid** - covered in the First Aid Policy

If you are unsure which policy applies to a specific situation, please contact the school office.

Legal Framework

This policy has due regard to legislation and statutory guidance, including:
Legislation:
• Children and Families Act 2014
• Health and Safety at Work etc. Act 1974
• The Human Medicines Regulations 2012
• Equality Act 2010
• UK General Data Protection Regulation (UK GDPR)
• Data Protection Act 2018

Statutory Guidance:
• DfE (2015) 'Supporting pupils at school with medical conditions'
• DfE (2022) 'First aid in schools, early years and further education'

Key Principles

- Medication will only be administered in school when it is essential and cannot reasonably be administered outside school hours
- No pupil under 16 will be given medication without written parental consent
- The school will only accept medication that is in date, labelled, and in its original container with prescriber's instructions
- Staff will not be required to administer medication - this is voluntary
- Staff who volunteer to administer medication will receive appropriate training and support

- A written record will be kept of all medication administered
- Parents are responsible for ensuring medication is in date and for providing the school with sufficient supplies

Roles and Responsibilities

The governing board is responsible for:

- Ensuring the school has a policy for supporting pupils with medical conditions
- Ensuring sufficient staff are suitably trained
- Ensuring appropriate levels of insurance are in place

The headteacher is responsible for:

- The overall implementation of this policy
- Ensuring all staff are aware of this policy and understand their responsibilities
- Ensuring there are sufficient trained staff to administer medication
- Ensuring Individual Healthcare Plans are in place for pupils who require them
- Ensuring parents are informed of the school's medication policy

The lead first aiders are responsible for:

- Coordinating medication administration procedures
- Maintaining records of medication held in school
- Checking medication is in date and stored correctly
- Ensuring staff who administer medication are appropriately trained
- Liaising with parents about medication

All staff are responsible for:

- Being aware of pupils in their care who require medication
- Knowing the location of medication and how to access it in an emergency
- Following the procedures in this policy
- Treating information about pupils' medical needs confidentially

Staff who volunteer to administer medication are responsible for:

- Completing appropriate training
- Following the procedures in this policy
- Recording medication administered accurately
- Reporting any concerns to the lead first aiders or headteacher

Parents and carers are responsible for:

- Providing the school with full information about their child's medical needs
- Providing medication in its original container, in date, and clearly labelled
- Completing and signing the parental consent form for medication administration
- Informing the school of any changes to medication or dosage
- Ensuring the school has sufficient supplies of medication
- Collecting out-of-date medication promptly
- Discussing with the school whether medication can be administered outside school hours

Pupils are responsible for (age and ability appropriate):

- Knowing where their medication is kept
- Informing a member of staff when they need their medication
- Taking medication as prescribed
- Not sharing medication with other pupils

Accessing Pupil Medical Information and Confidentiality

Staff can access information about pupils' medical needs and Individual Healthcare Plans from the **red folder stored in the teacher cupboard**.

Data Protection and Confidentiality

Information about pupils' medical needs is sensitive personal data and will be handled in accordance with:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- The school's Records Management Policy
- The school's Privacy Notice

The school will ensure that:

- Information about pupils' medical needs is treated confidentially
- Medical information is stored securely in the **red folder in the teacher cupboard**
- Information is shared only with staff who need to know (on a need-to-know basis)
- Staff understand their responsibilities regarding confidentiality
- Medical information is not displayed publicly (e.g., on classroom doors)
- Information is shared with external agencies only with parental consent (except in safeguarding situations)

However, in an emergency:

- Information may be shared with emergency services to ensure the pupil receives appropriate treatment
- Staff may share information without parental consent if it is necessary to protect the pupil's life or health

All staff must:

- Only access medical information on a need-to-know basis
- Treat all medical information as confidential
- Not discuss pupils' medical conditions with other parents or pupils
- Ensure the red folder is returned to the teacher cupboard after use
- Report any concerns about a pupil's medical needs to the lead first aiders or headteacher
- Report any breaches of confidentiality to the headteacher immediately

Types of Medication

Prescription Medication

The school will only administer prescription medication that has been prescribed by a doctor, dentist, nurse or pharmacist.

Prescription medication must:

- Be in its original container as dispensed by the pharmacy
- Include the prescriber's instructions for administration
- Be clearly labelled with the pupil's name, name of medication, dosage, and frequency
- Be in date

Non-Prescription Medication

The school will not routinely administer non-prescription medication (e.g., paracetamol, ibuprofen, cough medicine).

However, non-prescription medication may be administered if:

- It is part of a pupil's Individual Healthcare Plan
- Written parental consent has been given
- It is essential for the pupil to remain in school
- It meets the requirements for storage and labelling

The school will not administer:

- Aspirin to pupils under 16 (unless prescribed by a doctor)
- Any medication without written parental consent
- Medication that is out of date or not properly labelled

Emergency Medication

Emergency medication includes medication that may be needed in life-threatening situations, such as:

- Asthma inhalers (see Asthma, Anaphylaxis and Allergen Policy)
- Adrenaline auto-injectors for anaphylaxis (see Asthma, Anaphylaxis and Allergen Policy)
- Buccal midazolam for seizures
- Glucagon for severe hypoglycaemia in diabetic pupils

Emergency medication (such as inhalers for asthma and adrenaline auto-injectors for anaphylaxis) is **not** covered by this policy. Emergency medication is covered in detail in the relevant policies and Individual Healthcare Plans.

Controlled Drugs

Some medication is classified as a controlled drug under the Misuse of Drugs Act 1971. The school will only administer controlled drugs if they have been prescribed for the pupil.
Controlled drugs will be:

- Stored securely in a locked, non-portable container
- Only accessible to named staff
- Recorded in a controlled drugs register when administered
- Returned to parents when no longer required or out of date

Parental Consent

No pupil under 16 will be given medication without written parental consent.
Parents must complete a parental consent form which includes:

- The pupil's name and date of birth
- Name of medication
- Dosage
- Method of administration
- Time(s) to be administered
- Duration of treatment
- Any side effects the school should be aware of
- Emergency contact details
- Parent/carer signature and date

A separate consent form must be completed for each medication.

Changes to Medication

If there are any changes to a pupil's medication, dosage, or administration instructions, parents must:

- Inform the school immediately
- Complete a new parental consent form
- Provide the new medication in its original container with updated labelling

The school will not administer medication if the consent form does not match the medication label.

Refusing Medication

If a pupil refuses to take medication, staff will not force them to do so. Staff will:

- Record that the medication was refused
- Inform parents as soon as possible
- Follow any specific instructions in the pupil's Individual Healthcare Plan

Storage of Medication

Medication will be stored:

- In the original container with the label intact
- Clearly labelled with the pupil's name
- Accompanied by Individual Healthcare Plan or parental consent form
- Separately from other pupils' medication

Medication for pupils requiring room temperature storage:

- Stored in a **first aid box in the staff room**
- Accessible to trained staff
- In a cool, dry place away from direct sunlight
- In a location known to all trained staff

Medication requiring refrigeration:

- Stored in a **specific first aid fridge in Oak's kitchen**
- Stored between 2°C and 8°C (or as per manufacturer's instructions)
- In a clearly labelled container
- Separate from food
- Temperature monitored regularly
- Accessible to trained staff

Emergency medication (inhalers, adrenaline auto-injectors):

- These are **not** stored in locked locations
- Emergency medication is stored in accessible locations as detailed in the Asthma, Anaphylaxis and Allergen Policy
- Must be easily accessible in an emergency
- All staff are aware of the locations of emergency medication

Pupils Carrying Their Own Medication

Pupils may carry their own medication if:

- Parents have given written consent
- The pupil is considered responsible enough (this decision is made in consultation with parents and documented in the Individual Healthcare Plan)
- It is appropriate for the medication (e.g., asthma inhalers, adrenaline auto-injectors)

Even when pupils carry their own medication, a spare should be kept in school where possible.

Checking and Monitoring

The lead first aiders will:

- Check all medication held in school termly
- Ensure medication is in date
- Contact parents if medication is approaching expiry
- Dispose of out-of-date medication safely (return to parents or pharmacy)
- Ensure medication is stored correctly

Administration of Medication

Who Can Administer Medication

The Lead First Aiders will administer medication and will:

- Receive appropriate training
- Be supported by the school
- Be covered by the school's insurance when acting in good faith

Any member of staff may administer medication in an emergency to save a life (e.g., administering an adrenaline auto-injector).

Procedure for Administering Medication

Before administering medication, staff must:

1. Check the pupil's name
2. Check the name of the medication

3. Check the dosage
4. Check the time of last dose (from the medication record)
5. Check the expiry date
6. Check the parental consent form matches the medication label

When administering medication, staff must:

1. Ensure the correct dosage is given
2. Follow the administration instructions
3. Supervise the pupil taking the medication
4. Ensure the pupil has actually taken the medication (not hidden it or spat it out)

After administering medication, staff must:

1. Record the administration in the medication record immediately
2. Return the medication to secure storage
3. Report any concerns or issues to the lead first aiders

Medication Record

A written record will be kept of all medication administered. This record will be kept securely and reviewed regularly.

Self-Administration

Older pupils may be encouraged to self-administer their medication under staff supervision if:

- Parents have given consent
- The pupil is competent to do so
- It is documented in the pupil's Individual Healthcare Plan
- A member of staff supervises and records the administration

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Long-Term or Complex Medical Needs

For pupils with asthma, anaphylaxis or severe allergies:
Detailed Individual Healthcare Plans are developed in accordance with the **Asthma, Anaphylaxis and Allergen Policy**. These plans include:

- Emergency medication details and storage locations
- Emergency response procedures
- Staff training requirements
- Triggers to avoid
- Emergency contact information

For pupils with other long-term medical conditions (e.g., diabetes, epilepsy, ADHD, chronic pain conditions):
Individual Healthcare Plans will be developed in partnership with parents, the pupil (where appropriate), and healthcare professionals. The IHP will include:

- Details of the pupil's condition
- Medication required (including dosage and timing)
- Any side effects
- Emergency procedures
- Staff training requirements
- Arrangements for school trips and activities

School Trips and Off-Site Activities

Pupils with medical needs will not be excluded from school trips unless there is a specific medical reason.
For school trips, staff must:

- Take all necessary medication for pupils attending
- Take a copy of relevant Individual Healthcare Plans
- Ensure at least one trained member of staff accompanies the trip
- Conduct a risk assessment that considers pupils' medical needs
- Have access to emergency contact numbers

Medication on school trips must be:

- Kept in its original container
- Stored safely but be readily accessible
- Taken in a suitable bag or container
- Not left unattended in vehicles

See the Educational Visits and School Trips Policy for further details.

Protecting Medical Information on Trips

Medical information taken on school trips is sensitive personal data and must be kept safe and secure in accordance with UK GDPR and the Data Protection Act 2018.

Staff leading trips must:

- Keep Individual Healthcare Plans and medical information secure at all times
- Not leave medical information where others can access it
- Ensure only staff who need to know have access to the information
- Return all medical information to school after the trip
- Ensure medical information is stored in the **red folder in the teacher cupboard** upon return to school

This guidance is based on advice from the DfE and the Information Commissioner's Office.

Disposal of Medication

Out-of-date or unwanted medication will be:

- Returned to parents for safe disposal
- If parents cannot collect it, returned to a pharmacy for safe disposal
- Never disposed of in general waste

Parents will be contacted when:

- Medication is approaching its expiry date
- Medication is no longer needed
- The course of treatment is complete

Confidentiality

Information about pupils' medical needs will be:

- Treated confidentially
- Shared only with staff who need to know
- Stored securely in accordance with data protection legislation
- Shared with external agencies only with parental consent (except in safeguarding situations)

However, in an emergency, information may be shared with emergency services to ensure the pupil receives appropriate treatment.

Monitoring, Recording and Review

All medication administered will be recorded in the medication record book. The lead first aiders will monitor medication administration to ensure procedures are being followed correctly and medication is being stored safely. The headteacher will report to governors annually on medication administration, including any incidents or concerns. This policy will be reviewed annually by the governing board, or earlier if significant changes to legislation, guidance, or school circumstances occur.

Signed: M. Shaw Bal Grant
Headteacher Chair of Governors

Date: September 2026