



Administration of Medicines Policy (September 2025)

Written by: RS/ CF/ KH/ EB	September 2025
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1 Policy Statement

1.1 This policy applies to all pupils at Sancton Wood School including pupils in the Early Years Foundation Stage (EYFS).

1.2 This policy is addressed to all staff and covers the administration by staff of medication to children in the care of the School. This policy should be read in conjunction with the First Aid and Food Allergens and Intolerance Policies.

2 Aims

2.1 Our aim is to implement and maintain an effective management system for the administration of medicines to all pupils in our care and ensure that we provide support to individual pupils with medical needs.

3 Liaising with Parents

3.1 Sancton Wood promotes ongoing communication with parents in order to ensure that specific medical needs of all pupils in our care are known and met. Parents must inform the Head of School if their child develops a medical condition which will require either prescription or non-prescription medication to be taken at School and of any changes to the medication required.

3.2 The Schools request that medication is only taken at school if it is essential, that it is where it would be detrimental to the pupil's health not to administer the medication during the



School day. Where possible, medicines should be taken at home, before and after attending school.

3.3 Staff at the School will not administer any medication to a pupil without obtaining prior written permission from his or her parents. This requirement will not prevent a child of sufficient understanding and intelligence to understand fully what is proposed, from giving or withholding consent to medical treatment or from seeking advice or treatment in confidence.

4 Individual Health Care Plans

4.1 Where a pupil has long-term or complex health needs, the Head of School will, where appropriate, produce an Individual Health Care Plan (IHCP) for that pupil using the appropriate form set out in Appendix 1.

4.2 The IHCP will be presented to the Parents for approval prior to its implementation to ensure the School hold accurate information about the medical condition of any pupil with long-term needs.

4.3 Once the IHCP is approved the Head of School will be responsible for its maintenance and implementation.

5 Controlled Drugs

Controlled drugs are prescription medicines that are controlled under the Misuse of Drugs Regulations 2001 and subsequent amendments, such as morphine or methadone.

A pupil who has been prescribed a controlled drug may have it in their possession if they are competent to do so, but they must not pass it to another pupil to use. All other controlled drugs are kept in a secure cupboard in the school office and only named staff have access.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

6 Training

6.1 The school will ensure that there are members of staff who are appropriately trained to manage medicine as part of their duties.

6.2 The Principal is responsible for the administration of medicine within the School. He will delegate duties as appropriate to staff who have received training in accordance with section 5.3 below. The Heads of School will ensure that all staff are supervised where appropriate. Any staff responsible for the administration of medicine will have access to pupils' individual health and medical records.

6.3 If not already medically qualified, the relevant members of staff will receive appropriate training and support from a qualified health professional, including training on the side effects



of medication and what to do if they occur. If the administration of medication involves any medical procedures, the qualified health professional will provide written confirmation that the member of staff is proficient in the procedure.

6.4 Where it is identified that the administration of prescription medication to a pupil requires technical, medical or other specialist knowledge, appropriate individual training tailored to the individual pupil will be undertaken by appropriate staff from a qualified health professional.

7 Medical Records & Consent

7.1 Parents of all pupils at the School are required to complete a Medicine Consent Form before the pupil joins the School in which Parents consent to the administration of non-prescription medication.

7.2 Parents of pupils who require medication prescribed by a doctor must discuss this with the relevant member of staff and complete the Medicine Consent Form available from the front office prior to the administration of the medication.

7.3 Staff administering medicines will sign the Daily Record of Medicine Administered to a Child Form each time a medicine is administered. These records are separate from NHS records and contain the name of the pupil, the date and details of the administration of medication, the reason for administration if not prescribed and the record will be signed by the administering member of staff. The member of staff will then inform the parent on the same day or as soon as practicable

7.4 Written records of all medication administered to every pupil are retained in the front office and relevant records can be provided, subject always to the law on data protection, to parents on request. These records are regularly reviewed by the Head of School.

8 Prescription & Non-Prescription Medication

8.1 As a general rule, staff will not administer any medication that has not been prescribed for that particular pupil by a doctor, dentist, nurse or pharmacist.

8.2 Staff may only administer non-prescription medication such as pain and fever relief if the Parents have already provided their written consent for this to happen in relation to specific medicines and only if there is a health reason to do so. Parents will be asked to confirm that the pupil has not suffered an adverse reaction to the medication in the past.

8.3 No pupil shall be given a medicine containing aspirin unless prescribed for that particular pupil by a doctor.

9 Administration of Medication



9.1 All medicines supplied to the School by parents must be provided in the original container as dispensed by the pharmacist and include the prescriber's instructions for administration. Staff administering medication will check the pupil's name, the name of the medication, the prescribed dose, the expiry date, the method of administration, the time/frequency of administration, any side effects and the written instructions on the container before providing the medicine to the pupils.

9.2 Staff administering controlled drugs should, where possible, have another member of staff present. The record should then be signed by both members of staff.

9.3 If Staff are in any doubt over the procedure to be followed, the Parents will be contacted before action is taken.

9.4 If a pupil refuses their medication, the Staff will record this and contact the Parents as soon as possible.

10 Storage of Medication

10.1 Medicines are always securely stored in accordance with individual product instructions.

10.2 The School will carry out a risk assessment to consider any risks to the health and safety of the School community and put in place measures to ensure that identified risks are managed and that medicines are stored safely.

10.3 All medicines shall be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration.

10.4 Emergency medication such as reliever inhalers and inhalers are kept in the year group first box and also in the child's classroom/ form room. In the case of medication which is not required in an emergency, the pupil will be told where their medication is stored and who holds it.

10.5 Pupils who do not carry and administer their own medication understand which members of staff will administer their medication.

10.6 Parents should collect all medicines belonging to their pupil at the end of each term and are responsible for ensuring that any date-expired medication is collected from the School.

11 Self-Medication

11.1 A pupil will be permitted to store and carry their own medication if in the opinion of the Head of School they are sufficiently competent to do so. The Head of School will consider the safety of other children and medical advice from the prescriber in respect of the pupil in reaching this decision. Requests for a pupil to carry medication should be submitted in writing to the Head of School.



12 Emergency Procedures

12.1 In the event of an emergency related to the administration of medicine, the Head of School should be called as soon as possible. Staff should always dial 999 for the emergency services in the event of a serious medical emergency before implementing the terms of this Policy and make clear arrangements for liaison with the ambulance services on the School site.

13 Off-Site Visits & Sporting Events

13.1 Pupils attending an off-site visit or sporting event will be accompanied by a member of staff who has received appropriate training to administer the medication in accordance with this Policy.

13.2 All pupils requiring preventative medicine (particularly for sport), if sufficiently competent to self-medicate, are responsible for carrying their medication with them. If not sufficiently competent, a member of staff shall carry the medication, individually labelled.

13.3 Secure storage for medicines will be available at all short-term accommodation used by the School.

14 Review

14.1 This Policy and its procedures will be reviewed and updated by the Principal on an annual basis.