Alderman White School

A member of The White Hills Park Trust

Medicines Policy

May 2026

Statutory or non-statutory:	**Non-statutory**
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1.Statement of intent

Alderman White School is committed to a safe, supportive, and inclusive learning environment.

We will ensure:

- Students, staff, and parents understand how we support students who need medication in school.
- Students requiring medication are effectively supported to allow them to access the same education as other students, including school trips and sporting activities.
- Staff have access to suitable training.
- Staff are aware of students' conditions, where appropriate.
- To provide procedural guidance on the Administering of Medicines and record keeping.

2.Legal Framework

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

- Education Act 1996
- Equality Act 2010
- Data Protection Act 2018

3. Links to Other Policies

This policy links to the following policies:

- Accessibility plan
- Equality Information and Objectives
- First Aid
- Health and Safety
- Safeguarding
- Special Educational Needs Information Report and Policy
- Supporting Students with Medical Conditions
- Students with Health Needs who Cannot Attend School

4. Definitions

"Medication" is defined as any prescribed or over the counter medicine.

"Prescription medication" is defined as any drug or device prescribed by a doctor.

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

A "staff member" is defined as any member of staff employed at the Alderman White School, including teachers.

5. Key Roles and Responsibilities

5.1. The Governing Body

The Governing body will:

- approve the Medicines Policy and hold the Headteacher to account for its implementation.

- Ensure that the Medicines Policy does not discriminate against anyone with protected characteristics.

5.2 The Headteacher

The Headteacher will:

- Ensure appropriate staff are trained and available to implement the policy.
- Ensure the correct level of insurance is in place.

5.3 Member of SLT with responsibility for medicines and first aid:

A member of SLT will have responsibility for the day-to-day implementation and management of the Medicines Policy and procedures. They will:

- Ensure that the Medicines Policy is reviewed annually and follows all statutory guidance.
- Make staff aware of the policy.
- Liaise with healthcare professionals regarding the training required for staff.
- Ensure that relevant training is delivered to staff members who are responsible for supporting the administration of medications.
- Ensure that written records are kept of all medicines administered to students.

5.4 Staff

There is no legal duty that requires schools and staff to administer medication, this is a voluntary role. Staff are responsible for:

- Administering medication if they have agreed to undertake that responsibility.
- Undertaking training to achieve the necessary competency for administering medications if they have agreed to undertake that responsibility.
- Administering injections where they have been trained to do so, or in the case of an emergency.

6. Bringing Medication to School

Medicines will only be administered by school staff when it would be detrimental to a student's health or school attendance not to do so, and with the written permission of a parent (unless in exceptional circumstances).

Wherever possible, parents / carers should administer or supervise the self-administration of medication to their child. This may be by spacing the doses so that they are not required within school hours, or by the parent/carer coming into school at lunch time to administer the medication.

However, this might not be practicable and in such a case parents/carer may make a request for medication to be administered to the student at school.

If medicine needs to be administered during school time without a parent / carer present, then a parent or carer must:

a) bring the medication to the school office and
b) fill in the Parental Consent to Administer Medicine form.

Where it is necessary for a student to carry medication such as an inhaler or an EpiPen, this must be discussed with the school in advance by a parent and where possible / appropriate, a relevant medical professional.

The school will only accept medicines that are in-date, labelled, provided in the original packaging as dispensed by a pharmacist (or purchased for non-prescription medication) and including instructions for administration, dosage, and storage. Medicines which do not meet these criteria will not be administered. The exception to this is insulin which must still be in date but will generally be available to schools inside an insulin pen or a pump, rather than in its original container.

Where applicable a maximum of one half-terms supply of the medication may be provided to the school at one time.

The school will store a spare prescribed asthma inhaler for a student if parents choose to provide one. In these cases, it is the responsibility of the parent to ensure that this inhaler is within its use by date.

Students over the age of 13 could be prescribed medication that they need to take in school without their parents'/carers' knowledge. The student should bring the medication to school and speak to a trusted adult. The student will be encouraged to involve their parents/carer, although their right to confidentiality and the decision taken by the medical professional who prescribed the medication will be respected. If it is agreed that the medication can be taken in school, then a medical consent form will be signed by a senior member of staff and the medication policy followed in all other respects. A written record will be kept of the reasons why the school allowed medication to be administered without the knowledge of the parent.

7. Storing Medication in School

Medicines that do not need to be carried by the student will be kept in a locked cupboard (apart from EpiPen's and emergency inhalers).

Medicines will be kept in an individual named transparent plastic folder/box with the name of the student clearly visible.

Students should go to Student Reception if they need to access medication stored in school. Unless in an emergency or by agreement this should be before school or during break or lunchtime.

Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will be readily available to students and not locked away. In many cases it will be agreed that students will carry medication of this nature themselves.

Where students carry their own medication, it will be made clear that they must never leave their medication unattended or allow other students access to it.

All students will be taught that they must never take another person's medication or carry medication in school unless agreed by the school or take medication in school without the supervision of a trained adult and written agreement of a parent.

Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed. Passing such drugs to others is an offence which will be dealt with under our Drug and Alcohol Policy.

Any medications left over at the end of the course will be returned to the student's parents/carer or correctly disposed of at the request of the parent/carer.

8. Administering Medication in School

A student should go to, or will be asked to go to, Student Reception if they need to take medication. A trained member of staff who has agreed to administer medications will:

1) Check the parental consent form to ensure that it has been completed for the medication being administered. Where the medication is taken daily on an ongoing basis this does not need to be checked daily but should be checked with the parent at least half termly to ensure it remains accurate.
2) Check the name of the student and that the medication is being given to the correct student. (Confirm the identity of the student if not known to them).
3) Check the medication to ensure that:
    a) it is labelled with the name of the student.
    b) the name of the medication matches that on the parental consent form.
    c) the expiry date has not been exceeded.
    d) the dosage instructions (both amount and frequency). This includes the prescription instructions for prescribed medication and the dosage guidance for non-prescription medication.
4) Check when the last dose was taken.
5) Speak to the student and if necessary, phone the parent and make a written record of the conversation if any further information is required (e.g. confirming when the last dose was taken).
6) Provide appropriate supervision or support for the student while taking the medication – this will be dependent on the needs of the student, type of medication and any requests by the student or parent. Where possible, the member of staff will supervise the student administering their own medication. Where necessary and it has been agreed by the parent and student, a trained adult may administer medication to a student. A second member of staff should be present, unless this would lead to a delay in giving medication that is required urgently.
7) Complete the Medicines Book to record the type and amount of medication administered, name of student, date and time and signed by the member of staff. Any side effects of the medication administered at school will be recorded and a parent / carer informed.

Where it has been agreed that the student carries and administers their own medication (e.g. insulin) they and their parent / carer are responsible for checking that the medication is in date and administering it in accordance with the prescription. If the student has any concerns about this, they should seek support from Student Reception or any adult in school.

No student will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances. This includes:

- any situation where written parental permission cannot be obtained but the decision is taken that delaying administering the medication would be detrimental to the student. Wherever possible, verbal permission will be obtained.
- where the student aged 13 or over has a prescription given without parent / carers knowledge and decides that they do not wish them to be aware, and the decision is made to support the student in taking the medication correctly (see section 6)

A student aged under sixteen will not be given medicine containing aspirin unless prescribed by a doctor.

Alderman White School cannot be held responsible for side effects that occur when medication is taken correctly.

8.1 Prescription Medicines

Prescription medicines should be administered at home wherever possible, for example medicines that need to be taken three times a day can usually be taken before school, after school and at bedtime. Parents are encouraged to ask the GP whether this is possible. Prescription medicines will only be administered by the school where it would be detrimental to a student's health if it were not done.

Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration. The exception to this is insulin which must still be in date but will generally be available to school inside an insulin pen or a pump, rather than in its original container.

School will not accept medicines that have been taken out of the container nor make changes to dosages on parental instruction.

A Parental Consent to Administer Medicine form must be completed and signed by the parent/carer. No medication will be given without the parent's written consent.

Prescribed medication, other than emergency medication, will be kept in Student Reception, either in the locked cupboard or the refrigerator as appropriate.

All emergency medicines (asthma inhalers, epi-pens etc.) should always be with the student in their bag. A second Epi-pen for each student who requires one will be kept at Student Reception in a box clearly labelled with the student's name.

Appropriate training will be arranged for the administration of any specialist medication (e.g., adrenaline via an EpiPen, Buccal midazolam, insulin etc.) Staff should not administer such medicines until they have been trained to do so.

8.2 Non-Prescription Medicines

Where possible, the school will avoid administering non-prescription medicine. However, we may do so, if requested by the parent/carer, if it will facilitate the student attending school and continuing their learning, and where it would be detrimental to a student's health if it were not administered during the day. This will usually be on an occasional basis or for a brief period of time.

A student under sixteen will never be given aspirin-containing medicine, unless prescribed by a doctor.

If non-prescription medication is to be administered, then the parent/carer must complete a Medication Consent Record form, and the same procedure will be followed as for prescription medication. The medicine must be provided in its original container, with dosage information on it. The parent's instructions will be checked against the dosage information, and this will not be exceeded.

8.3 Emergency Inhalers and Auto-Injectors (EpiPens)

In line with “Guidance on the use of emergency salbutamol inhalers in schools” March 2015, the school will keep emergency reliever (blue) inhalers for the emergency use of students whose own inhaler is not available for any reason. They are stored in the main school office, PE department, and Student Reception, along with appropriate spacers.

The school will also keep emergency EpiPens in school in line with “Guidance on Using Auto-Injectors in Schools” October 2017, for emergency use of students who are at risk of anaphylaxis but whose own device is not available or not working. These are also stored in the main school office, PE department, and Student Reception.

9. Day Trips, Residentials, and Sporting Activities

The usual school Medicines policy will apply to any students off site.

Any required medications should be recorded on the forms completed before the trip, and the organiser made aware if this information changes prior to the trip.

A required medication and the relevant permissions form will be store securely by a nominated member of staff on the trip, who will administer the medication and keep a written record of this, which will be added to the medicine book after the trip.

Where it has been agreed that a student needs to carry their own medication, they should also do so on a trip, and the nominated member of staff will check with them what additional support they may need in administering their medication.

Where the trip is to another country, the trip organiser will ensure that they have the necessary information about any requirements when transporting medication to the country / countries in question and that any requirements are followed.

Health and Safety Executive (HSE) guidance on school trips will be considered.

10.Training and Support

Any member of school staff who has agreed to administer medication will receive suitable training.

For non-prescription medicines, training will be school based and will ensure that the member of staff understands the school procedure for supervising students taking non-prescription medication and where to access support if they are not sure about something.

For prescription medication that is taken by a small number of students routinely in school, there will be identified staff who oversee the taking of this medication, with reserve staff in the case of absence. They will receive any additional training that is required, where possible or necessary from a healthcare professional.

For more specialist or emergency medication, the relevant healthcare professional will normally lead on identifying and agreeing with the school the type and level of training required, and how this can be obtained.

The family of the student will often be key in providing relevant information to school staff about how their student's needs can be met, and parents should be asked for their views.

Training will be sufficient to ensure that all staff are competent and have confidence in their ability to administer medications, as necessary. They will have an understanding, of the specific medical conditions they are being asked to deal with, their implications and preventative measures.

Staff must not give medications without appropriate training unless there are exceptional circumstances, such as an emergency. In this situation every effort should be made to seek the advice and support of a trained person as soon as possible – by getting a trained member of staff or first aider to attend as soon as possible, or to seek support by phoning 999 so that an ambulance service call handler can give verbal advice or instructions.

Relevant staff training on updates to the medicines policy are accessed as part of the continuing professional development calendar.

A record of training undertaken, and a list of staff qualified to undertake responsibilities under this policy will be maintained by the School Administrator.

11. Liability and Indemnity

Teachers who undertake responsibilities within this policy are covered by the school's insurance policy.

Full written insurance policy documents are available to be viewed by members of staff who are providing support to students with medical conditions. Those who wish to see the documents should contact: *trust@whptrust.org*

12. Complaints

Details of how to make a complaint can be found in the School's Complaints Procedure.

13.General Data Protection Regulations (GDPR) & Data Protection Act (DPA 2018)

Data will be processed in line with the requirements and protections set out in the GDPR and the DPA 2018. Data will be held in accordance with the School's Management and Retention of Record's policy. Data may also be shared when appropriate in accordance with our statutory duties and as detailed in the Schools Privacy Notice.

14. Monitoring

This policy will be reviewed by the responsible member of SLT annually and approved by the Local Governing Body.

The member of SLT will monitor the Medicines book at least half termly and talk to staff and students to monitor that the policy is being correctly implemented and to see if any changes to the policy are required.

Appendix 1 - Parental agreement for a school to administer medicine template. The school will not give your student medicine unless you complete and sign this form.

The Alderman White School medicine administering form

Date for review to be initiated by:	
Name of student:	
Date of birth:	
Form:	
Medical condition or illness:	

Medicine

Name/type of medicine: *(As described on the container)*	
Expiry date:	
Dosage and method:	
Timing:	
Special precautions/other instructions:	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency:	

NB: Medicines must be in the original container as dispensed by the pharmacy.

Contact Details

Name:	
Daytime telephone no:	
Relationship to student:	
Address:	
I understand that I must deliver the medicine personally to:	

I give consent to school staff administering medicine in accordance with the school policy. I will inform the school if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s): _____ Date: _____

Appendix 2 - Record of medicine administered to an individual student template.

The Alderman White School record of medicine
administered to an individual student.

Name of student	

Date			
Time given			
Dose given			
Staff initials			

Date			
Time given			
Dose given			
Staff initials			

Date			
Time given			
Dose given			
Staff initials			

Date			
Time given			
Dose given			
Staff initials			

Date			
Time given			
Dose given			
Staff initials			

Appendix 3 - Staff training record – administration of medicines

Name of school/setting:	
Name:	
Type of training received:	
Date of training completed:	
Training provided by:	
Profession and title:	

I confirm that *add name of member of staff* has received the training detailed above and is competent to conduct any necessary treatment. I recommend that the training is updated by *add name of member of staff*.

Trainer's signature: _____

Date: _____

I confirm that I have received the training detailed above.

Staff signature: _____

Date: _____

Suggested review date: _____