

Administering Medication Policy

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06.05.21 06.05.21	0.1 0.2	Scheduled Internal Lead Review Scheduled Board Lead Review	Forms added as appendices. SLT No change. P Lovern	SCC
18.06..21	1.0	Scheduled Board review	Ratified	
June 2026	1.1	Internal lead Board lead	Updated legislative framework. Discussed OTC medicines with headteachers and agreed to keep as is.	
10.07.26	2	Board to ratify	Ratified	

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1. Application

This guidance applies to all employees that are involved in the assistance and administration of medication for pupils, and reflects legal requirements and statutory guidance.

2. Introduction

There are occasions when employees are required to assist pupils to self administer and/or are administering medicines, either as part of long term therapy for a chronic health condition or as an emergency measure, e.g. allergic reactions / seizures. Any assistance or administering of medicines must be conducted in a safe and competent manner, procedures must be followed and relevant legislation complied with.

3. Aims and Objectives

The overall aim of the guidance is to ensure that the Staffordshire Schools Multi Academy Trust has in place clear and well documented procedures which detail how medication will be managed.

The guidance operates on the principle of an individual assessment being undertaken to establish the extent of the pupil's ability to safely and effectively administer their medication. This should take into consideration their age, condition and their overall care plan, where one exists, and procedures should be in place to outline how this must take place.

It is acknowledged that employees are not health professionals. Therefore, they must receive appropriate information, instruction and, where need is identified, training and support to enable them to become competent in the administration of medication.

4. Procedures

Pupils have the right to expect that any assistance offered is carried out in a professional manner by competent employees.

The pupil (Parent/Carer where pupil can not consent) must agree to any assistance provided.

A signed Permission to Administer Medication form must be provided in advance to the school office before medication can be administered.

The Staffordshire Schools Multi Academy Trust can only administer medication that has been prescribed by a doctor, dentist, nurse or pharmacist. However, if a medicine contains aspirin we can only administer it if it has been prescribed by a doctor. All medication provided must have the prescription sticker attached which includes the child's name, the date, the type of medicine and the dosage. Trust staff will not be able to administer over the counter medication.

Inhalers and **AAI (Adrenaline Auto-Injector)** and **nasal sprays** must be labelled with the child's name.

The Trust will only accept prescribed medicines that are:

- In-date
- Labelled
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage

The Trust will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

A designated staff member will be responsible for administering medication or for witnessing self-administration by the child. The designated person will record receipt of the medication on a Permission to Administer Medication form, (Appendix A) will check that the medication is properly labelled, and will ensure that it is stored securely and appropriately.

Before any medication is given, the designated person will:

- Check that appropriate written consent has been received
- Ask another member of staff to witness that the correct dosage is given.

When the medication has been administered, the designated person must:

- Record all relevant details on the Medication Log (Appendix B) form
- Ask the child's parent or carer to sign the form to acknowledge that the medication has been given.

When the medication is returned to the child's parent or carer, the designated person will record this on the Medication Log.

If a child refuses to take their medication, staff will not force them to do so. The manager and the child's parent or carer will be notified, and the incident recorded on the Medication Log.

Certain medications require specialist training before use, e.g. Epi Pens. If a child requires such medication the Trust will arrange appropriate training as soon as possible. It may be necessary to absent the child until such training has been undertaken. Where specialist training is required, only appropriately trained staff may administer the medication.

A child's parent or carer must complete a new Permission to Administer Medication form if there are any changes to a child's medication (including change of dosage or frequency).

Cultural and Religious requirements must be taken into account when administering medication.

For long term medication requirements, parent's/carers will be required to meet with Trust staff to put an Individual Care Plan in place, and ensure Trust staff are aware of all aspects of the pupil's healthcare needs.

Medications will be kept in accordance with manufacturers instructions. Medication will be returned to parent/carers for disposal. Sharps will be disposed of safely in a sharps box, and the Trust will make arrangements for the safe disposal of these boxes.

Controlled drugs will be kept in the safe unless refrigeration is required. If this is the case, security arrangements will be put in place.

Medication Logs and consent forms will be kept in line with the Trust's Retention Schedule.

5. Risk Assessment and Individual Care Plans

It is the responsibility of the Headteacher to determine the scope of a pupil's ability to manage their medication.

An individual Care Plan must be developed which identifies and documents the range of support required by the pupil. This plan must be reviewed at regular intervals (at least annually) and following any changes in circumstances. The details within the plan must be communicated to employees and other relevant persons.

6. Control of Substance Hazardous to Health (COSHH) Assessments

There is no requirement to complete COSHH Assessments for medication products, as these arrangements will ensure its safe storage, handling, administration and disposal.

7. Information, Instruction and Training

Any employee who has to assist or administer any medication in the course of their duties must receive appropriate information, instruction, and where the need is identified, attend training in the completion of such tasks.

Changes in pupil's healthcare plans and needs must be effectively communicated to employees.

Trust staff should not undertake invasive medical procedures under any circumstances.

Trust staff asked to administer medication will be provided with relevant training.

8. Incident Reporting

In the case of a pupil experiencing an adverse reaction, or if there was an error in administration of medication, a report must be made to the Trust Administrator using the form in Appendix C.

9. Monitor and Review

Adverse reaction forms will be monitored, and presented to the Board of Directors at each meeting.

10. Legislative Framework

1. Health and Safety at Work Act 1974
2. Control of Substances Hazardous to Health Regulations 2002 (as amended)
3. Health and Safety (Miscellaneous Amendment) Regulations 2002
4. Management of Health and Safety at Work Regulations 1999
5. Children and Families Act 2014
6. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
7. Hazardous Waste (England and Wales) Regulations 2005 (as amended)
8. Medicines Act 1968
9. Misuse of Drugs Act 1971
10. Human Rights Act 1998
11. Data Protection Act 2018 and UK GDPR

Appendix A. Permission to Administer Medication Form
If not using the forms on Arbor

School:	
Pupil Name:	
Date of Birth:	
Telephone Number:	
GP Name & Address:	
GP Telephone Number:	
Details of any allergies or other special instructions (Take into account any cultural, religious or communication needs)	

Name of Medication	Strength of Dosage	Number/Amount of Medication & time to be given

If the details above are correct, please sign and return

Name: (Person with parental responsibility)	
Signed:	
Date:	

Important Note

Please inform the school, immediately should there be any amendment to the following:

1. Medication or dosage
2. Parent's contact number
3. Doctor or Doctor's telephone number

Appendix B. Medication Log

For School Use:

N.B. All medicines must be stored in the school office (or fridge if required) and be clearly labelled with the child's name.

All medicines should be collected every evening unless required for ongoing conditions e.g. allergies.

[illegible]

Appendix C. Error in Administering Medication, or Adverse Reaction Form

Name of Person completing Report:	
Date of report:	
Please give names of persons involved in the incident:	
Date of incident:	
Please give brief details of the incident, including reasons Details of any ill health or injuries sustained	
Has the accident book been completed if necessary?	Y / N
Are Witness Statements attached?	Y / N Please give names:
Details of persons informed (Parents/Carers, Pharmacist, GP, NHS Direct, Governing bodies CQC/OFTED)	
Corrective and Remedial action taken.	

Outcome of investigation by senior manager.