

South Shore Academy

Medication Administration

Policy



Approved by:	N Kay
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Medication Administration Policy – Pupil's Own Stock

This policy should be read alongside our **Supporting Pupils with Medical Conditions Policy**, which sets out our overall approach to supporting pupils with medical conditions, including Individual Healthcare Plans, emergency procedures, and staff training.

This policy focuses specifically on the day-to-day procedures for administering medication

Purpose

This document outlines the process for:

- Taking receipt of medication
- Dealing with medication requests
- Storing and monitoring medication
- Disposing of medication when no longer required

Key Principles

- **We do not accept or store non-prescribed medication**, including over-the-counter treatments such as paracetamol or ibuprofen.
- If a pupil requires over-the-counter medication during the school day, we ask parents/carers to administer a dose as close to **8:15am as possible before school**.
- If a further dose is required at lunchtime, **parents/carers may bring the medication to school at 12:50pm**. *If a further dose is required at lunchtime, parents/carers may bring the medication to school at 12:50pm and administer it personally. Alternatively, if a member of staff is available and it is safe to do so, staff may administer the medication. However, the medication will not be stored on site afterward.*

Please note: We cannot guarantee that staff will be available to administer medication at short notice. We strongly encourage parents/carers to administer medication before school where possible

- We only hold and administer medication **that is prescribed** and is **required to be administered 4 times per day**. Most medication will not need to be administered during school hours, e.g. Twice daily doses should be given before school and in the evening. Three times a day, doses can normally be given in the morning before school, immediately after school and at bedtime. We also administer prescribed medication **linked to a Health Care Plan (IHP)**.

Individual Health Care Plans (IHPs):

Some pupils have Individual Healthcare Plans (also called Health Care Plans or IHPs) that set out their medical needs and the support required in school.

For pupils with IHPs, medication will be administered as specified in their plan.

See our Supporting Pupils with Medical Conditions Policy for more details about IHPs

- Pupils are responsible for carrying their own inhaler on themselves. (A spare inhaler is kept on site as part of our school first aid kit.)

Emergency Medication:

Emergency medication (e.g. EpiPens for severe allergic reactions, emergency asthma inhalers, buccal midazolam for prolonged seizures) is stored separately and is accessible at all times.

Emergency medication is NOT locked away and can be accessed quickly in an emergency.

See our Supporting Pupils with Medical Conditions Policy for emergency procedures

- **Routine or short-term non-prescription medications will not be held or administered** by the school.

1. Taking Receipt of Medication

- All medication stored in school must be prescribed and supported by a completed 'Record of Medicine to be Administered to an Individual Student' form, signed by the parent/carer. Written confirmation must be received before any medication is administered.
- This form must be kept in a plastic wallet with the pupil's medication and filed in alphabetical order in the main office filing cabinet. This cabinet is locked at the end of each day and otherwise is not left unattended.
- All associated documents must be saved in Linked Documents on SIMS once the last dose has been given.

2. Requests for Medication During the School Day

- Requests must be logged by a **teacher or pastoral staff member** using **Class Charts > Sick Pupil - Notify**.
- Pupils will not be given medication if they have not been referred in this way. If a pupil comes directly to the office, they will be redirected to their class teacher or a member of the pastoral team.
- During break or lunch, a member of staff on duty or on-call must record the request.

3. Over-the-Counter Medication (Paracetamol/Ibuprofen)

- These medications **will not be held in school** under any circumstances.
- For minor pain (e.g. headache, period pain), pupils are advised to:
 - Drink water
 - Get fresh air / sit near a window or open door
 - Eat something
- If pain persists and a dose is required at lunchtime, parents may bring medication to the school and administer it personally. **Alternatively, if a member of staff is available and it is safe to do so, staff may administer the medication. However, the medication will not be stored on site afterward**

4. Administering Prescribed Medication

- For pupils with prescribed medication listed in an IHP or formally agreed plan, medication can be administered following checks (including whether the pupil has already taken any other medication that day).
- Medication must be taken in front of a staff member, and water offered as needed.
- Staff must record the administration on Class Charts:
 - **Negative > First Aid > Sick Child > Medication Issued**
 - Record the type, dosage, and source of the medication (e.g., "Gave 10mg methylphenidate from school stock at 12:30pm" or "Gave 1 puff salbutamol inhaler from pupil's own inhaler at 10:15am").

Important: Do not administer medication following a head injury without consulting NHS guidance or SLT.

Medication Following Head Injury:

Medication (particularly painkillers) should NOT be administered following a head injury without medical advice, as it may mask symptoms of a serious injury.

If a pupil has a head injury and requests pain relief:

1. Assess the injury using our head injury procedures
2. Contact parents/carers immediately
3. Seek advice from NHS 111 or the pupil's GP before administering any medication
4. If in doubt, do not administer medication

See our First Aid Policy for head injury procedures

Asthma Inhalers:

Pupils with asthma are responsible for carrying their own reliever inhaler (usually blue) at all times.

The school holds:

- *A spare inhaler for each pupil with asthma (if provided by parents)*
- *An emergency salbutamol inhaler as part of our first aid provision (for use in emergencies)*

If a pupil has an asthma attack and does not have their inhaler, staff will:

- 1. Use the pupil's spare inhaler (if available)*
- 2. Use the emergency inhaler if no spare is available*
- 3. Call 999 if the attack is severe or the inhaler is not effective after 5 – 10 minutes*

See our Supporting Pupils with Medical Conditions Policy for full asthma emergency procedures.

Controlled Drugs:

Some medications are classified as controlled drugs under the Misuse of Drugs Act 1971.

Controlled drugs are:

- Stored in a locked, non-portable container in the main office*
- Only accessible to named staff*
- Recorded in a controlled drugs register each time they are administered*
- Returned to parents/carers or disposed of safely when no longer required*

The administration of controlled drugs follows the same procedures as other prescribed medication, with additional security and recording requirements.

If a Pupil Refuses Medication:

If a pupil refuses to take their medication:

- 1. Do not force them*
- 2. Record the refusal on Class Charts*
- 3. Contact parents/carers immediately*
- 4. Follow emergency procedures if necessary (as per the pupil's IHP)*

Staff will never force a pupil to take medication.

5. Medication Supplies and Monitoring

- Each pupil's medication is stored in a labelled plastic wallet with their permission form.
- Supplies are logged on the **Medication Administration Spreadsheet**. Staff must update this sheet each time medication is given.
- If stock is low, staff should inform the pupil and note this on the spreadsheet (e.g. "Only 5 tablets remaining, informed pupil to request more – date).
- If stock is not replenished and is required, staff will contact home directly.

6. End of Medication Period

- Medication is only held for the **duration of the prescribed course**.
- Once medication is expired or no longer required:
 - The 'Record of Medicine' form should be scanned and uploaded to SIMS (Linked Documents)
 - The entry should be removed from the internal medicines and moved to the **'Removals' tab**.
 - Each September, the previous Year 11 leavers will be removed from the 'removals' tab.
 - Medication will be either **returned to the parent/carer** or **disposed of safely**, based on their preference (to be confirmed by phone)
 - The plastic wallet should be removed from the cabinet and repurposed.