

# Huntcliff School



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## ADMINISTERING MEDICATION POLICY

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Date of Next Review: October 2024

Responsible Officer: Headteacher

### DOCUMENT CONTROL

Review Date	Reviewer	Adopted	Implementation
October 2023	Mrs K Senior/ Mrs S Hampton	7.10.22	October 2022
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Administering Medication Policy  
PUBLIC

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### Statement of intent

Huntcliff School will ensure that pupils with medical conditions receive appropriate care and support at school, in order for them to have full access to education and remain healthy.

This policy has been developed in line with the DfE's guidance: 'Supporting pupils at school with medical conditions'.

The school is committed to ensuring that parents feel confident that we will provide effective support for their child's medical condition, and make the pupil feel safe whilst at school.



## 1. Legal framework

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

- Children and Families Act 2014
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2017) 'Using emergency adrenaline auto-injectors in schools'

This policy will be viewed in conjunction with the following other school policies:

- Supporting pupils with Medical Conditions Policy
- First Aid Policy
- Records Management Policy
- Allergen & Anaphylaxis Policy
- Complaints Procedures Policy

## 2. Definitions

Name of school defines "medication" as any prescribed or over the counter medicine.

The school defines "prescription medication" as any drug or device prescribed by a doctor.

The school defines a "staff member" as any member of staff employed at the school, including teachers.

For the purpose of this policy, "medication" will be used to describe all types of medicine.

The school defines a "controlled drug" as a drug around which there are strict legal controls due to the risk of dependence or addiction, e.g. morphine.

## 3. Key roles and responsibilities

The governing committee is responsible for:

- The implementation of this policy and procedures.
- Ensuring that this policy, as written, does not discriminate on any grounds, including but not limited to: ethnicity or national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy, as outlined in the school's [Complaints Procedures Policy](#).
- Ensuring the correct level of insurance is in place for the administration of medication.
- Ensuring that members of staff who provide support to pupils with medical conditions are suitably trained and have access to information needed.
- Ensuring that relevant health and social care professionals are consulted in order to guarantee that the needs of pupils with medical conditions are properly supported.
- Managing any complaints or concerns regarding the support provided or administration of medicine using the school's [Complaints Procedures Policy](#).



The headteacher is responsible for:

- The day-to-day implementation and management of this policy and relevant procedures.
- Ensuring that appropriate training is undertaken by staff members administering medication.
- Ensuring that staff members understand the local emergency services' cover arrangements and that the correct information is provided for the navigation system.
- Organising another appropriately trained individual to take over the role of administering medication in the case of staff absence.
- Ensuring that all necessary risk assessments are carried out regarding the administration of medication, including for school trips and external activities.

All staff are responsible for:

- Adhering to this policy and ensuring pupils do so also.
- Carrying out their duties that arise from this policy fairly and consistently.

Parents are responsible for:

- Keeping the school informed about any changes to their child's health.
- Completing a medication administration form ([appendix A](#)) when bringing any medication into school.
- Discussing medications with their child prior to requesting that a staff member administers the medication.
- Ensuring medication is handed into reception and not kept in child's possession, unless under pre-arranged mitigating circumstances.

It is both staff members' and pupils' responsibility to understand what action to take during a medical emergency, such as raising the alarm with a first aider, or other members of staff.

#### 4. Training of staff

Where it is a necessary or vital component of their job role, staff will undertake training on administering medication in line with this policy as part of their new starter induction.

The headteacher will ensure that a sufficient number of staff are suitably trained in administering medication.



All staff will undergo basic training on the administering of medication to ensure that, if exceptional circumstances arise where there is no designated administrator of medication available, pupils can still receive their medication from a trained member of staff.

Staff will be advised not to agree to taking on the responsibility of administering medication until they have received appropriate training and can make an informed choice.

The school will ensure that, as part of their training, staff members are informed that they **cannot** be required to administer medication to pupils, and that this is entirely voluntary, unless the supporting of pupils with medical conditions is central to their role within the school, e.g. the admin staff.

Training will also cover the appropriate procedures and courses of action with regard to the following exceptional situations:

- The timing of the medication's administration is crucial to the health of the child
- Some technical or medical knowledge is required to administer the medication
- Intimate contact with the pupil is necessary

Staff members will be made aware that if they administer medication to a pupil, they take on a legal responsibility to do so correctly; hence, staff members will be encouraged not to administer medication in the above situations if they do not feel comfortable and confident in doing so, even if they have received training.

## 5. Receiving and storing medication

The parents of pupils who need medication administered at school will request a medication administration consent form to complete and sign; the signed consent form will be returned to the school and appropriately filed before staff can administer medication to pupils under the age of 16.

A signed copy of the parental consent form will be kept with the pupil's medication, and no medication will be administered if this consent form is not present.

Consent obtained from parents will be renewed annually.

The school will not, under any circumstances, administer aspirin unless there is evidence that it has been prescribed by a doctor.

Parents will be advised to keep medication provided to the school in the original packaging, complete with instructions, as far as possible, particularly for liquid medications where transfer from the original bottle would result in the loss of some of the medication on the sides of the bottle. This does not apply to insulin, which can be stored in an insulin pen.



The school will ensure that all medications, with the exception of those outlined in paragraph 5.9, are kept appropriately, according to the product instructions, and are securely stored in a place inaccessible to pupils, e.g. locked cupboards.

Medication will be stored according to the following stipulations:

- In the original container alongside the instructions
- Clearly labelled with the name of the pupil and the name and correct dosage of the drug
- Clearly labelled with the frequency of administration, any likely side effects and the expiry date
- Alongside the parental consent form

Medication that does not meet these criteria will not be administered.

Medication that may be required in emergency circumstances, e.g. asthma inhalers and EpiPens, will be not be kept in locked cupboards. Such medication will be stored in such a way that they are readily accessible to pupils who may need them and can self-administer, and staff members who will need to administer them in emergency situations.

The school will allow pupils who are capable of carrying their own inhalers to do so, provided parental consent has been obtained.

The school will ensure that spare inhalers for pupils are kept safe and secure in preparation for the event that the original is misplaced.

The school will not store surplus or out-of-date medication, and parents will be asked to collect containers for delivery back to the chemist.

The school will ensure that pupils know where their medication is at all times and are able to access them immediately, e.g. by ensuring that the identities of any key holders to the storage facilities are known by these pupils.

Needles and sharp objects will always be disposed of in a safe manner, e.g. the use of 'sharp boxes'.

## 6. Administering medication

Medication will only be administered at school if it would be detrimental to the pupil not to do so.

Staff will check the expiry date of each medication being administered to the pupil each time it is administered.

Prior to administering medication, staff members will check the maximum dosage and when the previous dose was taken.

Only suitably qualified members of staff will administer a controlled drug.



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Medication will be administered in a private and comfortable environment and, as far as possible, in the same room as the medication is stored; this will normally be [the school office](#).

The room will be equipped with the following provisions:

- Arrangements for increased privacy where close contact is necessary
- Facilities to enable staff members to wash their hands before and after administering medication, and to clean any equipment after use if necessary
- Available PPE for use where necessary

Before administering medication, the responsible member of staff should check:

- The pupil's identity.
- That the school possesses written consent from a parent.
- That the medication name and strength and dose instructions match the details on the consent form.
- That the name on the medication label is the name of the pupil who is being given the medication.
- That the medication to be given is within its expiry date.
- That the child has not already been given the medication within the accepted timeframe.

If there are any concerns surrounding giving medication to a pupil, the medication will not be administered and the school will consult with the pupil's parent or a healthcare professional, documenting any action taken.

If a pupil cannot receive medication in the method supplied, e.g. a capsule cannot be swallowed, written instructions on how to administer the medication must be provided by the pupil's parent, following advice from a healthcare professional.

Where appropriate, pupils will be encouraged to take their own medication under the supervision of a staff member, provided that parental consent for this has been obtained.

If a pupil refuses to take their medication, staff will not force them to do so, but will follow the procedure agreed upon in their IHPs, and parents will be informed so that alternative options can be considered.

The school will not be held responsible for any side effects that occur when medication is taken correctly.

Written records will be kept of all medication administered to pupils, including the date and time that medication was administered and the name of the staff member responsible.

Records are stored in accordance with the Record Management Policy.





## 7. Out of school activities and trips

In the event of a school trip or activity which involves leaving the school premises, medication and devices such as insulin pens and asthma inhalers, will be readily available to staff and pupils.

If possible and appropriate, pupils will carry certain medications themselves, e.g. asthma inhalers.

If the medication is not one that should be carried by pupils, e.g. capsules, or if pupils are very young or have complex needs that mean they need assistance with taking the medication, the medication will be carried by a designated staff member for the duration of the trip or activity.

There will be at least one staff member who is trained to administer medication on every out-of-school trip or activity which pupils with medical conditions will attend.

Staff members will ensure that they are aware of any pupil who will need medication administered during the trip or activity and will make certain that they are aware of the correct timings that medication will need to be administered.

If the out-of-school trip or activity will be over an extended period of time, e.g. an overnight stay, the school will ensure that there is a record of the frequency at which pupils need to take their medication, and any other information that may be relevant. This record should be kept by a designated trained staff member who is present on the trip and can manage the administering of medication.

All staff members, volunteers and other adults present on out-of-school trips or activities will be made aware what should be done in the case of a medical emergency with regard to the specific medical needs and conditions of the pupil, e.g. what to do if an epileptic pupil has a seizure.

## 8. Individual healthcare plans

For chronic or long-term conditions and disabilities, an IHP will be developed in liaison with the pupil, their parents, the headteacher, the SENCO and any relevant medical professionals.

When deciding what information should be recorded on an IHP (see appendix B), the governing board will consider the following:

- The medical condition, as well as its triggers, signs, symptoms and treatments
- The pupil's resulting needs, such as medication, including the correct dosage and possible side effects, equipment and dietary requirements
- The specific support needed for the pupil's educational, social and emotional needs
- The level of support that is needed and whether the pupil will be able to take responsibility for their own health needs
- The type of provision and training that is required, including whether staff can be expected to fulfil the support necessary as part of their role



- Which staff members need to be aware of the pupil's condition
- Arrangements for receiving parental consent to administer medication
- Separate arrangements which may be required for out-of-school trips and external activities
- Which staff member can fulfil the role of being a designated, entrusted individual to whom confidentiality issues are raised
- What to do in an emergency, including whom to contact and contingency arrangements
- What is defined as an emergency, including the signs and symptoms that staff members should look out for

The governing board will ensure that IHPs are reviewed at least annually. IHPs will be routinely monitored throughout the year by name of staff member.

#### 9. Adrenaline auto-injectors (AAIs)

Pupils who suffer from severe allergic reactions may be prescribed an AAI for use in the event of an emergency.

The school will arrange specialist training for staff where a pupil in the school has been diagnosed as being at risk of anaphylaxis, in line with the [Allergen and Anaphylaxis Policy](#).

#### 10. Medical emergencies

Medical emergencies will be handled in line with the First Aid Policy.

The school will ensure that emergency medication is always readily accessible and never locked away, whilst remaining secure and out of reach of other pupils.

The headteacher will ensure that there is a sufficient number of staff who have been trained in administering emergency medication.

For all emergency and life-saving medication that is to be kept in the possession of a pupil, e.g. EpiPens or prescribed AAIs, the school will ensure that pupils are told to keep the appropriate instructions with the medication at all times.

#### 11. Monitoring and review

This policy will be reviewed annually, or in light of any changes to relevant legislation, by the Headteacher.

The next scheduled review date for this policy is October 2023.

Records of medication which have been administered on school grounds will be monitored and the information will be used to improve school procedures.

Staff members who are trained to administer medication will routinely recommend any improvements to the procedure.

Name of school will seek advice from any relevant healthcare professionals as deemed necessary



## Appendix 1a: Parental Agreement Form for prescribed medication



### **Huntcliff School** **Permission to Administer** **Prescribed Medication in School**

To enable us to administer prescribed medication whilst the student is in school please read and follow the directives below:

- All medication should be delivered to the school office along with the completed form.
- All medication sent to school should be in the original prescription container stating:-  
The name of the student to whom it is prescribed.

The name of the medication and strength.

The dosage.

Also: Any leaflets supplied with the medication containing information about the side effects, etc, to be included.

- The quantity of medication supplied will be printed on the container. If you are sending less than this full amount please would you supply a note to state the amount of medication you are sending.
- In the case of medication being given more than once during the school day and there is a delay in administering the previous dose, please state the length of time that should elapse between doses.

**To ensure that our records are accurate for the staff who are issuing your child's medication I would be obliged if you would complete the form overleaf and return it to school as soon as possible.**

Please be aware that this is a service which the school is not obliged to undertake.

Thank you for your co-operation, if you have any problems please contact the school.



**DETAILS OF STUDENT**

Surname.....

Forenames(s).....

Class / Form ..... Male / Female ..... D.O.B .....

Address .....

.....

Condition or illness.....

**MEDICATION**

Name/type of medication (as described on the container) .....

For how long will your child take this medication ..... Date dispensed.....

**Full directions for use**

Dosage and method.....

Timing.....

Special precautions.....

Side effects.....

Self administration (Please tick) YES  NO



Procedures to take in an emergency.....

.....

**CONTACT DETAILS**

Print name..... Daytime contact number .....

Relationship to child.....Address.....

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**I understand that medication must be delivered to the main school office.**

Signed ..... Date.....

Relationship to pupil ..... Contact Number.....

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**I understand that medication must be delivered to the main school office, and I agree I have/will read the Huntcliff School Medical policies on our website.**

Signed ..... Date.....

Relationship to pupil ..... Contact Number.....



Appendix 1b: Parental Agreement Form for Non prescribed medication



**Huntcliff School**  
**Permission to Administer**  
**Non-Prescribed Medication in School**

Dear Parent / Carer,

To enable us to administer non-prescribed medication whilst the student is in school please read and follow the directives below:

All medication should be delivered to the school office along with the completed form

All medication sent to school should be in the original container stating:-

The name of the student who is taking the medication

The name of the medication and strength.

The dosage.

· Any leaflets supplied with the medication containing information about the side effects, etc, to be included.

· In the case of medication being given more than once during the school day and there is a delay in administering the previous dose, please state the length of time that should elapse between doses.

· Non prescribed medication will be administered according to the specific manufacturer's instructions and for no more than 3 days.

To ensure that our records are accurate for the staff who are issuing your child's medication I would be obliged if you would complete the form overleaf and return it to school as soon as possible.

Please be aware that this is a service which the school is not obliged to undertake.

Thank you for your co-operation, if you have any problems please contact the school.



DETAILS OF STUDENT

Surname.....

Forenames(s).....

Class / Form ..... Male / Female D.O.B .....

Address .....  
.....

Condition or illness.....

MEDICATION

Name/type of medication (as described on the container) .....

For how long will your child take this medication .....

Full directions for use

Dosage and method.....

Timing.....

Special precautions.....

Side effects.....

Self administration (Please tick) YES NO

Procedures to take in an emergency.....  
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CONTACT DETAILS

Print name..... Daytime contact number .....

Relationship to child..... Address.....  
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I understand that medication must be delivered to the main school office, and I agree I have/will read the Huntcliff School Medical policies on our website.

Signed ..... Date.....

Relationship to pupil ..... Contact Number.....



Appendix 2: Individual Healthcare Plan Template

**HEALTHCARE PLAN – Huntcliff School**  
**For students with medical conditions at school**

**Student details**

Student name:		Class/Form:	
Date of birth:			
Male / female: please tick	<input type="checkbox"/> Male <input type="checkbox"/> Female		
Address:			
Student's medical condition:			

**Medical condition information**

<b>Signs and symptoms of student's condition:</b>
<input checked="" type="checkbox"/> <b>Triggers that make the condition worse</b>
<input checked="" type="checkbox"/> <b>Routine healthcare requirements (e.g. dietary, therapy, nursing needs or before physical activity)</b>
<b>During school hours:</b>
<b>Outside school hours:</b>
<b>What to do in an emergency</b>





Page Break

**Contact information**

Parent/Carer 1	Parent/Carer 2
<input type="text"/>	<input type="text"/>
Name	Name
<input type="text"/>	<input type="text"/>
Phone number (day) 1 <sup>st</sup> choice	Phone number (day) 1 <sup>st</sup> choice
<input type="text"/>	<input type="text"/>
Phone number (day) 2 <sup>nd</sup> choice	Phone number (day) 2 <sup>nd</sup> choice
<input type="text"/>	<input type="text"/>
Phone (evening)	Phone (evening)
<input type="text"/>	<input type="text"/>
Relationship to student	Relationship to student

**GP Details**

Name of student's GP:	<input type="text"/>
GP phone number:	<input type="text"/>
Specialist contact name:	<input type="text"/>
Specialist contact number:	<input type="text"/>

**Regular medication taken outside of school hours**

(For background information and to inform planning for residential trips)

Name/type of medication (as described on the container):

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Are there any side-effects that the school needs to know about that could affect school activities?

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**Specialist education arrangements required:** e.g. activities to be avoided, special educational needs:

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**Any specialist arrangements required for off-site activities:**

(Please note the school will send parents a separate form prior to each residential visit/off-site activity)

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**Any other information relating to the student's healthcare in school?**

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**Regular medication taken during school hours**

Medication 1	Medication 2
Name/type of medication (as described on the container):	Name/type of medication (as described on the container):
-	-
-	-
-	-
Dose and method of administration, the amount taken and how the medication is taken, e.g. tablets, inhaler, injection:	Dose and method of administration, the amount taken and how the medication is taken, e.g. tablets, inhaler, injection:
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
When is it taken (time of day)?	When is it taken (time of day)?
-	-
-	-
-	-
-	-
-	-
Are there any side effects that could affect your child at school?	Are there any side effects that could affect your child at school?
-	-
-	-
-	-



Are there any contra-indications (signs when this medication should not be administered)?

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Self-administration: Can your child administer the medication themselves?

yes     no     yes, with supervision

Medication expiry date: \_\_\_\_\_

Are there any contra-indications (signs when this medication should not be administered)?

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Self-administration: Can your child administer the medication themselves?

yes     no     yes, with supervision

Medication expiry date: \_\_\_\_\_

**Emergency medication**

(Please complete even if it is the same as the regular medication)

Name/type of medication (as described on the container):

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Describe what signs or symptoms indicate an emergency for this student:

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Dose and method of administration, the amount taken and how the medication is taken, e.g. tablets, inhaler, injection:

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Are there any contra-indications (signs when this medication should not be administered)?

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Are there any side effects that the school needs to know about?

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Self-administration: Can your child administer the medication themselves?

- yes     no     yes with supervision

Is any follow-up care necessary?

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Who should be notified?

- Parents     Specialist     GP



### Parental and student agreement

I agree that the medical information contained on this plan can be shared with individuals involved with my child's care and education (this includes emergency services). I understand that I must notify the school of any changes in writing and I agree I have/will read the Huntcliff School Medical Policies on our website

Signed (parent/carer): \_\_\_\_\_  
Print name: \_\_\_\_\_ Date: \_\_\_\_\_

### Permission for emergency medication

- I agree that my child can have their medication administered by a member of staff in an emergency
- I agree that my child cannot keep their medication with them and the school will make the necessary medication storage arrangements
- I agree that my child can keep their medication with them for use when necessary (Huntcliff only)

Name of medication carried by student: \_\_\_\_\_  
Signed: \_\_\_\_\_ (parent/carer)  
Date: \_\_\_\_\_

### Head of School agreement

It is agreed that (student) \_\_\_\_\_

- Will receive the medication listed above during school hours
- Will receive the medication listed above in an emergency

Signed: \_\_\_\_\_ Print name: \_\_\_\_\_

Review date: \_\_\_\_\_