



Administration of Medication Policy

Version 1.0

Policy Name	Administration of Medication Policy
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Responsibility of	Sarah Nevison, Headteacher
Approved by	Mark Tilling, Management Committee

*Subject to any relevant changes in legislation or appropriate guidelines

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Statement of intent

The Horizon 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 includes the safe storage and administration of pupils' medication. The Horizon School is committed to ensuring that parents feel confident that we will provide effective support for their child's medical condition, and make pupils feel safe whilst at school. For the purposes of this policy, "medication" is defined as any prescribed or over the counter medicine, including devices such as asthma inhalers and adrenaline auto-injectors (AAs). "Prescription medication" is defined as any drug or device prescribed by a doctor.

1. Legal Framework

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

- Health and Safety at Work etc. Act 1974
- Equality Act 2010
- Children and Families Act 2014
- DfE 'Supporting children and young people with medical conditions and allergy'
- DfE 'Early years foundation stage (EYFS) statutory framework'
- DfE 'Automated external defibrillators (AEDs): a guide for maintained schools and academies'

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Health and Safety Policy
- Supporting Pupils with Medical Conditions Policy
- First Aid Policy
- Records Management Policy
- Allergen and Anaphylaxis Policy
- Complaints Procedures Policy

2. Roles and responsibilities

The Management Committee is responsible for:

- The implementation of this policy and procedures, and all corresponding procedures.
- Ensuring that this policy, as written, does not discriminate on any grounds, including the protected characteristics as defined by the Equality Act 2010.
- Ensuring that there is a sufficient number of trained staff available within the school to administer medication based upon the school's risk assessments.
- Ensuring the correct level of insurance is in place for the administration of medication.
- Ensuring that members of staff who administer medication to pupils, or help pupils self-administer, are suitably trained and have access to information needed.
- Managing any complaints or concerns regarding this policy, the support provided to pupils, or the administration of medication in line with 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 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 supporting pupils to do so.
- 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 Parental agreement for school to administer medicine form prior to them or their child bringing any medication into school.
- Discussing medication with their child prior to requesting that a staff member administers the medication.

It is both staff members' and pupils' responsibility to understand what action to take during a medical emergency, such as raising the alarm with staff. This may include staff administering medication to the pupil involved.

3. Training staff

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

Staff will be advised not to agree to taking on the responsibility of administering medication until they have received appropriate training. 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; therefore, staff 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.

The following members of staff have received certified training in Administration of Medication:

Name	Location	Training Date
Allison Millington	Horizon School	01.07.2025
Kay Peterson	Horizon School	12.11.2025
Sarah Martin	Haven, Greenbank	01.07.2025

Training for administering Adrenaline Auto-Injectors (AAI)

Horizon school has arranged specialist training to provide an emergency response for any member of staff or pupil at risk of anaphylaxis. All staff in receipt of this training are able to use AAI's to administer this medication. As part of their training, all staff members are aware of:

- How to recognise the signs and symptoms of severe allergic reactions and anaphylaxis.
- Where to find AAI's in the case of an emergency.
- How the dosage correlates with the age of the pupil.
- How to respond appropriately to a request for help from another member of staff.
- How to recognise when emergency action is necessary.
- Who the designated staff members for administering AAI's are.

- How to administer an AAI safely and effectively in the event that there is a delay in response from the designated staff members.
- How to make appropriate records of allergic reactions.

There will be a sufficient number of staff who are trained in and consent to administering AAI's on site at all times.

4. Receiving, storing and disposing of medication

Receiving prescribed medication from parents

The parents of pupils who need medication administered at school will be sent a Parental Agreement for School to Administer Medicine 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. 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.

In exceptional circumstances, where a medicine has been prescribed to a pupil without the knowledge of the parents, the school will work with healthcare professionals to determine appropriate action.

Horizon School will store a reasonable quantity of medication, e.g. a maximum of four weeks' supply at any one time. Aspirin, paracetamol, ibuprofen etc will not be administered unless the school has evidence that a doctor has prescribed it.

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

Storing pupils' medication

Horizon school will ensure that all medications are kept appropriately, according to the product instructions, and are securely stored. Medication that may be required in emergency circumstances, e.g. asthma inhalers and AAI's, will be stored in a way that allows it to be readily accessible to pupils who may need it and can self-administer, and staff members who will need to administer them in emergency situations. All other medication will be stored in a place inaccessible to pupils, e.g. a locked medicine safe.

Horizon 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.

Medication will be:

- Stored safely and in accordance with the manufacturer's instructions.
- Stored in a location that is known to pupils and staff at all times and is immediately accessible, including when outside the premises.

Medication will not be kept in a first aid container.

Disposing of pupils' medication

Horizon School will not store surplus or out-of-date medication. Where medication and/or its containers need to be returned to the pupils' doctor or pharmacist, parents will be asked to collect these for this purpose.

Needles and other sharps will be disposed of safely and securely, e.g. using a sharps disposal box.

Horizon School will ensure that medicines are disposed of in accordance with relevant waste and environmental legislation. Medicines will be separated from general waste and disposed of via appropriate routes:

- Non-prescription medicines may be returned to a pharmacy.
- Prescription medicines will be disposed of via licensed waste facilities.
- Controlled drugs will be rendered irretrievable before disposal.

Medicines awaiting disposal will be stored securely in a tamper-proof container.

Horizon School will comply with relevant legislation including the Environmental Protection Act 1990, Controlled Waste Regulations 2012, and Hazardous Waste Regulations 2005.

5. Administering medication

Medication will only be administered at school if it would be detrimental to the pupil not to do so. Only suitably qualified members of staff will administer controlled drugs. The administration of controlled drugs is permitted under the Misuse of Drugs Regulations 2001 where they have been prescribed for a pupil. Staff will check the expiry date and maximum dosage of the medication being administered to the pupil each time it is administered, as well as when the previous dose was taken.

Medication will be administered in a private, comfortable environment and as far as possible, in the same room as the medication is stored. The room will be equipped with the following provisions:

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

Pupils will not be prevented from accessing and taking their prescribed or non-prescribed medication where this is necessary for their health and wellbeing.

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, dosage and instructions for use match the details on the consent form.
- That the name on the medication label is the name of the pupil being given the medication.
- That the medication to be given is within its expiry date.

- That the pupil has not already been given the medication within the accepted frequency of dosage.

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 self-administer 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.

Horizon 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 will be stored in accordance with the Records Management Policy

Non-prescription medicines

Staff will not give a non-prescribed medicine to a student. A parent or legal guardian/carer should attend school to administer these themselves. However, if there is an extreme emergency or immediate requirement, a trained staff member will administer appropriate emergency response medication such as antihistamine and Naloxone. This will be recorded and parents/carers will be notified immediately.

6. Medical devices

Asthma inhalers

Horizon School will ensure inhalers for pupils are kept safe and secure in preparation for the event of their requirement.

Adrenaline Auto-Injector (AAI)

Horizon School will ensure that AAIs for pupils are kept safe and secure in preparation for the event of their requirement. AAIs are not located more than five minutes away from where they may be required. The emergency AAIs can be found at the following locations:

- **Horizon School - Main School Office**
- **Horizon School – Staff Room**
- **Haven / Integrate – Haven Office**

There will be a stock of AAIs, which are replenished when used. The school will ensure that risk assessments regarding the use and storage of AAIs on the premises are conducted and up to date.

Medical authorisation and parental consent will be obtained from all pupils believed to be at risk of anaphylaxis for the use of spare AAls in emergency situations. The spare AAls will not be used on pupils who are not at risk of anaphylaxis or where there is no parental consent. Where consent and authorisation have been obtained, this will be recorded in the pupil's IHCP.

Pupils' and spare AAls will be obtained, stored and administered in line with Horizon School's Allergen and Anaphylaxis Policy.

7. Individual Health Care Plans (IHCPs)

For pupils with chronic or long-term conditions and disabilities, an IHCP will be developed in liaison with the pupil, their parent, the headteacher, the SENCO and any relevant medical professionals. When deciding what information should be recorded on an IHCP, the following will be considered:

- The medical condition and its triggers, signs, symptoms and treatments
- The pupil's resulting needs, such as medication, including the correct dosage and possible side effects, medical equipment, and dietary requirements
- The specific support needed for the pupil's educational, social and emotional needs
- The level of support 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 IHCPs are reviewed at least annually. IHCPs will be routinely monitored throughout the year by a designated staff member.

8. Educational trips and visits

In the event of educational trips and visits which involve leaving the school premises, medication and medical devices will continue to be readily available to staff and pupils. This may include pupils carrying their medication themselves, where possible and appropriate, e.g. for asthma inhalers.

If the medication is of a type that should not be carried by pupils, e.g. capsules, or if pupils have complex needs that mean they cannot self-administer, 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 visit which pupils with medical conditions will attend. Staff members will ensure that they are aware of any pupils who will need medication administered during the trip or visit, and will ensure that they know the correct procedure, e.g. timing and dosage, for administering their medication.

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

All staff members, volunteers and other adults present on out-of-school trips and visits will be made aware of the actions to take in a medical emergency related to the specific medical needs and conditions of the pupil, e.g. what to do if an epileptic pupil has a seizure.

9. Medical emergencies

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

Emergency Response Medication

For all emergency medication stored by Horizon School, the school will ensure it is readily accessible to staff and pupil who require it and is not locked away.

Naloxane

Naloxane is a life-saving medication that rapidly reverses an opioid overdose. Staff have received comprehensive Drug Awareness and Administration of Naloxane training from a trained professional. A small supply of Naloxane is kept in a known location and will be administered in an emergency response situation. Staff will follow the following process:

1. **Assessment:** Verify if the person is unresponsive and showing signs of an opioid overdose.
2. **Call emergency services immediately:** even before or immediately after administering the first dose.
3. **Administer Naloxone:** Deliver the nasal spray or injection according to manufacturer instructions.
4. **Monitor and Re-dose:** Stay with the individual, perform CPR if trained, and administer a second dose after 2–3 minutes if the person does not respond.
5. **Post-Incident Reporting:** Report the incident to local health or education registries, document the inventory usage, and debrief the school community while protecting student privacy.

10. Monitoring and review

This policy will be reviewed annually by the governing board and headteacher. The next scheduled review is September 2027.

Records of medication administered on the school premises, or on school trips and visits, will be monitored, and the information recorded will be used to improve school procedures.

Staff members trained in administering medication will routinely recommend any improvements to the procedure. The school will also seek advice from any relevant healthcare professionals as deemed necessary. Any changes made to this policy will be communicated to the relevant stakeholders, including pupils whose medication is stored at school and their parents.