

# Administering Medication Policy

## Willow Grove Primary School



‘Be Safe, Be Kind, Be Positive’

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**Approved by:** Willow Grove Governing Body and Senior Leadership Team

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## Introduction

Willow Grove Primary School is a specialist Social Emotional Mental Health (SEMH) provider and provides outreach support to mainstream schools in the Wigan Borough.

All pupils at Willow Grove have an identified Special Educational Need (SEN), most of our pupil's primary area of need is SEMH. Many of our pupils have experienced early trauma and adversity, and many have attachment difficulties. Willow Grove is committed to providing an educational environment within which our pupils can heal, thrive, learn and play. All staff work in line with trauma-informed practices, and they have an excellent knowledge of the strategies and resources that are available to meet the needs of pupils with SEMH and additional SEN.

## Statement of Intent

Willow Grove Primary 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 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. 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 (AAIs). "Prescription medication" is defined as any drug or device prescribed by a doctor.

## Legislation and guidance

This policy takes into account other relevant legislation and statutory guidance including but not limited to:

- Equality Act 2010
- 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 operates in conjunction with the following school policies:

- First Aid Policy
- Records Management Policy
- Complaints Procedures Policy

## Roles and responsibilities

***The governing body is responsible for:***

- The implementation of this policy and 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 members of staff who administer medication to pupils, or help pupils self administer, are suitably trained and have access to information needed.
- Ensuring that relevant health and social care professionals are consulted in order to guarantee that pupils taking medication are properly supported. If medication is changed or adjusted in consultation with a qualified health professional, such as a Paediatrician, Doctor or ADHD Nurse then any changes will be provided in writing and recorded on the child's file.

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- 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 Head Teacher (and / or Pastoral Care Lead) 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.
- 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
- Asking questions if they are unsure of procedure, protocol or medication dosage. This is essential to appropriately safeguard our children.

### ***Parents are responsible for:***

- Keeping the school informed about any changes to their child's health and/or medication
- Completing an administering medication parental consent 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 the staff members' responsibility to understand what action to take during a medical emergency, such as raising the alarm. This may include staff administering medication to the pupil involved.

## **Training staff**

The Head Teacher and Pastoral Care Lead 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. The Pastoral Care Lead will also ensure that a sufficient number of staff have been trained in administering medication in an emergency by a healthcare professional. 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.

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.

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.

### **Training for administering AAI's**

The school will arrange specialist training for staff on an annual basis where a pupil in the school has been diagnosed as being at risk of anaphylaxis. Designated staff members with suitable training and confidence in their ability to use AAIs will be appointed to administer this medication. As part of their training, all staff members will be made aware of:

- How to recognise the signs and symptoms of severe allergic reactions and anaphylaxis.
- Where to find AAIs in the case of an emergency.
- 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 AAIs 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 AAIs on site at all times

### **Training for dealing with Epilepsy**

Staff who have a First Aid certificate are trained to deal with epileptic seizures and will be confident in dealing with this, should a situation arise. Staff will know the procedure for recording and reporting any incidents.

Staff who have a child in their class with a known diagnosis of epilepsy will also be trained as an additional measure.

## **Receiving, storing and disposing of medication**

### **Receiving prescribed medication from parents**

The parents of pupils who need medication administered at school will be sent an administering medication parental 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 only store and administer prescribed medication. The school will store a reasonable quantity of medication, e.g. a maximum of half termly supply at any one time. School will send a reminder by text message to prompt parents/carers to bring in additional medication to school. Medication should be brought to school by a responsible adult. It should not be brought via transport or with your child.

Parents will be advised that medication will only be accepted by school if the medication is in its original prescription labelled box; including the child's name, dosage required and expiry date. If the box is unsealed, it will be checked and recorded by staff before it is accepted by school. Blister packs need to match the box and labelling before being accepted. A form must be completed to record the appropriate handover of medication.

### **Storing pupils medication**

The 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 AAIs, 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. in a locked medication cupboard in the resource room.

Medication stored in the school will be:

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- Kept in the original container alongside the instructions for use.
- Clearly labelled with:
  - The pupil's name.
  - The name of the medication.
  - The correct dosage.
  - The frequency of administration.
  - Any likely side effects.
  - The expiry date.

Medication that does not meet the above criteria will not be administered.

In the case of any medication that requires refrigeration, a small fridge is available which is located in the Head Teachers office for this purpose. The Head Teachers office is locked when not in use.

### Disposing of pupils' medication

The 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 or school can dispose of them on their behalf.

## 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 medication. 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. This will then be recorded electronically.

Medication will be administered in a suitable environment for the child and where intimate contact is necessary, in a private, comfortable environment and, as far as possible, in the same room as the medication is stored; this will normally be the Pastoral office. 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

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.

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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. 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 will be stored in accordance with the Records Management Policy.

## Medical Devices

### Asthma Inhalers

School will hold the childrens inhalers in their own classroom in a secure cupboard which is clearly labelled so all staff are aware of where they are should they be needed.

Staff will supervise the children when administering the medication allowing them to do this independently where possible.

School will ensure that there is a spare inhaler that is kept safe and secure in preparation for the event that the original is misplaced, unavailable or not working.

### Defibrillator

School has a defibrillator that is located in Reception at the front of school. Staff who hold a First Aid Certificate are trained to use this device and would be the first people to respond in an emergency of this kind. All staff however have a duty of care to respond in a life threatening situation and would follow the instructions on and within the device.

In a case of this kind, the emergency services will be called immediately.

## 9. 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, 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. This will be clearly outlined in the risk assessment.

## 10. Medical emergencies

Medical emergencies will be handled in line with the First Aid Policy. The emergency services will be called for advice and support based on a dynamic risk assessment

## 11. Monitoring and Review

This policy will be reviewed annually by the governing body, Head Teacher and Family Partnership Lead. 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.

**Next review due by:** September 2026