



Administering Medicine

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Purpose

This policy outlines the procedures for the safe administration of medication to students during the school day, ensuring their health, safety, and wellbeing while minimizing risk to staff and the school.

Scope

This policy applies to:

- All students requiring medication during school hours
- All school staff involved in medication administration
- Prescription and non-prescription (over-the-counter) medications

General Principles

- Wherever possible, medication should be administered at home.
- Medication will only be administered in school when it is essential for the student's health or access to education.

- Staff administering medication must follow this policy and any relevant medical care plans.
- Students will not be given medication without written parental/guardian consent.

Parental/Guardian Responsibilities

Parents/guardians must:

- Complete and sign a **Medication Consent Form** before medication is administered.
- Provide medication in its **original, labeled container**, clearly showing:
 - Student's name
 - Name of medication
 - Dosage
 - Method of administration
 - Timing/frequency
 - Expiry date
- Inform the school of any changes to medication or dosage.
- Ensure medication is within its expiry date.

Prescription Medication

- Prescription medication will only be administered if prescribed by a licensed healthcare professional.
- Medication must match the instructions on the pharmacy label.
- Changes to dosage require updated written authorization from a healthcare professional.

Non-Prescription (Over-the-Counter) Medication

- Non-prescription medication will only be administered with written parental consent.
- Medication must be provided in its original packaging with dosage instructions.
- The school reserves the right to refuse administration if deemed unsafe.

Administration of Medication

- Medication will be administered by trained and authorized staff only.
- Staff will:
 - Verify the student's identity
 - Check the medication label and consent form
 - Confirm the correct dosage and time
 - Record administration in the **Medication Log**
- Students will be supervised while taking medication.

Storage of Medication

- Medication will be stored securely in a locked cabinet or refrigerator if required.
- Emergency medications (e.g., inhalers, epinephrine auto-injectors) may be kept accessible as outlined in the student's Individual Healthcare Plan.
- Students may carry their own medication only with written permission from parents and medical authorization where required.

Self-Administration

- Students may self-administer medication (e.g., asthma inhalers) only with written parental consent and medical authorization.
- The school may require evidence that the student is capable of managing their medication responsibly.

Emergency Medication

- Individual Healthcare Plans will be developed for students with medical conditions requiring emergency medication.
- Staff will receive appropriate training to recognize symptoms and respond to emergencies.
- Emergency services will be contacted immediately if required.

Record Keeping

- A Medication Log will be maintained, recording:
 - Student name
 - Medication administered
 - Dosage
 - Time and date
 - Name and signature of administering staff member
- Records will be kept confidential in accordance with data protection regulations.

Refusal or Errors

- If a student refuses medication, parents/guardians will be informed.
- Any medication errors will be reported immediately to school leadership and parents, and appropriate action will be taken.

Training

- Staff involved in administering medication will receive regular training.
- Training will include safe handling, record keeping, and emergency response.

Policy Review

This policy will be reviewed regularly and updated as necessary to reflect changes in legislation or best practice.