



Administration of Medicines Policy

“Taking the extra step in learning, kindness and ambition for ourselves, others and our world.”

Review Cycle	Date of Current Policy	Adopted by	Review Date
Annually	September 2026	Governing Body	September 2027

Signed: *A Barnes* Mrs A Barnes, Headteacher

1. Statement of Intent

Broadwindsor CE VC Primary School is committed to supporting pupils with medical needs and ensuring that medicines are administered safely, effectively and consistently.

The school aims to:

- Safeguard the health and wellbeing of all pupils.
- Support attendance and inclusion for pupils with medical conditions.
- Ensure medicines are administered safely and accurately.
- Work in partnership with parents, carers and healthcare professionals.
- Comply with statutory guidance relating to supporting pupils with medical conditions.

This policy should be read alongside the school's Supporting Pupils with Medical Conditions Policy, First Aid Policy, Safeguarding Policy and Health and Safety Policy.

2. Roles and Responsibilities

Headteacher

The Headteacher will ensure:

- Appropriate procedures are in place for managing medicines.
- Staff receive suitable training.
- Records are maintained.
- Medical needs are considered as part of safeguarding and health and safety arrangements.

Staff

Staff responsible for administering medicines will:

- Follow this policy at all times.
- Attend relevant training.
- Accurately record all medication administered.
- Report any concerns immediately.

Parents and Carers

Parents/carers are responsible for:

- Providing medication in its original packaging.
- Completing and signing the school's Medication Consent Form.
- Ensuring medicines are in date.
- Informing the school of any changes to medication or medical conditions.

3. Medicines in School

The school will only administer medication that:

- Has been authorised by a parent/carer.
- Is essential during the school day.
- Is supplied in the original container.

All medicines must be clearly labelled with:

- Child's full name.
- Name of medication.
- Dosage required.
- Time(s) medication is to be administered.
- Prescribing information where applicable.
- Expiry date.

The school reserves the right not to administer medication where instructions are unclear or safety cannot be assured.

4. Parental Consent

Before any medication can be administered:

- A Medicines Administration Consent Form must be completed.
- The form must be signed by a parent/carer.
- Written instructions regarding dosage and timing must be provided.

Medication will not be administered without written parental consent, except in life-threatening emergencies.

5. Storage of Medicines

All medicines must be stored securely in the school's Medical Room.

The school will ensure that:

- Medicines are inaccessible to pupils.
- Medicines are stored according to manufacturers' instructions.
- Refrigerated medicines are stored in a designated medical refrigerator.
- Emergency medications remain readily accessible to trained staff.

Expired medication must not be administered and will be returned to parents for disposal.

6. Administration of Medicines

To ensure the safety of pupils and staff:

Two-Person Verification Procedure

Two members of staff must always be present when medication is administered.

One member of staff will administer the medication and a second member of staff will witness and verify:

- The correct child.
- The correct medication.
- The correct dosage.
- The correct time.
- Completion of administration records.

Staff must apply the "Five Rights" before administering any medication:

1. Right child
2. Right medicine
3. Right dose
4. Right time
5. Right method

If there is any doubt, medication must not be administered until clarification has been obtained.

7. Medicines Administration Records

Every administration of medication must be recorded.

Records will include:

- Child's name.
- Date.
- Time.
- Medication administered.
- Dosage given.
- Signature of administering member of staff.
- Signature of witnessing member of staff.

- Any observations, reactions or concerns.

Records will be retained in accordance with the school's record retention schedule.

8. Asthma Management

Parents must provide an in-date inhaler that is labelled with their child's name.

Monthly Inhaler Checks

During the first week of every month, class teachers will:

- Check that inhalers are present.
- Check expiry dates.
- Ensure inhalers are clearly named.
- Confirm inhalers remain in good working order.

Any missing, damaged or expired inhalers will be reported to parents immediately.

A record of checks will be maintained.

The school will maintain an emergency salbutamol inhaler in accordance with current legislation and guidance.

9. Allergies, Anaphylaxis and Benedict's Law

Broadwindsor CE VC Primary School recognises that severe allergies can be life-threatening and will take all reasonable steps to reduce risk and respond effectively to allergic reactions.

Benedict's Law

The school supports the principles set out within **Benedict's Law**, which seeks to improve the protection of children at risk of anaphylaxis by promoting greater awareness, staff training and safer management of allergies within educational settings.

In support of these principles the school will:

- Maintain an allergy register.
- Ensure pupils with severe allergies have Individual Healthcare Plans.
- Share appropriate medical information with relevant staff.
- Maintain accessible emergency medication.
- Provide ongoing allergy awareness training.
- Review procedures regularly to ensure safe practice.

10. Allergy Management Plans

Pupils diagnosed with severe allergies or anaphylaxis will have an Individual Healthcare Plan (IHP).

The plan will include:

- Known allergens.
- Signs and symptoms of a reaction.
- Emergency contact information.
- Medication requirements.
- Emergency procedures.
- Staff responsibilities.

Annual Review

All allergy and anaphylaxis plans will be:

- Reviewed annually.
- Reviewed following any medical incident.
- Reviewed following changes advised by healthcare professionals.
- Updated whenever parents notify the school of changes.

Parents will be asked to confirm that information remains accurate during the annual review process.

11. Staff Training and EpiPen Competency

The school is committed to ensuring staff are confident in recognising and responding to anaphylaxis.

Relevant staff will receive training in:

- Recognition of allergic reactions.
- Recognition of anaphylaxis.
- Use of adrenaline auto-injectors including EpiPens.
- Emergency asthma procedures.
- Administration of medicines.
- Record keeping requirements.

Training will:

- Take place on induction where necessary.
- Be refreshed regularly.
- Be recorded and monitored by the school.

Where pupils have prescribed adrenaline auto-injectors, staff working directly with those pupils will be made aware of their Individual Healthcare Plan and emergency procedures.

12. Emergency Anaphylaxis Procedure

If anaphylaxis is suspected:

1. Administer the pupil's adrenaline auto-injector immediately.
2. Call 999 and request an ambulance, stating that anaphylaxis is suspected.
3. Send a member of staff to direct emergency services to the correct location.
4. Contact parents/carers as soon as practicable.
5. Monitor the child continuously until emergency services arrive.
6. Administer a second auto-injector if required and available, in accordance with healthcare advice.
7. Record the incident and review procedures afterwards.

All incidents involving anaphylaxis will be reviewed to identify any lessons learned.

13. Emergency Medication

Emergency medication may include:

- Inhalers.
- Adrenaline auto-injectors (EpiPens).
- Other emergency medication identified in Individual Healthcare Plans.

Emergency medication must:

- Be readily accessible.
- Accompany pupils on educational visits.
- Be available during sporting events and outdoor learning.

14. Educational Visits and Off-Site Activities

For educational visits:

- Required medication must accompany the pupil.
- Appropriate trained staff must be present.
- Emergency medication must remain accessible at all times.
- Administration records will be completed where medicines are administered.

Risk assessments will consider the medical needs of participating pupils.

15. Refusal of Medication

If a child refuses medication:

- Staff will not force administration.
- Parents/carers will be informed as soon as possible.
- The refusal will be recorded.
- Appropriate medical advice will be sought if necessary.

16. Disposal of Medicines

Parents/carers remain responsible for collecting:

- Expired medicines.
- Unused medicines.
- Medicines no longer required.

The school will not dispose of medicines unless appropriate arrangements have been made.

17. Monitoring and Review

This policy will be reviewed annually by the Headteacher and Governing Body, or sooner if:

- Legislation changes.
- Guidance is updated.
- A serious medical incident identifies the need for review.

Appendix A: Administration of Medicines Checklist

Before administering medication, staff must confirm:

- ☐ Written parental consent received
- ☐ Medicine in original container
- ☐ Child's name clearly displayed
- ☐ Dosage clearly labelled
- ☐ Administration times clearly labelled
- ☐ Medication in date
- ☐ Stored in Medical Room
- ☐ Two members of staff present
- ☐ Administration record completed
- ☐ Parent informed of any concerns