



Medication Policy

Policy Reviewed By

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Policy Reviewed

May 2026

Next Review Due

May 2027

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Statement of intent

Gloverspiece will ensure that pupils with medical conditions receive appropriate care and support at Gloverspiece, in order for them to have full access to education and remain healthy. This includes the safe storage and administration of pupils' medication.

Gloverspiece 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 Gloverspiece.

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. "Controlled drug" is defined as a drug around which there are strict legal controls due to the risk of dependence or addiction, e.g. morphine.

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 Gloverspiece policies:

- Safeguarding Policy
- Health and Safety Policy
- First Aid Policy
- Allergies Policy
- Complaints Procedures Policy



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Roles and responsibilities

The senior leadership team 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 there is a sufficient number of trained staff available within Gloverspiece to administer medication based upon Gloverspiece's risk assessments.
- Ensuring the correct 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 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.
- Managing any complaints or concerns regarding this policy, the support provided to pupils, or the administration of medication in line with Gloverspiece's Complaints Procedures Policy.

The headteacher is responsible for:

- The 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 Gloverspiece 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 Gloverspiece informed about any changes to their child's health.
- Completing an administering medication parental consent form prior to them or their child bringing any medication into Gloverspiece.
- 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 Gloverspiece first aider or other members of staff. This may include staff administering medication to the pupil involved.



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Training staff

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.

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. Gloverspiece will ensure that, as part of their training, staff members will be informed that they cannot be required to administer medication to pupils, and that this is entirely voluntary.

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 AAls

Designated staff members with suitable training and confidence in their ability to use AAls 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 AAls 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 AAls 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 AAls on site at all times.



Receiving, storing and disposing of medication

Receiving prescribed medication from parents

The parents of pupils who need medication administered at Gloverspiece will be sent an administering medication parental consent form to complete and sign; the signed consent form will be returned to Gloverspiece 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.

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

Gloverspiece will store a reasonable quantity of medication, e.g. a maximum of four weeks' supply at any one time. Aspirin will not be administered unless Gloverspiece has evidence that a doctor has prescribed it.

Parents will be advised to keep medication provided to Gloverspiece 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 inside of the bottle. This does not apply to insulin, which can be stored in an insulin pen.

Storing pupils' medication

Gloverspiece 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 cupboard.

Gloverspiece 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 at all times and is immediately accessible, including when outside the premises.
- Carried by pupils for self-administration if deemed suitable by a healthcare professional or required due to their condition.

Medicines and devices which may be required in an emergency situation will always be readily available. They will never be locked away.

Medication will not be kept in a first aid container.



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Disposing of pupils' medication

Gloverspiece 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.

Gloverspiece 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.

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

Gloverspiece will ensure it is registered as a lower-tier waste carrier where required to support the safe disposal of pharmaceutical waste.

Administering medication

Medication will only be administered at Gloverspiece 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; this will normally be Gloverspiece first aid room. 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.



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

- The pupil's identity.
- That Gloverspiece 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 Gloverspiece 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.

Gloverspiece 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.

Non-prescription medicines

Gloverspiece is aware that pupils may, at some point, suffer from minor illnesses and ailments of a short-term nature, and that, in these circumstances, health professionals are likely to advise parents to purchase over-the-counter medicines, for example, paracetamol and antihistamines.

Gloverspiece will work on the premise that parents have the prime responsibility for their child's health and should provide schools and settings with detailed information about their child's medical condition as and when any illness or ailment arises.

Gloverspiece will permit the administration of non-prescription medication either by staff or pupils themselves, following written permission by parents. Gloverspiece will not seek the authorisation of a GP for this purpose.

Pupils and parents will not be expected to obtain a prescription for over-the-counter medicines as this could impact on their attendance and adversely affect the availability of appointments with local health services due to the imposition of non-urgent appointments being made.



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If a pupil is deemed too unwell to be in Gloverspiece, they will be advised to stay at home or parents will be contacted and asked to take them home.

When making arrangements for the administration of non-prescription medicines Gloverspiece will exercise the same level of care and caution, following the same processes, protocols and procedures as those in place for the administration of prescription medicines.

Gloverspiece will also ensure that the following requirements are met when agreeing to administer non-prescription medicines.

- Non-prescription medicines will not be administered for longer than is recommended. For example, most pain relief medicines, such as ibuprofen and paracetamol, will be recommended for three days use before medical advice should be sought. Aspirin will not be administered unless prescribed.
- Parents will be asked to bring the medicine in, on at least the first occasion, to enable the appropriate paperwork to be signed by the parent and for a check to be made of the medication details.
- Non-prescription medicines must be supplied in their original container, have instructions for administration, dosage and storage, and be in date. The name of the child can be written on the container by an adult if this helps with identification.
- Only authorised staff who are sufficiently trained will be able to administer non-prescription medicines.

Paracetamol

Gloverspiece is aware that paracetamol is a common painkiller that is often used by adults and children to treat headaches, stomach ache, ear ache, cold symptoms, and to bring down a high temperature; however, it also understands that it can be dangerous if appropriate guidelines are not followed and recommended dosages are exceeded.

Gloverspiece is aware that paracetamol for children is available as a syrup from the age of 2 months; and tablets (including soluble tablets) from the age of 6 years, both of which come in a range of strengths.

Gloverspiece understands that children need to take a lower dose than adults, depending on their age and sometimes, weight. Gloverspiece will ensure that authorised staff are fully trained and aware of the NHS advice on how and when to give paracetamol to children, as well as the recommended dosages and strength.

Staff will always check instructions carefully every time they administer any medicine, whether prescribed or not, including paracetamol.

Gloverspiece will ensure that they have sufficient members of staff who are appropriately trained to manage medicines and health needs as part of their duties.

The written consent of parents will be required in order to administer paracetamol to pupils.



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Pupils aged 10 to 15 should not take more than one tablet or capsule per dose and pupils aged 16 or over should not take more than two tablets or capsules per dose.

Pupils will only be given paracetamol up to four times a day if they needed. At least four hours will need to lapse before another dose is taken. Pupils will not be given, or self-administer, more than four doses in 24 hours.

The written consent of parents will be required in order to administer paracetamol to pupils.

For pupils' health and safety Gloverspiece will only administer one tablet of 500mg, regardless of age, within Gloverspiece day and will ensure staff adhere to the following protocols:

- Before giving paracetamol, affected pupils will be encouraged to get some fresh air, and have a drink or something to eat. Paracetamol will only be considered if these actions do not work.
- Parents and carers will be contacted by phone before any paracetamol is given to obtain verbal consent and to confirm whether any medicines have been taken before attending Gloverspiece.
- Following consent, paracetamol may be administered by authorised members of staff in the event of a headache, toothache, period pain or any type of mild to moderate pain.
- Paracetamol will not be issued without prior written consent, and verbal consent from the parent on the day. If verbal consent cannot be obtained, then paracetamol will not be given.
- When a pupil is given medicine, the authorised member of staff will witness the pupil taking the paracetamol and make a record of it. This record will include:
 - Pupil's name.
 - The name of the medicine.
 - Dose given.
 - Date and time of administration.
 - Signature of the person administering.
- Only standard paracetamol will be given, not combination medicines which may contain other drugs.
- If paracetamol does not alleviate symptoms, the pupil's parents will be contacted again.
- Paracetamol will not be given following a head injury, or where a pupil has taken paracetamol containing medicine within the last four hours.
- Pupils who frequently require paracetamol will be asked to provide their own tablets which will be kept securely labelled in Gloverspiece office; parents will be contacted by the office staff in these circumstances.
- If a pupil has a minor injury whilst at Gloverspiece their condition will be triaged by a First Aider; whereupon appropriate pain relief may be given by an authorised member of staff (who may or may not be the first aider) following consultation and consent from parents.



Medical devices

Asthma inhalers

Gloverspiece will allow pupils who are capable of carrying their own inhalers to do so, provided that parental consent for this has been obtained. Gloverspiece will ensure that spare inhalers for pupils are kept safe and secure in preparation for the event that the original is misplaced, unavailable or not working.

AAIs

Gloverspiece will allow pupils who are capable of carrying their own AAIs to do so, provided that parental consent for this has been obtained. Gloverspiece will ensure that spare AAIs for pupils are kept safe and secure in preparation for the event that the original is misplaced, unavailable or not working.

Spare 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:

- Gloverspiece Main Site – First Aid Room
- Dilmore – Office/First Aid Room
- Gatehouse – Office/First Aid Room

There will be a stock of AAIs, which are replenished when used, within locations where there is a greater risk of anaphylaxis occurring, e.g. the dining hall. Gloverspiece 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 AAIs in emergency situations. The spare AAIs 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 IHP.

Pupils' and spare AAIs will be obtained, stored and administered in line with Gloverspiece's Allergen and Anaphylaxis Policy.



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Educational trips and visits

In the event of educational trips and visits which involve leaving Gloverspiece 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 are very young or 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 off-site 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.

All staff members, volunteers and other adults present on off-site 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.

Medical emergencies

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

For all emergency medication stored by Gloverspiece, Gloverspiece will ensure it is readily accessible to staff and the pupil who requires it and is not locked away. For all emergency medication kept in the possession of a pupil, e.g. AAI's, Gloverspiece will ensure that pupils are told to keep the appropriate instructions with the medication at all times. A spare copy of these instructions will be kept by Gloverspiece.



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Administering medication parental consent form

Gloverspiece will not give your child medication unless you complete and sign this form.

Name of pupil		
Date of birth		
Medical condition or illness		
Prescribed medication		
Non-prescription medication		
Name and/or type of medication as described on the container		
Date dispensed		
Expiry date		
Agreed review date		
Review to be initiated by		
Dosage, timing, and method of administration		
Special precautions		
Likely side effects		
Self-administration	Yes	No
Additional details		