



MEDICATION PROTOCOLS POLICY

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1. Purpose

To ensure that medication is administered safely, consistently, and in line with pupils' individual medical needs, while promoting their health and well-being at school.

2. Aims

- To safeguard pupils who require medication during the school day.
- To ensure all staff understand procedures for safe storage, recording, and administration.
- To work in partnership with parents, carers, and healthcare professionals.

3. Roles and Responsibilities

Role	Responsibility
Headteacher	Ensures policy implementation and staff training.
Designated Medication Officer (DMO)	Oversees medication storage, records, and administration.
Staff	Follow procedures and only administer medication they are authorised to give
Parents / Carers	Provide written consent, clear instructions, and medication in original packaging.
Pupils	Where appropriate, take responsibility for their own medication (e.g., inhalers, EpiPens).

4. Procedures for Administering Medication

Step 1: Parental Consent

- Written consent and instructions must be provided on a **Parental Consent Form**.
- The school cannot administer any medicine without written parental permission.



Step 2: Verification

- Check medication label for:
 - Pupil's name
 - Dose and timing
 - Expiry date
 - Storage instructions
- Verify details against the consent form before administration.

Step 3: Storage

- All medicines must be stored in a **locked cupboard** or **designated refrigerator**, except emergency medication (e.g., inhalers, EpiPens, insulin).
- Only authorised staff may access the storage area.
- Complete the **Medication Stock Check** form
- Complete the Prescription Log in Behaviour Watch
- Complete the **Weekly Medication Schedule** form

Step 4: Administration

- Administer the medication exactly as prescribed.
- Wash hands before and after.
- Have a witness (where possible) when giving medication.
- Record immediately after giving the dose on the **Medication Administration Record (MAR)**, including:

Step 5: Non-Administration

- If a dose is missed, refused, or delayed:
 - Do not force the pupil.
 - Record the incident and inform parents/carers as soon as possible.
 - Seek medical advice if necessary.

Step 6: Disposal

- Return unused or expired medication to parents for safe disposal.
- Do not dispose of medication in school waste.

5. Self-Administering Medication

- Some pupils may self-administer (e.g., inhalers, diabetic kits).
- Parental consent and staff awareness are required.
- Regular checks should ensure the medication remains in date and used appropriately.

6. Self-Administration

- Keep all consent forms, MARs, and incident records securely.
- Retain records in line with school policy and data protection laws.

7. Emergencies and Actions to Take

What Constitutes an Emergency

An emergency occurs when:

- A pupil has a **severe allergic reaction (anaphylaxis)**.
- A pupil has a **seizure** or becomes **unconscious**.
- A pupil has **asthma and is struggling to breathe**.
- A pupil experiences a **diabetic emergency (hypo/hyperglycaemia)**.
- A pupil receives **the wrong medication or dose**.
- A pupil shows **sudden, severe symptoms** following medication administration.

Actions to Take

1. **Stay Calm and Assess the Situation**
 - Quickly identify the pupil and the nature of the emergency.
2. **Call for Help Immediately**



- Notify the designated first aider and/or senior staff.
 - If life-threatening, **call 999** and state the medical condition and urgency.
- 3. Administer Emergency Medication (if prescribed)**
- Examples: EpiPen for anaphylaxis, inhaler for asthma, glucose for diabetes.
 - Follow the pupil's individual healthcare plan (IHP) if available.
- 4. Ensure Safety and Supervision**
- Stay with the pupil until help arrives.
 - Keep other pupils clear from the area.
- 5. Contact Parents/Carers**
- Inform them of the incident as soon as it is safe to do so.
- 6. Record and Report**
- Document the incident, medication given, and actions taken.
 - Complete an incident form and inform the headteacher or designated safeguarding lead.
- 8. Review**
- Review the medication plan annually or following any incident.
 - Update procedures as needed in line with medical or policy changes.