



Administering Medicines

Policy in effect from: April 2026

Review Date: April 2027



Statement of Intent

Mighty Oaks Academy Trust is committed to ensuring that pupils with medical conditions receive appropriate care and support at school, enabling them to have full access to education and to remain healthy and safe.

This includes the safe receipt, storage and administration of medication. The school is committed to working in partnership with parents to ensure they feel confident that their child's medical needs will be met and that pupils feel secure while in school.

For the purposes of this policy:

- Medication includes prescribed and over-the-counter medicines, and medical devices such as asthma inhalers and adrenaline auto-injectors (AAIs).
- Prescription medication refers to medicines prescribed by a doctor.
- Controlled drugs are medicines subject to strict legal controls due to the risk of dependence or misuse (e.g. morphine).

Legal Framework

This policy has due regard to the following legislation and statutory guidance:

- 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*

Linked Policies

This policy should be read in conjunction with:

- Supporting Pupils with Medical Conditions Policy
- First Aid Policy
- Allergen and Anaphylaxis Policy
- Records Management Policy
- Complaints Procedures Policy

Roles and Responsibilities

Local Academy Committee

The Local Academy Committee is responsible for:

- Ensuring effective implementation of this policy
- Ensuring the policy does not discriminate under the Equality Act 2010
- Ensuring appropriate insurance arrangements are in place
- Ensuring staff are suitably trained
- Ensuring appropriate consultation with health professionals
- Managing complaints in line with the Complaints Policy

Head of School

The Head of School is responsible for:

- Day-to-day management of this policy
- Arranging and monitoring staff training
- Ensuring emergency arrangements are known
- Ensuring cover in staff absence
- Ensuring risk assessments are completed, including for trips

Staff

All staff are responsible for:

- Adhering to this policy
- Supporting pupils consistently and fairly
- Acting appropriately in medical emergencies

Staff are not required to administer medication unless it is part of their defined role and they have received appropriate training.

Parents

Parents are responsible for:

- Informing the school of changes to their child's medical needs
- Completing consent forms before medication is brought into school
- Ensuring medication is supplied correctly and within expiry

Staff Training

The Head of School will ensure:

- A sufficient number of staff are trained to administer medication
- Emergency medication training is provided by healthcare professionals
- Training is refreshed regularly

Staff will not be expected to administer medication unless trained and confident. Administration is voluntary unless specified in job roles.

Training for Adrenaline Auto-Injectors (AAIs)

Where pupils are at risk of anaphylaxis:

- Staff will receive annual specialist training
- Designated trained staff will be identified
- Sufficient trained staff will be available at all times

Training includes:

- Recognising symptoms
- Locating AAIs

- Safe administration
- Emergency response and record-keeping

Receiving Medication from Parents

Prescribed Medication

- A signed parental consent form is required
- Medication must be in original packaging with instructions
- A reasonable quantity (up to four weeks) will be accepted
- Aspirin will only be administered if prescribed

Non-Prescribed Medication

- Consent is required
- Medication must be unopened and clearly labelled
- Only short supplies (e.g. 1–2 days) will be stored
- Non-prescribed medication will not be administered before 1pm

Storage of Medication

Medication will be:

- Stored securely according to instructions
- Clearly labelled with pupil name, dosage, frequency and expiry
- Kept with the parental consent form

Emergency medication (e.g. inhalers, AAls) will be:

- Easily accessible
- Known to the pupil and relevant staff

Medication not meeting these criteria will not be administered.

Disposal of Medication

- Surplus or expired medication will not be stored
- Parents will be asked to collect medication for disposal
- Sharps will be disposed of using approved sharps containers

Administering Medication

Medication will only be administered where failure to do so would be detrimental to the pupil's health.

- Antibiotics will not routinely be administered
- Where possible, pupils will self-administer under supervision
- Pupils will not be forced to take medication

Before administration, staff will check:

- Pupil identity
- Written parental consent
- Correct medication and dosage
- Expiry date
- Timing of last dose

A second adult will be present to verify checks.

Records of administration will be kept securely in line with the Records Management Policy.

Medical Devices

Asthma Inhalers

- Stored in classrooms in clearly labelled boxes
- Spare inhalers kept securely

Adrenaline Auto-Injectors

- Pupils may carry their own where appropriate and consented
- Spare AAls stored in accessible locations

- Emergency AAls located in the Main School Office, within 5 minutes' access

Individual Healthcare Plans (IHPs)

IHPs will be written for pupils with long-term or complex conditions in partnership with parents and health professionals.

IHPs include:

- Condition details and triggers
- Medication and equipment needs
- Staff responsibilities
- Emergency procedures
- Arrangements for trips

Educational Visits and Trips

- Medication and devices will accompany the pupil
- At least one trained staff member will be present
- Clear records will be maintained for longer visits
- All accompanying adults will be briefed on emergency procedures

Medical Emergencies

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

Emergency medication will:

- Never be locked away
- Be accessible and clearly labelled
- Include instructions with spare copies kept in school

Monitoring and Review

- This policy will be reviewed annually

- Medication records will be monitored
- Staff and healthcare professionals will be consulted
- Any changes will be communicated to parents and staff