KINGSLAND SCHOOL

MEDICATION POLICY

November 2025

Contents

INTRODUCTION 2
AIMS OF THE POLICY 2
CONFIDENTIALITY 2
RESPONSIBILITIES 2
SUPPORT FOR PUPILS WITH MEDICAL NEEDS & RECORD KEEPING 2
CONDITIONS FOR EFFECTIVE MANAGEMENT OF MEDICINES WITHIN SCHOOL 3
ADMINISTERING MEDICATION ON-SITE 4
Stanley site specific procedures 4
Castleford site specific procedures 5
ADMINISTERING MEDICATION OFF-SITE 5
REFUSING MEDICATION 6
SAFETY MANAGEMENT 6
STORAGE OF MEDICATION 7
CONTROLLED DRUGS 7
Storage of Controlled Drugs 7
UNUSED MEDICINES 7
ASTHMA 8
APPENDIX 1: MEDICATION ADMINISTRATION LOG 9

INTRODUCTION

The Governors and staff of Kingsland School wish to ensure that pupils with medical needs receive care and support. Pupils should not be denied access to a broad and balanced curriculum simply because they are on medication or need medical support, nor should they be denied access to school trips or other educational opportunities.

This policy aims to specify the approach of the school with regards to administering and storing medication.

AIMS OF THE POLICY

The purpose of this policy is to:

- bring about effective management of medicines within school with regards to storage, handling and disposal of medicines
- ensure the school adheres to current guidelines regarding Health and Safety within schools
- ensure the school adheres to DfE guidelines.

CONFIDENTIALITY

All staff should treat medical information confidentially (see Kingsland's Code of Conduct & GDPR Policy).

RESPONSIBILITIES

The Headteacher is responsible for implementing the Governing Body Policy in practice and for the detailed procedures. The Headteacher must ensure that staff receive the correct support and training where necessary.

The designated senior leader for health has the responsibility for ensuring the school's centralised health register, referred to as the *Pupil Overview of Essential Documents* spreadsheet, is up to date.

Parents/carers have prime responsibility for their child's health and should provide the school with up to date and accurate information regarding their child's medical needs/conditions, and any changes to these and the care they require. This includes supplying information regarding any NHS care plans, and any medication that their child needs to take at school, including any changes to the prescription or support required. Parents/carers should give details in conjunction with their child's GP or paediatrician as appropriate. The school collates this information on the *Pupil Overview of Essential Documents* spreadsheet.

SUPPORT FOR PUPILS WITH MEDICAL NEEDS & RECORD KEEPING

If a parent/carer informs the school that their child has a health condition, the designated senior leader for health in liaison with the Headteacher, other senior leaders and/or the school nursing team will determine whether the child requires an individual plan or risk assessment in school, based on the information provided by the parent/carer.

All pupils with a medical condition will have their medical needs (including details regarding exactly what care a pupil needs in school, when they need it and who is going to give it) documented clearly within one or more of the following documents:

- an NHS care plan
- an individual health plan for asthma
- an individual risk assessment
- a class risk assessment.

The school uses the above documentation to record the support an individual pupil needs around their medical condition. This documentation is developed with parents/carers, school staff, school nursing staff/specialist nurse (where appropriate) and relevant healthcare services - supplementary documentation from these specialists will be used to support the plan. Any relevant documentation will be stored electronically within a pupil's central office file under the 'medical' tab.

Parents/Carers, school nursing staff/specialist nurse (where appropriate) and relevant healthcare services hold a copy of the above documentation. Other school staff are made aware of and have access to the above documentation for the pupils in their care. This school makes sure that all staff providing support to a student and other relevant teams have received suitable training and ongoing support, to make sure that they have the skills, knowledge and confidence to provide the necessary support to fulfil the requirements set out in the above documentation.

CONDITIONS FOR EFFECTIVE MANAGEMENT OF MEDICINES WITHIN SCHOOL

In order for medicines to be effectively and safely managed within school, the following procedures are in place:

- prior written authorisation from parents/carers for any prescribed medication to be given to a child
- confirmation of the Headteacher's agreement to administer medication
- staff training in dealing with medical needs
- record keeping
- storage and access to medication
- disposal of medication
- system for safe handover of medication between home and school. In order to facilitate this:
    - parents/carers must ensure medication is correctly labelled and bagged
    - parents/carers must inform school of the medication
    - Passenger Assistants and parents are aware medication must be handed to a member of staff on arrival at school (at any time
    - medication is handed back to Passenger Assistants and parents by a member of staff when pupils leave the school building (at any time).

ADMINISTERING MEDICATION ON-SITE

Where possible, parents/carers will be encouraged to administer short term prescribed medicine at home e.g. 8am, 4pm and bedtime. This reduces the need to bring it in to school.

No pupil should be given medication without parent/carer consent.

In terms of medication that their child is/may be required to take during the school day (including short term medication e.g. for an infection), parents/carers should provide the following details via a form supplied by the school nurses (Stanley site) or via the school's Administering Medication form (Castleford site):

- name of medication
- dosage
- method of administration
- time and frequency of administration
- any possible side effects.

Any member of school staff/nursing staff giving medication to a pupil must check:

- the pupil's name matches the one on the prescription label
- the name of the medication matches that on the prescription label and the parental consent form
- the medication is in its original container
- the details of the written instructions and/or the NHS care plan provided by the parents/carers or doctor
- the prescribed dose and frequency of doses
- the expiry date.

Any member of school staff may be asked to provide support to pupils with medical conditions, including the administering of medicines. School staff should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions. They should be aware of the possible side effects and what to do if they occur. Any member of school staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

Stanley site specific procedures

All medication is stored, dispensed and administered by nurses on site. The only exceptions to this are:

- if an asthma-trained staff member is required to administer a prescribed inhaler and/or the school's emergency inhaler (i.e. because a nurse is not available to do so)
- if a suitably trained staff member is required to administer any form of medication during an off-site visit
- in some exceptional cases (e.g. a pupil with particular anxieties around medication and/or a pupil with particularly challenging behaviours), nurses may draw up medication and liaise with class staff to administer, if class staff feel comfortable with this and deem it in the best interests of the pupil. Nurses should attempt to observe whilst medication is administered by class staff, but

if this is not possible, should return a short time later to confirm the medication was administered successfully.

At the Stanley site, the following procedures are in place:

- The nurses routinely monitor stock levels of medication and request additional medication from parents/carers when needed.
- The nurses check the expiration date of all medication each month.
- Parents/carers are asked to complete a drug information record sheet outlining the drug regime for each child.
- A new drug information record sheet must be completed for any changes in medication
- Medication prescribed on an 'as required' basis. It is the responsibility of the parent/carer to keep these records updated and to inform the school nurse of any changes
- Non-prescribed medication (such as Calpol and Piriton) can be given with consent and by prior agreement, if supplied by the parent/carer

Castleford site specific procedures

All medication is stored, dispensed and administered by named Medical Administrators on site.

The following Medical Administrators will be responsible for the day to day management of medication within school:

- Katie West
- Jill Mosby
- Louise Whitham Jefferson
- Joanne Boucher
- Sarah Barker

Staff trained in Asthma are able to administer prescribed inhalers. These are kept in class and a log sheet must be completed each time a dose is administered (please see Asthma Policy for further information).

Non-prescription medication (such as Calpol and Piriton) is not the responsibility of the school and will not be administered by school staff.

The school nursing team (Stanley site) and the Medical Administrators (Castleford site) must record each time they give medication to a pupil, and must have the dosage and administration witnessed and counter signed by a second adult. Medical Administrators (Castleford site) must complete the school's Medication Administration Log (see Appendix 1).

Half termly checks are to be completed by Medical Administrators to ensure all medication kept in school adheres to the above.

ADMINISTERING MEDICATION OFF-SITE

Staff will follow the school's Educational Visits Policy and Medication Risk Assessment in the event that medication is required to be administered off site e.g. on a school visit. All medication taken off-site must be clearly noted on the visit's 'going

out' form and travel on the same vehicle as the pupil and the staff member trained to administer. All medication taken off-site must be kept in a zip wallet or other suitable container. This wallet/container must:

- be labelled with the pupil's name
- contain the medication to be collected from the school nurse/ Medical Administrator, along with gloves and wipes
- contain the pupil's NHS care plan or individual health plan for Asthma, where either is in place
- contain any school-based individual risk assessments related to medical needs of pupil
- contain contact details for parents/carers, unless these are contained in the visit leader (held by the visit lead).

Where the pupil's needs are more complex the school would liaise with parents/carers, school nursing staff/specialist nurses (where appropriate) and relevant healthcare services prior to any offsite visits to discuss and agree a plan for any extra care considerations or adaptations that may be required off-site.

Only suitably trained staff members will administer medication off site. An agreement of who will do this must be in place well in advance of the visit taking place; any decisions must be discussed with and agreed to by the site lead/DHT lead and the school nurses (Stanley site) or Medical Administrators (Castleford site).

Teaching unions advise that teachers do not administer medicine. However, in certain circumstances, the school may make the decision that it is appropriate for a member staff to administer medication. This may be because in certain circumstances, the decision not to administer medication may exclude a pupil from participating in activities out of school.

REFUSING MEDICATION

If a pupil refuses to take medication those administering should not force them to do so. The child's parents/carers should be contacted as a matter of urgency.

In the event that refusal to take the medication will be potentially life threatening or have a serious consequence if it is not administered before a parent/carer can arrive then the most senior member of staff on site must make a decision about whether to call an ambulance or have the medication administered against the pupil's wishes.

SAFETY MANAGEMENT

Some medicines may be harmful to anyone for whom they are not prescribed. Where a school agrees to administer medication the employer has a duty to ensure that the risks to the health of others are properly controlled in line with COSHH (Control of Substances Hazardous to Health) regulations within school.

Staff must store their own medication in a locked location on site during the school day. Wherever possible, staff should minimise the amount of medication they bring

onto the school site (e.g. only bring required dose for that day). Any misplaced staff medication should be reported to SMT immediately.

STORAGE OF MEDICATION

Staff should never transfer medicines from their original container. All pupil medication on site must be kept in a locked medicine cabinet that is not readily accessible. This cabinet is in the nurse's room (Stanley site) and Admin Office (Castleford site). The exception to this is inhalers (see Asthma Policy).

Some classrooms at the Stanley site contain additional, locked medicine cabinets for pupils who may require emergency medication quickly. These cabinets can only be used to store medication as agreed by SMT and the school nurses. The key to these locked cabinets is stored securely by the class teacher and only health professionals and/or school nurses supporting these pupils should access these cabinets.

CONTROLLED DRUGS

It is the school's policy that parents will bring any controlled drugs their child requires to school. This will be delivered to a member of the school nursing team (Stanley site) or one of the named Medical Administrators (Castleford site). This medication can also be delivered to school via a child's Passenger Assistant (if they travel on transport); the Passenger Assistant must hand this over to a member of the school nursing team (Stanley site) or one of the named Medical Administrators (Castleford site).

Parents/carers should ensure Passenger Assistants are aware of the medication and that they need to hand over medication on arrival in school.

Storage of Controlled Drugs

In line with the Misuse of Drugs Act and its associated regulations all Schedule 3 controlled drugs (e.g. Buccal Midazolam) should be stored in a locked 'Controlled Drugs' (CD) cabinet as a matter of good practice.

Schedule 2 controlled drugs (e.g. Ritalin) should be stored in a locked receptacle within the locked 'CD' cabinet to which only named staff (nursing team or Medical Administrators) have access.

A record of administration must be kept (see Appendix 1). It is necessary to make a record when new supplies of controlled drugs are received into school. These records must allow full reconciliation of supplies received, administered and returned home/disposed of at pharmacy.

UNUSED MEDICINES

Parents will be informed of any unused prescribed medication and asked how they want this transferring home. This medication can be sent home with a pupil's Passenger Assistant; procedures as outlined in Section 6 of this policy. If parents fail to collect unused medication and/or fail to remove it from their child's bag and/or inform school that they do not wish for the medication to be sent home, the responsible staff will dispose of the medication (see Disposal of Medication). A member of the school nursing team (Stanley site) or a Medical Administrator (Castleford site) should take this

it to the local pharmacy for disposal and log this on the school's Medication Administration Log (see Appendix 1).

It is the responsibility of parents/carers to ensure that their child's expired medication is disposed of safely once it arrives home.

ASTHMA

Kingsland school recognises that asthma is a widespread, serious, but controllable condition and has an Asthma Policy that details the support structures in place for pupils with the condition. All pupils with diagnosed asthma have an individual health plan provided by parents and located in pupil files. This includes the use of an emergency inhaler.

APPENDIX 1: MEDICATION ADMINISTRATION LOG

Name of school/setting: Name of child: Group/class:						
Name of Medication to be given: Type (e.g Tablets, Sachets, liquid etc): Dose and frequency of medicine: Number of tablets/amount required per week:						
Date & Time	**Amount given** **Signature & Countersignature**			**Amount remaining**	**Other info: (e.g)** -Parent sent in -Deliverd by respite -Taken on Trip -Refused to take -Disposed of	**Amount received**