



THE
MALLING
SCHOOL

Policy For	Administration of Medicines Policy
Person Responsible	Business Manager
Date Revised	September 2026
Review Date	September 2028
Next Review Date	September 2028
Approved By	HEADTEACHER

Content

1. Policy Statement.....	page 3
2. Scope.....	page 3
3. Principles.....	page 3
4. Roles & Responsibilities.....	page 4
5. Individual Healthcare Plans.....	page 5
6. Administration of Medicines.....	page 6
7. Non-Prescription Medicines.....	page 6
8. Storage of Medicines.....	page 6
9. Self Administration.....	page 7
10. Emergency Medicines.....	page 7
11. Educational Visits.....	page 7
12. Staff Training.....	page 8
13. Record Keeping.....	page 8
14. Refusal of Medication.....	page 8
15. Disposal of Medicines.....	page 9
16. Monitor & Review.....	page 9
17. Liability, Indemnity & Insurance.....	page 9
18. Controlled Drugs.....	page 10
19. Emergency Asthma Inhalers & Adrenaline Auto-Injectors.....	Page 10
20. Educational Visits, Sporting Activities & Off Site Learning.....	page 11
21. Confidentiality & Information Sharing.....	page 11
22. Pupils Returning Following Illness or Medical Treatment.....	page 11
23. Unacceptable Practice.....	page 12
24. Medical Emergencies.....	page 12
25. Monitor, Review & Policy Evaluation.....	page 13

1. Policy Statement

The Malling School is committed to supporting pupils with medical conditions so that they can participate fully in school life, remain healthy and achieve their academic potential.

The school recognises that pupils with medical conditions should be properly supported to enable them to have full access to education, including educational visits, sporting activities and other school activities. No pupil will be denied access to education because of a medical condition unless this is necessary to protect their health or safety.

The school will comply with its duties under:

- Section 100 of the Children and Families Act 2014
- Equality Act 2010
- Health and Safety at Work etc. Act 1974
- Supporting Pupils at School with Medical Conditions (Department for Education)
- SEND Code of Practice (where applicable)

2. Scope

This policy applies to all pupils attending The Malling School and to all members of staff who support pupils with medical conditions or who have agreed to administer medicines.

It should be read alongside the school's:

- First Aid Policy
- Health and Safety Policy
- Educational Visits Policy
- Safeguarding and Child Protection Policy
- SEND Policy

3. Principles

The school will:

- support pupils with medical conditions to access education safely;
- work in partnership with parents, pupils and healthcare professionals;
- ensure arrangements are in place for pupils requiring medication during the school day;
- maintain appropriate records;
- provide appropriate staff training where required;
- ensure medicines are stored securely and administered safely.

4. Roles and Responsibilities

Governing Body

The Governing Body is responsible for ensuring that appropriate arrangements are in place to support pupils with medical conditions and that this policy is reviewed regularly.

Headteacher

The Headteacher will:

- ensure this policy is implemented;
- ensure sufficient trained staff are available;
- ensure appropriate Individual Healthcare Plans are in place where required;
- ensure suitable records are maintained.

Business Manager

The Business Manager is responsible for:

- coordinating the administration of medicines;
- maintaining medicine records;
- ensuring medicines are stored appropriately;
- arranging disposal of expired medication;
- ensuring relevant documentation is maintained.

Staff

There is no contractual duty requiring teachers or support staff to administer medicines.

Staff who voluntarily agree to administer medication will:

- receive appropriate information and/or training where necessary;
- follow the school's procedures;
- keep accurate records;
- report concerns immediately.

No member of staff will administer medication unless they feel competent to do so.

Parents and Carers

Parents are responsible for:

- informing the school of medical conditions;
- providing medication in its original pharmacy container;
- ensuring medicines are within their expiry date;
- notifying the school of changes to medication;
- collecting expired medicines.

Pupils

Where appropriate, pupils will be encouraged to understand and manage their own medical conditions and medication under suitable supervision.

5. Individual Healthcare Plans (IHPs)

An Individual Healthcare Plan will normally be prepared for pupils with long-term or complex medical conditions.

The plan may include:

- medical condition;
- symptoms and triggers;
- prescribed medication;
- dosage and timing;
- emergency procedures;
- educational visit arrangements;

- staff training requirements;
- review arrangements.

Plans will be developed in partnership with parents and relevant healthcare professionals and reviewed at least annually or sooner if needs change.

6. Administration of Medicines

The school will only administer medicines where:

- written parental consent has been received;
- the medicine has been prescribed by an appropriate healthcare professional or has otherwise been agreed by the Headteacher in exceptional circumstances;
- the medicine is required during the school day.

Medicines must:

- be in the original container;
- display the child's name;
- display dosage instructions;
- show the dispensing date where applicable;
- be within the expiry date.

Each administration will be recorded using the school's medicine administration records.

7. Non-Prescription Medicines

The school does not routinely administer non-prescription medicines, including paracetamol and ibuprofen.

Where exceptional circumstances arise, any administration will only take place with the agreement of parent/carer with consent where appropriate, and in accordance with the school's procedures.

Parents may provide medication for their own child where it is required during the school day. Such medication must be supplied in its original packaging, clearly labelled with the pupil's name, and accompanied by the school's parental consent form.

Any non-prescription medicine brought into school by a parent/carer must be handed directly to the designated member of staff responsible for medicines and stored in

accordance with Section 8 of this policy. Non-prescription medicines must not be retained by teaching staff for pupils to access as required.

8. Storage of Medicines

Medicines will be:

- stored securely;
- accessible only to First Aiders, the Pastoral Team including Guidance Managers, and designated trained staff;
- stored in accordance with manufacturer instructions;
- refrigerated where required in a secure refrigerator.

Emergency medication such as inhalers, adrenaline auto-injectors and emergency seizure medication will be readily accessible without delay.

All medicines provided for administration during the school day must be stored in the school's designated secure medicines storage area and must not be kept in classrooms, form rooms, staff offices, desks or other unsecured locations. Medicines must only be accessed by authorised staff, except where a pupil has been formally authorised to carry and self-administer their own medication in accordance with an Individual Healthcare Plan or written agreement with the school. Staff must not retain medicines for pupils to access independently or on request.

Controlled drugs will be stored in accordance with legal requirements.

9. Self-Administration

Where appropriate and agreed by parents and the school, pupils may carry and self-administer medication such as asthma inhalers, adrenaline auto-injectors or diabetic medication.

The school reserves the right to withdraw permission where this presents a safety risk.

10. Emergency Medicines

The school will ensure that emergency medicines are readily available for pupils who require them.

This includes, where applicable:

- asthma inhalers;

- adrenaline auto-injectors (EpiPens or equivalent);
- diabetes medication;
- emergency seizure medication.

Staff will follow each pupil's Individual Healthcare Plan.

Emergency services will be contacted immediately where required.

Parents will be informed as soon as practicable following any medical emergency.

11. Educational Visits

Reasonable adjustments will be made to ensure pupils with medical conditions can participate in educational visits wherever possible.

Visit leaders will ensure:

- medication accompanies the pupil;
- trained staff are present where required;
- emergency procedures are understood.

12. Staff Training

Staff will receive training appropriate to their role.

Training may include:

- use of adrenaline auto-injectors;
- asthma management;
- diabetes awareness;
- epilepsy awareness;
- administration of prescribed medication.

Training records will be maintained.

13. Record Keeping

The school will maintain records of:

- parental consent;

- Individual Healthcare Plans;
- medicines received;
- medicines administered;
- staff training;
- medicine disposal.

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

14. Refusal of Medication

If a pupil refuses medication:

- staff will not force administration;
- parents will be informed;
- advice will be sought where appropriate;
- emergency procedures will be followed if refusal places the pupil at immediate risk.

15. Disposal of Medicines

Expired or discontinued medicines will be returned to parents for safe disposal.

The school will not dispose of medicines in general waste or drains.

Sharps will be disposed of using approved clinical waste containers.

16. Monitoring and Review

This policy will be reviewed every two years or sooner if:

- legislation changes;
- Department for Education guidance changes;
- operational experience identifies improvements.

17. Liability, Indemnity and Insurance

The Governing Body will ensure that appropriate insurance arrangements are in place to provide cover for staff who voluntarily administer medicines or undertake healthcare procedures in accordance with this policy and any agreed Individual Healthcare Plan.

Staff are expected to:

- act within the scope of their training and competence;
- follow the school's procedures;
- seek advice where they are unsure;
- report any incidents or concerns immediately.

No member of staff will be expected to administer medication or undertake healthcare procedures unless they have voluntarily agreed to do so and have received any training considered necessary.

18. Controlled Drugs

Controlled drugs will be managed in accordance with current legislation and relevant professional guidance.

Where controlled drugs are kept on site they will:

- be stored securely in a locked cabinet that meets legal requirements;
- be accessible only to First Aiders, the Pastoral Team including Guidance Managers and designated trained staff.
- be administered only in accordance with written parental consent and, where appropriate, an Individual Healthcare Plan;
- have all administration recorded;
- be returned to parents when no longer required or when expired.

A pupil who has been prescribed a controlled drug may possess and administer that medicine themselves if this has been agreed by the school, parents and the prescribing clinician and is detailed within the Individual Healthcare Plan.

19. Emergency Asthma Inhalers and Adrenaline Auto-Injectors

Where appropriate, the school may maintain:

- a spare emergency salbutamol inhaler; and/or
- spare adrenaline auto-injectors (AAIs)

in accordance with current legislation and Department of Health guidance.

These emergency medicines will only be used for pupils:

- who have been prescribed the relevant medication;
- whose parents have provided written consent for the emergency medication to be used;
- where it is considered necessary in an emergency.

A record will be kept of every occasion on which an emergency inhaler or spare adrenaline auto-injector is used and parents will be informed as soon as practicable.

20. Educational Visits, Sporting Activities and Off-Site Learning

The school is committed to ensuring that pupils with medical conditions are able to participate fully in educational visits, sporting activities and off-site learning wherever it is safe to do so.

Prior to any visit, the Visit Leader will ensure that:

- appropriate risk assessments have been completed;
- relevant Individual Healthcare Plans have been reviewed;
- required medication accompanies the pupil;
- suitably trained members of staff are available where required;
- emergency contact information is available.

Reasonable adjustments will be made to enable pupils with medical conditions to participate wherever possible.

21. Confidentiality and Information Sharing

The school recognises that medical information is confidential.

Information relating to a pupil's medical condition will only be shared with staff who need to know in order to safeguard the pupil or fulfil their responsibilities.

Information will be processed in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and the school's Data Protection Policy.

Parents and pupils will be involved in decisions regarding the sharing of medical information wherever appropriate.

22. Pupils Returning Following Illness or Medical Treatment

Where a pupil returns to school following:

- surgery;
- a significant illness;
- a period of hospitalisation;
- treatment for a long-term medical condition; or
- another significant medical event,

the school will work with parents, healthcare professionals and the pupil to ensure that appropriate support arrangements are in place.

This may include:

- a phased return to school;
- temporary adjustments to the timetable;
- additional supervision;
- amendments to the Individual Healthcare Plan;
- reasonable adjustments under the Equality Act 2010 where appropriate.

23. Unacceptable Practice

The Malling School will not:

- prevent a pupil from accessing their prescribed medication when required;
- assume that every pupil with the same medical condition requires identical support;
- ignore the views of pupils or parents regarding medical support;
- send pupils with medical conditions home frequently or prevent them from remaining in school unnecessarily;
- require parents to attend school to administer routine medication where suitable arrangements can reasonably be made by the school;
- prevent pupils from participating in school activities, educational visits or sporting events without evidence-based medical advice;
- penalise pupils for absences related to legitimate medical appointments or treatment;

- leave pupils unattended where this would place them at risk because of their medical condition.

The school will always seek to make reasonable adjustments to enable pupils with medical conditions to participate fully in school life.

24. Medical Emergencies

In the event of a medical emergency:

- staff will immediately follow the pupil's Individual Healthcare Plan where one exists;
- emergency medication will be administered by trained staff where appropriate;
- an ambulance will be called whenever there is concern about a pupil's condition or where this forms part of the agreed emergency procedures;
- parents or carers will be contacted as soon as reasonably practicable;
- a written record of the incident will be completed.

Where emergency services are called, a member of staff will remain with the pupil until responsibility is transferred to healthcare professionals.

25. Monitoring, Review and Policy Evaluation

The Headteacher and Business Manager will monitor the implementation of this policy to ensure that:

- statutory guidance continues to be met;
- Individual Healthcare Plans remain current;
- medicine records are completed accurately;
- staff training remains up to date;
- any incidents involving medication are reviewed and, where appropriate, procedures are amended.

This policy will be reviewed every two years or sooner if:

- legislation or statutory guidance changes;

- operational experience identifies improvements;
- recommendations are made following an incident or audit.