

Management of Medication Policy

This policy is written in accordance with the Department for Education statutory guidance Supporting Pupils at school with medical conditions (December 2015, updated August 2017).

Medicines should only be administered at the Academy if it would be detrimental to the pupil's health not to do so. Wherever clinically possible, medicines should be prescribed in dose frequencies which enable them to be administered outside of school hours.

Prescription Medication

This policy is relevant for tablets, medicines, creams and sprays prescribed by a GP or other authorised healthcare professional.

All parents/carers will be asked to complete the **Agreement for Administering Medication** form in the presence of the designated person before medicine can be administered by the Academy.

All prescribed medicines must be brought to the Academy in the original container with the prescriber's instructions for administration and dosage and must be in-date. NB insulin may be in a pen or pump rather than the original container.

All medication must be signed in at the Academy reception on the day that it is brought into the Academy.

Storage of Medication:

- (i) All medication will be secured in a locked medical cabinet. The pupil will be made aware of where the medicine is stored and how to access it immediately. Epi Pens and Inhalers will be stored in the classroom in a locked cupboard so they can be easily accessed by the pupil in a medical emergency.
- (ii) A safe container for the disposal of sharp needles will be kept in a locked cabinet and handed to the site manager for safe disposal.
- (iii) Medicines requiring refrigeration should be kept in a secure, clearly labelled box in the fridge.
- (iv) No pupils will keep medication in their personal school bag. Although some pupils may be of the cognitive ability and show responsibility to manage this, mitigating risks, acknowledging the complex special educational needs of other pupils can not be fully eliminated.

Administration of Medication

- (i) Prescription medication will be administered in accordance with the prescriber's instructions by the member(s) of staff suitably trained. Academy staff will be appropriately instructed on the administration of medication.
- (ii) The Academy will keep a daily log of all medicines dispensed.
- (iii) Administration will always be recorded and witnessed and countersigned by an additional member of staff.

Once the medication is no longer required all relevant paperwork should be archived on the students file.

Non-Prescription Medicine

Non-prescription medication will not normally be administered by the Academy. Non-prescription medication will only be administered where the Academy has written parental consent.

Where a pupil's medical or care needs are covered under the Equality Act 2010, staff will be informed of any reasonable adjustments necessary to the curriculum and its delivery, the Academy environment and equipment. Consideration will be given to the potential impact of:

- time and effort
- inconvenience
- indignity or discomfort
- loss of opportunity
- diminished progress.

** See the SEN and Disability Policy.*

Further Guidance

A copy of the DfE guidance Supporting pupils at school with medical conditions is published with the policy and will be kept available in the Academy for reference.

Statement reviewed 18/09/2026