



**James Bateman Middle
School**

Medication Policy

Policy owner	C Picken – Business and Operations Manager
Approved by	Governing Board
Date approved	29/09/2026
Review date	September 2027
Version	1
	• Supporting Pupils with Medical Needs • Administration of Medicines in School • Medication Management • Allergy Safety • First Aid Policy • Educational Visits Policy • Safeguarding Policy • Special Educational Needs and Disability • Equality Act 2010 • Lettings and External Provider Arrangements

Introduction

This policy has been developed between the school's Senior Leadership team and School Nursing Teams and is written in accordance with the Department for Education (DfE) Statutory Guidance "Supporting pupils at school with medical conditions" December 2015.

Definitions

Within this policy administration refers to "the giving of a medicine or treatment"

Purpose

This policy outlines the roles and responsibilities of everyone involved in the handling of regular, emergency, and short-term medicines within [James Bateman Middle School](#).

Scope

This policy covers the administration of all medicines for individual pupils until the end of Year 8 that are expected to be administered in school in accordance with the signed parental request form.

Responsibilities

The Governing Body

Will ensure that:

- This policy is reviewed regularly and is readily accessible to parents and school staff.
- The arrangements set out in this policy are implemented.
- There is a named person for the implementation of this policy.

School Staff

The Senior Leadership Team (SLT) is responsible for accessing safer handling of medicines training for staff, maintaining a register of trained staff and ensuring adequate cover of trained staff throughout the school. SLT will ensure that:

- A person has been designated to lead on the implementation of this policy, this is C Picken
- All staff involved in handling and administering medicines have received the appropriate training.
- An accurate list is maintained of all staff who are declared competent to handle and administer medicines along with the type of medication training they have received.
- A list of all staff authorised to administer medication is maintained along with a sample of their signature and initials.
- There is safe and secure storage for medicines within school.
- This policy is reviewed at least annually.

Healthcare Professionals

Midlands Partnership University NHS Foundation Trust

- Informing the school when a pupil has been identified as having a medical condition that will require support in school.
- Support with on implementing a pupil's individual healthcare plan.
- Providing training for school staff.
- Providing advice and support.

Parents

Must provide:

- Timely and up-to-date information about their child's medical needs. Especially any changes to medication.
- A completed consent form at the specific intervals such as start of each new school year or when medication changes.
- The medicines to be administered in school. All medications sent into school must be in the original container and include a label stating pupil name, dose, frequency of administration and expiry date.
- An adequate supply of emergency/rescue medication held in school.
- Information via email if any emergency/rescue medication has been administered prior to the pupil attending school that day along with dose and time.

Pupils

Pupils will be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan.

Consent

A completed 'Request for School to Administer Medication' form must be completed by the parent/carer and returned to school by the parent/carer; alongside the requested medication to be administered prior to any medication being administered by a member of staff. The is can be found in the Supporting Children with Medical Needs and Administration Policy, Appendix 2.

Communication

This policy is available on the school website.
A paper copy can be provided at request.

Administration

The privacy and dignity of pupils is paramount, and medicines will always be administered in an area where this will not be compromised.

We will ask pupils and parents about any cultural or religious needs relating to the taking of medication or any prohibitions that apply. This information will be recorded as part of the pupil's healthcare plan or in the pupil's personal record.

To minimise the need for medication in school and where clinically appropriate parents are encouraged to ask the pharmacy or prescriber to prescribe medicines in dose frequencies that enable them to be taken outside of school hours. Medicines that need to be taken three times a day could be taken in the morning before school, after school hours and at bedtime.

Only medicines prescribed for individual pupils will be administered within school. Medicines bought over the counter that do not have a label stating pupil name and dose will not be administered.

Instructions such as "when required" or "as necessary" are discouraged.

Staff will be permitted to administer over the counter medication in circumstances where child has a history of headaches, stomach cramps, period pains or an illness that is persistent and affects attendance. These are limited to paracetamol, ibuprofen and anti-histamines.

The 'Request for School to Administer Medication Form' must be completed as in the consent section of this policy prior to any medication being accepted in school.

If a pupil refuses to take their medicine, they will not be forced to do so. Refusal will be documented, parents informed and agreed protocols followed.

School Arrangements

- Checking of medication in and out of school for controlled drugs must be completed by a member of staff that has been trained in the administration of drugs.
- Long term (regular/daily) medication
Before administration check medication is applicable, in date, name on medication and dosage. A
- Short term (seasonal/short courses) medication
A request for school to administer medication form must be completed before any medication can be administered.
- "As required" Medication (PRN)
See administration of this policy
- Emergency medication
First aid trained staff only.
- School trips and off-site activities (eg residential visits, sporting activities)
First aider to attend trips and residentials
- Asthma medication
All staff have received asthma training and can administer inhalers

- Administration of anaphylaxis medication
All staff at James Bateman have been trained in anaphylaxis administration.
Ensure policy is followed.
- Administration of insulin
Trained insulin staff only to administer

Safe Storage of Medicine

Access to areas of the school where medication is stored is restricted.

James Bateman Middle School's arrangements for storing medication and controlled drugs:

All medication must be handed into the school office by a parent/carer.

Parents/carers MUST NOT send children into school with any type of medication.

Disposal of Medicine

All unwanted/expired medicines will be returned home with the pupil for destruction at a community pharmacy. This school has no facilities for disposing of unwanted medication.

Management of Errors and Incidents (Misused medication or suspected theft)

The SLT will be informed of:

- Any medication that cannot be accounted for
- Suspected or known misuse of medication

SLT will instigate an investigation and report the incident following the school's incident reporting systems and disciplinary and capability policies.

This will allow for trends to be monitored with supported improvement actions to be put in place.

Training

The school's SLT will ensure:

- School staff involved in the administration of medication to pupils will receive suitable training. **Staff must not administer medicines without appropriate training.**
- A record of who delivered the training and who received the training, along with the date the next training is due will be maintained by the school.
- At least two members of permanent staff will receive pupil specific medication training (additional numbers may be needed to cover for staff absence, busy periods etc). This training will be provided by the relevant healthcare professional.

1. Record Keeping

The following records will be kept by the school:

- Confirmation of Medication Details and Parental consent
- GP Consent Form – Self Medication
- GP Consent Form – Over the Counter Medication (Homely Remedies)
- Protocol for Administration of PRN Medication
- Medication Incident Report Form
- Medication Administration Record sheet
- Staff Training Records including Medication In-house Training Record

Confidentiality

Whilst the school will strive to maintain confidentiality and comply with GDPR regulations, sometimes it may be in the pupil's best interests to share information about their condition/treatment/medication to other staff within the school and/or with other professionals. In these cases parent consent will be sought.

Complaints

James Bateman Middle School's Complaints Policy can be found at www.jamesbateman.staffs.sch.uk

Monitoring and Review

- The school's designated lead for this policy C Picken will monitor the implementation of this policy and provide the SLT with information regularly (termly) on medication incidents.
- The school's SLT will review this policy annually or when there is a significant incident or change in guidance.
- The next scheduled review is September 2027.

Forms

- Confirmation of Medication Details and Parental consent
- Protocol for Administration of PRN Medication
- Medication Incident Report Form
- Medication In-house Training Record
- Medication Administration Record sheet