



Churchill Park Academy Administration of Medication Policy

Date Agreed by Trustees	
Review Date	September 2026
Is this Policy to appear on the school website	Yes

Headteacher's Signature	
Date	
Trustee Signature	
Date	

Introduction

The purpose of the Policy for Administering of Medicines is to ensure our administration of medicine requirements are achieved by establishing principles for safe practice in the management and administration of:

- prescribed medicines
- non-prescribed medicines
- emergency medicine

The policy will:

- provide clear guidance to all staff on the administration of medicines
- provide training required by staff
- ensure that there are sufficient numbers of appropriately trained staff to manage and administer medicines
- outline key responsibilities of staff and admin procedures
- ensure that there are suitable and sufficient facilities and equipment available to aid the safe management and administration of medicines
- ensure the above provisions are clear and shared with all who may require them

- set out the requirements for those with parental responsibility
- ensure that this policy is reviewed periodically or following any significant change which may affect the management or administration of medicines

Staff should only give medicines that they are competent to administer. They can give or assist pupils to:

- administer medication in tablet/liquid form;
- apply creams and lotions;
- administer eye drops, ear drops, nasal sprays;
- support individuals with inhalers;
- support individuals with 'when required' medications with health professional plans to clarify 'when required';
- support individuals with non-prescribed medications
- support individuals who self-administer medicines.
- Apply medication patches.

Staff do not undertake any rectal medication. Staff should not undertake any intramuscular medication.

Any pupil that wears a patch medication, a risk assessment is to be completed and include risks around loss of patch and/or if it is transferred to another pupil.

Key responsibilities of staff:

- identify the medicines correctly. To do so, the medicine or container must have a prescription label attached by the pharmacist or dispensing GP;
- identify the pupil correctly
- know what the medicine is intended to do, for example, to help the person breathe more easily;
- know whether there are any special precautions and or requirements, for example, give the medicine with food.

Before staff administers medication they will:

- have received appropriate training/information
- ensure they have another member of staff available to witness the dispensing and administration of medication.
- be aware of the child's condition
- be asked to read the Administration of Medication Policy and the Code of Conduct
- read the written instructions/parental consent form for each pupil prior to supervising or administering medicines and check the details on the parental consent form against those on the label of the medication when administering it.
- confirm the dosage/frequency on each occasion and

- consult the medicine record to ensure there will be no double dosing.

- be aware of symptoms which may require emergency action, e.g. those listed on an individual Health Care Plan where one exists;
- know the emergency action plan and ways of summoning help/assistance from the emergency services;
- check that the medication belongs to the named pupil and is within the expiry date/discard date;
- record all administration of medicines as soon as they are given to each individual;
- understand and take appropriate hygiene precautions to minimise the risk of cross-contamination;
- ensure that all medicines are returned for safe storage;
- ensure that they have received appropriate training/information.

Staff should never undertake the following unless they have satisfactorily completed additional training:

- injectable drugs such as Insulin;
- administration through a Percutaneous Endoscopic Gastrostomy (PEG);
- giving Oxygen.

The administration of medication at Churchill Park Academy At

Churchill Park, we don't accept the following:

Staff will never give:

- a non-prescribed medicine to a pupil unless there is specific written permission from the parents on the appropriate form, and it is the medicine supplied by the parent. As some herbal medications etc can interact with prescribed medication this would need to be discussed with the Headteacher and these medications may not be administered at school.
- medicine to a pupil that does not belong to him or her – Churchill Park Academy does not keep stocks of non-prescription medicines to give to pupils;
- medicine that belongs to another person;
- another dose of medication if a pupil spits out a dose given to them
- a pupil under 16 Aspirin or medicines containing Ibuprofen unless prescribed by a doctor.

1. Before coming into school

- Parental consent form filled out in full prior to the first administration of the medicine. (Forms are located in the Admin office or on school website. These can also be requested to be sent home by the class team). Any arrangements outside of this are to be discussed and agreed first with SLT.
- In circumstances when a pupil suffers headaches/menstrual/toothache pain the staff member may be asked to provide a mild analgesic (e.g. Paracetamol) to relieve pain. This should be with consent from parents via the 'Administration of Pain Relief Consent' form on the school website or request a paper copy. This needs to be signed once but a fresh bottle of pain relief to come into school for the period it is needed.
- Medication and consent form is transported via adult to adult.
- Any non-prescribed medication to be labelled with child's name (please do not cover any important information on the bottle).
- Medications are to come into school in their original packaging with the corresponding prescription label. Prescription label preferably on the medication itself (e.g the bottle/inhaler) and the box.
- Any medication that goes between home and school a transportation of medication form needs to be completed.
- Where pupils might need to use an inhaler for asthma in school a flexible approach should be adopted. Pupils should have an asthma plan in place. Staff should have immediate access to the inhaler whenever it is required by the pupil. **Two inhalers are required in school in case 1 runs out and staff are unaware.**

2. Receipt of Medications

1. Medications and consent forms are received by a staff member.
2. A member of SLT will complete final checks to ensure the medication complies with the school policy. They will provide class teams with both the completed and signed 'Parent Consent Administrations of Medication' letter and the medication.
3. Check storage of medication and any discard dates.

3.Storage of Medicines

Medicines will be stored strictly in accordance with product instructions and in the original container in which dispensed. Medicines need to be stored so that the products:

- are not damaged by heat or dampness;

- clearly labelled;
- cannot be stolen or misplaced;
- do not pose a risk to anyone else;
- Staff will ensure that the supplied container is clearly labelled with the prescription label.
- Where a pupil needs two or more prescribed medicines, each should be in a separate container.
- Pupils should know where their own medicines are stored and who holds the key where applicable.
- **Non-emergency medicines** are kept in a secure place not accessible to pupils.
- **Emergency medications** must be kept safely on a member of staff to ensure they are readily available in case of emergency along with any care plans. These medications **must never** be locked away. Medications include, but are not limited to, Epipen, Inhalers and Buccal Midazolam.
- At Churchill Park Academy medicines requiring refrigeration are kept in a container in the fridge which is only accessed by members of school staff. Key is stored with management.

4.Administration of Medication for Staff and Pupils

When administering medication both members of staff use the Consent Form to check the following:

- prior to administration ensure that a dosage is due and has not already been given by another person. Regarding Calpol check when it was last given.
- the right pupil's name;
- the right medication;
- the right prescribed dose;
- the right day and date
- the right time given
- the right route;
- the expiry date/discard date
- the written instructions provided by the prescriber on the label or container;
- the individual Health Care Plan where one exists;

When administering medication complete the Medication Administration Record (MAR).

Wrong medicine/dosage

If a child is administered the **wrong medicine or dosage**, please inform SLT and contact the parent/carer straight away - advise a GP call. Further actions to be put in place alongside SLT. Near misses need to be uploaded on CPOMS.

Refusal to take medication

Staff can only administer medicines with the agreement of the pupil. Any specific instructions to assist the administration of a medicine should be recorded in the pupil's individual Health Care Plan as should any instructions in the event of refusal.

If a pupil refuses to take a medicine, staff should not force them to do so. The child has the right to say 'no'. If a child refuses medicine on the date and time required:

In case of emergency call 999 and parents

1. Inform SLT and parent regarding further actions
2. Record 'refused medication/parents informed' on MAR Form
3. Record this on CPOMS.

Staff never give a second dose if the pupil spits it out.

If in doubt about any procedure staff will not administer the medicines but check with their pathway lead. Actions will include the parents or a health professional before taking further action. If staff have any other concerns related to administering medicine to a particular pupil, the issue should be discussed with the parent, if appropriate, or with a health professional attached to the school alongside their Pathway Lead.

Record Keeping

Any administration of any medicines are recorded on the Medication Administration Record (MAR).

Staff will make a record straight after the medicine has been taken following agreed procedures.

- The records must be complete, legible, up to date, written in ink, dated and signed to show who has made the record.
- From the records, anyone will be able to understand exactly what the staff member has done and be able to account for all the medicines managed for an individual.
- All concerns, inaccuracies or problems should be reported to the schools Senior Leadership Team at the earliest possible opportunity.

5. Disposal of Medication

Expired medicines need to be disposed of properly by arrangement with the pupil's parents, either by return to, or collection by, the parents or return to the pharmacy for safe disposal.

Sharps Box:

- Provision for safe disposal of used needles requires appropriate special measures, e.g. a "sharps box", to avoid the possibility of injury to others. This sharps box will be kept securely.
- This "sharps box" is kept secure in a secure location with no access for pupils or unauthorised persons.
- It is parents responsibility to dispose of this safely. School will return the sharps box to parents, following the 'Safe Transporting of Medication Procedure' and it is their responsibility to dispose of medication and sharps boxes safely.

Circumstances when medicines might need to be disposed of include:

- a pupil's treatment is changed or discontinued — the remaining supplies of it should be disposed of safely;
- the medicine reaches its expiry date. Some medicine expiry dates are shortened when the product has been opened (discard date) and is in use, for example, eye drops. When applicable, this is stated in the product information leaflet.
- In the event of a pupil death, any medicines should be kept for seven days in case the Coroner's Office or a court asks for them.
- In all cases it is the responsibility for parents to dispose safely of the medication.

When medication has been disposed of/returned, please write Returned and the date on the Parent consent form. Upload the consent form and corresponding MAR forms onto CPOMS.