KINGSBURY SCHOOL

Administering Medication Policy

LOCAL LEVEL POLICY

REFERENCE NO:	008	DATE PREPARED:	DATE REVIEWED/REVISED: May 2026
Policy compiled by: Martin Clarke		Approved by the Local Governing Body: Signed: Date:	
Signed: M. Clarke On behalf of the Senior Leadership Team			
DATE OF NEXT REVIEW: June 2027			

Date	Notes
18th May 2026	Policy re-written
10th June 2026	Policy submitted for Local Governing Body approval

1. Introduction

1.1 Policy Statement

Kingsbury School is committed to supporting the health and wellbeing of all students. This policy sets out our approach to administering medication to students during the school day, ensuring that students with medical conditions receive appropriate care and support so they can access their education fully.

1.2 Scope

This policy applies to all staff, students, parents/carers and visitors at Kingsbury School.

1.3 Legal Framework

This policy is based on the DfE's statutory guidance on supporting students with medical conditions at school, which applies to academies including alternative provision academies.

2. Roles and Responsibilities

2.1 The Governing Body

The Local Governing Body will:

- Ensure the school has a policy for supporting students with medical conditions
- Monitor the implementation of this policy
- Ensure sufficient staff are suitably trained to support students with medical conditions

2.2 The Headteacher

The headteacher will:

- Ensure this policy is developed, implemented and communicated to all stakeholders
- Ensure sufficient numbers of staff are trained to administer medicines
- Maintain oversight of individual healthcare plans
- Ensure appropriate risk assessments are in place

2.3 Staff

All staff will:

- Be aware of this policy and understand their role in supporting students with medical conditions
- Know which students have medical conditions and understand the support they require
- Note that teachers' professional duties do not include administering medicines or providing medical care, and staff can refuse to administer medicines.

Trained staff will:

- Have appropriate training before giving prescription medicines or carrying out healthcare procedures
- Follow the procedures outlined in individual healthcare plans
- Keep accurate records of all medicines administered
- Report any concerns to the designated member of staff

2.4 Parents/Carers

Parents/carers will:

- Provide the school with sufficient and up-to-date information about their child's medical needs
- Provide written consent before the school administers any medication to their child under 16
- Supply medicines in their original containers with clear labelling
- Inform the school immediately of any changes to their child's medication or medical condition
- Collect any unused or expired medicines

2.5 Students

Students will:

- Where competent, take responsibility for managing their own medicines and be encouraged to do so
- Inform staff immediately if they feel unwell or need their medication
- Follow the school's procedures for accessing their medication

3. Parental Consent

3.1 Written Consent Requirements

The school will obtain written consent from a parent/carer before administering any medication to a child under 16. This applies to all cases, except in 'exceptional circumstances' where the medicine has been prescribed without the knowledge of a parent/carer (e.g. contraceptives). In this case, the school will encourage the student to involve a parent/carer while respecting their right to confidentiality.

The school will only administer medicine at school when it would be detrimental to a child's health or school attendance not to do so.

3.2 When Consent is Obtained

The school will ask for permission to administer medicines, including non-prescription medicines such as paracetamol, when a child starts at the school.

Consent forms will:

- Clearly state how long the consent will last
- Explain that it is the parent/carer's responsibility to inform the school of any changes to their child's circumstances
- Be sent via multiple methods (physical letters, emails, and available for download on the school website) to maximise the chances of reaching parents/carers

The school will not assume consent if we do not get a response, and will not interpret silence as consent. We will make every effort to ensure we get a response from parents/carers.

3.3 If a Parent/Carer Does not Consent

If a parent/carer does not consent, the school will write a letter explaining that we are trying to put procedures in place so their child is covered and cared for if there is an emergency and we are not able to contact them. We will invite them in for a meeting to discuss the issue, actively listen to their concerns and try to put across that we have their child's best interests at heart. The school will work with parents/carers to reach an appropriate solution that safeguards the child's welfare.

3.4 Consent Forms

The school will use:

- The DfE's template consent form (template B) for prescription medicines
- A multi-purpose consent form for non-prescription medicines

4. Individual Healthcare Plans

4.1 When Healthcare Plans are Required

Where a student has a medical condition, the school will work together with the student and their parents or carers to develop an individual healthcare plan. This will set out clearly what medicines and support they need, and who will provide it.

4.2 Content of Healthcare Plans

Individual healthcare plans will include:

- The student's medical condition(s)
- Medication required (name, dose, frequency, side effects)
- Triggers, signs and symptoms to watch for
- Emergency procedures
- Who is responsible for administering medication
- Arrangements for school trips and activities
- Arrangements for when trained staff are unavailable
- Emergency contact details

4.3 Review of Healthcare Plans

Healthcare plans will be reviewed:

- At least annually
- When there are changes to the student's medical needs
- After any medical incident

5. Staff Training

5.1 Training Requirements

The Headteacher has designated the School Office Team and other appropriately trained staff as authorised persons to administer medicines.

Staff must have appropriate training before giving prescription medicines or carrying out healthcare procedures.

The school will:

- Ensure we have enough staff who are trained and competent to support all students with medical conditions
- Provide regular refresher training
- Keep records of all staff training
- Recruit staff members for this if not enough people volunteer

5.2 Staff Briefings

The school will use training materials to deliver staff briefings on when and how to administer medicines to students in school and on trips, and how to store medicines.

6. Storage of Medicines

6.1 General Storage Requirements

The school will ensure that:

- Students know where their medicines are at all times and are able to access them immediately
- Where relevant, students know who holds the key to the storage facility
- Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline auto-injectors (AAIs) are always readily available to students and not locked away

6.2 Refrigerated Medicines

The school will always keep medicine in its own refrigerator. The refrigerator will:

- Have an uninterrupted power supply
- Be in a safe and secure location
- If possible, be in the same location as non-refrigerated medicines

The school will never store medicines alongside food.

6.3 Students' Own Medicines

Wherever possible, the school will allow students to carry their own medicines and relevant devices, or to access their medicines for self-administration quickly and easily.

7. Administration of Medicines

7.1 Non-Prescription Medicines

Kingsbury School's preference is that parents/carers supply any non-prescription medicines that their child may require during the school day, in accordance with the procedures set out in this policy.

The school does not routinely supply or administer non-prescription medicines such as paracetamol, ibuprofen or antihistamines.

In exceptional circumstances, where it would be detrimental to a student's health, wellbeing or ability to remain in school, the school may administer non-prescription medication where appropriate parental consent has been obtained and all relevant checks have been completed.

Any decision to administer non-prescription medication supplied by the school will be made by an authorised member of staff and recorded in accordance with this policy.

7.2 General Principles

- Only trained staff will administer prescription medicines
- Staff cannot be required to administer medicines, as teachers' professional duties do not include administering medicines or providing medical care
- All medicines must be provided in their original container with clear instructions
- Expired medicines will not be administered

7.3 If a Student Refuses Medication

If a student refuses to take medicine or carry out a necessary procedure, the school will not force them to do it, but will follow the procedure agreed in their individual healthcare plan and inform the parents or carers so we can consider alternative options.

7.4 Emergency Situations

In emergency situations where a student requires urgent medical attention:

- Call 999 immediately
- Contact parents/carers
- Follow the student's individual healthcare plan if available
- A member of staff will accompany the student to hospital if parents/carers cannot be contacted

8. Controlled Drugs

Controlled drugs will be stored in a locked, non-portable container. Access will be restricted to authorised members of staff. Controlled drugs will be administered and recorded in accordance with the student's healthcare plan.

9. Sharps Disposal

Used needles and sharps will be disposed of safely in approved sharps containers and collected by an appropriate clinical waste contractor.

10. Adrenaline Auto-Injectors (AAIs)

10.1 Spare AAIs

The school recognises that it is particularly important that students with severe allergies can quickly access an adrenaline auto-injector (AAI), as any delay in administering adrenaline in an emergency can be fatal. The school may buy spare AAIs for use in an emergency.

10.2 Training

As many members of staff as possible will be trained to administer AAIs in an emergency.

10.3 Protocols

This policy includes protocols for how and when spare AAIs should be used.

Spare AAIs will be used when:

- A student's own AAI is not available (e.g. broken, out of date, used)
- A student is having an anaphylactic reaction and their own AAI has already been administered but symptoms persist

11. Emergency Inhalers

11.1 Spare Emergency Inhalers

The school recognises that it is particularly important that students with asthma can quickly access a spare inhaler as any delay in administering in an emergency can be fatal. The school may buy spare inhalers for use in an emergency.

11.2 Training

As many members of staff as possible will be trained to administer inhalers in an emergency.

11.3 Protocols

This policy includes protocols for how and when emergency inhalers should be used.

Emergency Inhalers will be used when:

- A student's own inhaler is not available (e.g. broken, out of date, used)
- A student is having an asthma attack and their own inhaler has already been administered but symptoms persist

12. Short-term Medication

Wherever possible, medicines should be prescribed in frequencies that avoid administration during the school day. Short-term prescription medicines such as antibiotics will only be administered in school where it would be detrimental to the child's health or attendance not to do so.

13. Record Keeping

13.1 Recording Medicines Administered

The school will keep a record of all medicines given to students, to show that we have followed the correct procedures.
The school will use:

- Template D from the DfE's supporting students with medical conditions templates to record medicine administered to all students
- Template C from the DfE's templates document to record medicine administered to an individual student

Records will include:

- Student details
- Staff details
- The name and dose of medicine given
- Date and time of administration
- Any side effects or reactions

13.2 Retention of Records

Records relating to the administration of medicines will be retained in accordance with the school's records retention schedule.

14. School Trips and Off-Site Activities

14.1 Planning

When planning school trips, staff will:

- Review individual healthcare plans for all students attending
- Ensure sufficient trained staff are available
- Carry out risk assessments
- Ensure all necessary medication and equipment is available

14.2 Non-Prescription Medicines on Trips

The school may provide non-prescription medicines on school trips in line with DfE statutory guidance. The school will only give non-prescription medicine to a student on a trip if:

- We have received prior written consent from the student's parents/carers
- It is in line with this school policy
- Staff have checked, and received parental confirmation, that the student has previously used the medicine without any negative effect

If staff provide a non-prescribed medicine to students, they will:

- Make a record for each student, explaining what medicine has been administered and when
- Inform the student's parents/carers

14.3 Parent-Supplied Medicines

The school will ask parents/carers to supply their own non-prescription medicine for their child. We will explain the reasons and arrangements for this in a meeting well in advance of the trip taking place.

Any medicine provided by parents/carers must be:

- In its original container
- Labelled with clear instructions on when and how it should be taken

Parents/carers must return the medicine and consent forms before the day of the trip.

14.4 First Aid Kit Medicines

The school may include non-prescription medicines in the first aid kit if we feel it is appropriate and required for the trip. If we do, we will:

- Purchase medicines from a reliable source
- Check medicines for allergens
- Get prior written consent from parents/carers to administer medicines
- Use appropriate funding

15. Contingency Arrangements

15.1 When Trained Staff are Unavailable

The school has risk assessments and contingency plans covering students' medical needs. These cover what to do if trained members of staff are not available to administer medicine, such as having emergency contact numbers for a parent, carer or doctor who would be able to come to school to administer it.

16. Complaints

If parents/carers or students have concerns about the administration of medicines, they should follow the school's complaints procedure.

17. Policy Review

This policy will be reviewed annually by the Local Governing Body, or sooner if there are changes to relevant legislation or guidance.

Appendix 1: Parental consent form for prescription medicines

The school will not give your child medicine unless you complete and sign this form.

Date	
Name of school/setting	
Name of child	
Date of birth	
Tutor Group	
Medical condition or illness	

Medicine

Name/type of medicine *(as described on the container)*	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school needs to know about?	
Self-administration – Y/N	
Procedures to take in an emergency	

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	Mrs V Jackson

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) **Date**

Appendix 2: Parental consent form for non-prescription medicines

Parental Consent Form for Non-Prescription Medicines
Kingsbury School - A Specialist Science And Mathematics Academy

About This Form
This form allows you to give consent for the school to administer non-prescription medicines to your child during the school day or on school trips. Please complete this form and return it to the school office.
Please note: This consent will remain valid until you withdraw it in writing, or until your child leaves Kingsbury School. However, it is your responsibility to inform the school immediately if there are any changes to your child's medical circumstances, including new allergies, medical conditions, or medications.

Student Details
Student's full name: _____
Date of birth: _____
Year group/Form: _____
Parent/Carer name: _____
Relationship to student: _____
Contact telephone number(s): _____
Email address: _____

Medical Information
Does your child have any known allergies? (Please tick)
☐ Yes ☐ No
If yes, please provide details:

Does your child have any medical conditions we should be aware of? (Please tick)
☐ Yes ☐ No
If yes, please provide details:

Is your child currently taking any regular medication? (Please tick)
☐ Yes ☐ No
If yes, please provide details:

Consent for Non-Prescription Medicines
The school's preference is that parents/carers provide any non-prescription medicines that their child may require. This consent enables the school to administer non-prescription medicines in exceptional circumstances where it would be detrimental to a student's health, wellbeing or ability to remain in school not to do so
Non-prescription medicines may include (but are not limited to):

- Paracetamol (for pain relief/fever)
- Ibuprofen (for pain relief/fever)
- Antihistamines (for allergic reactions)
- Travel sickness medication
- Plasters and antiseptic cream for minor cuts and grazes
- Other non-prescription medicines as deemed appropriate by school staff

The school will only administer non-prescription medicine when it would be detrimental to your child's health or school attendance not to do so.

General Consent (during the school day)
I give consent for school staff to administer the following non-prescription medicines to my child during the school day if staff deem it necessary:

☐ Paracetamol (e.g., Calpol, for pain relief or fever)
☐ Ibuprofen (e.g., Nurofen, for pain relief or fever)
☐ Antihistamines (for mild allergic reactions, e.g., hay fever)
☐ Travel sickness medication
☐ Plasters and antiseptic cream for minor cuts and grazes
☐ Other (please specify): _____

Important Information About Paracetamol and Ibuprofen
Has your child previously taken paracetamol without any adverse effects? (Please tick)
☐ Yes ☐ No
Has your child previously taken ibuprofen without any adverse effects? (Please tick)
☐ Yes ☐ No
Maximum dosage we may administer:

- Paracetamol: Age-appropriate dose as per manufacturer's instructions (maximum 4 doses in 24 hours)
- Ibuprofen: Age-appropriate dose as per manufacturer's instructions (maximum 3 doses in 24 hours)

Consent for School Trips and Off-Site Activities
I give consent for school staff to administer non-prescription medicines (as indicated above) to my child during school trips and off-site activities.
☐ Yes ☐ No
If you have ticked 'No' above, please note: You will be asked to provide specific consent for each trip, and may be asked to supply your own non-prescription medicines for your child if required.

Additional Consent
Emergency Medical Treatment
I give consent for school staff to seek emergency medical treatment for my child if required, including calling an ambulance and accompanying my child to hospital if I cannot be contacted.
☐ Yes ☐ No

Declaration
I confirm that:

- The information I have provided is accurate and complete to the best of my knowledge
- I understand that it is my responsibility to inform the school immediately of any changes to my child's medical circumstances, including new allergies, medical conditions, or medications
- I understand that this consent will remain valid until I withdraw it in writing, or until my child leaves Kingsbury School
- I understand that school staff will only administer non-prescription medicine when it would be detrimental to my child's health or school attendance not to do so
- I understand that school staff will keep a written record each time medicine is administered to my child, and will inform me on the same day (or as soon as possible)
- I understand that school staff cannot be required to administer medicines, and that teachers' professional duties do not include administering medicines or providing medical care

- I understand that if my child refuses to take medicine, staff will not force them to do so, and will contact me to discuss alternative options

Parent/Carer signature: _____ **Date:** _____

For Office Use Only

Date received: _____

Received by: _____

Recorded on school system: ☐ Yes

Parent/carer informed of policy: ☐ Yes

Withdrawing Consent

If you wish to withdraw your consent at any time, please complete the section below and return this form to the school office.

I wish to withdraw consent for the school to administer non-prescription medicines to my child.

Parent/Carer signature: _____

Print name: _____

Date: _____

Contact Information

If you have any questions about this form or our medicines policy, please contact:

School Office

Kingsbury School

Telephone: 01827 872316

Email: [Insert email]

Please return this completed form to the school office as soon as possible.

Appendix 3: Individual healthcare plan template

Individual healthcare plan

Name of school/setting	
Child's name	
Group/class/form	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	

Family Contact Information

Name	
Phone no. (work)	
(home)	
(mobile)	
Name	
Relationship to child	
Phone no. (work)	
(home)	
(mobile)	

Clinic/Hospital Contact

Name	
Phone no.	

G.P.

Name	
Phone no.	

Who is responsible for providing support in school	

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the student's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency *(state if different for off-site activities)*

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

Appendix 4: Record of medicine administered to all students

Date	Child's Name	Time	Name of medicine	Dose given	Any reactions?	Staff Name	Staff Signature

Appendix 5: Record of medicine administered to an individual student

Name of school/setting	
Name of child	
Date medicine provided by parent	
Group/class/form	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature:

Signature of parent:

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

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Time given			
Dose given			
Name of member of staff			
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Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Appendix 6: Staff training record

Name of school/setting	
Name	
Type of training received	
Date of training completed	
Training provided by	
Profession and title	

I confirm that _____ has received the training detailed above and is competent to carry out any necessary treatment.

Trainer's signature:

Date:

I confirm that I have received the training detailed above.

Staff signature:

Date:

Suggested review date:

Appendix 7: Administering medicines 'dos and don'ts' for staff

DO:

Before Administering Medicine

✓ **Check you have written parental consent** before giving any medication to a student under 16
✓ **Check the student's individual healthcare plan** (if they have one) before administering any medicine
✓ **Ensure you have received appropriate training** before giving prescription medicines or carrying out healthcare procedures
✓ **Check the medicine label** carefully - verify the student's name, the medication name, dose, and expiry date
✓ **Check the medicine is in its original container** with clear instructions
✓ **Wash your hands** before and after administering medication

When Administering Medicine

✓ **Follow the dosage instructions exactly** as stated on the label or in the individual healthcare plan
✓ **Supervise the student** while they take their medication
✓ **Encourage students to self-administer** their medication where they are competent to do so
✓ **Allow students to carry their own medicines** (such as asthma inhalers or adrenaline auto-injectors) where appropriate
✓ **Make sure students know where their medicines are stored** at all times and can access them immediately

After Administering Medicine

✓ **Record all medicines administered** immediately, including:
- Student's name
- Date and time
- Name and dose of medicine
- Your name
- Any side effects or reactions

✓ **Inform parents/carers** on the same day (or as soon as possible) when you've administered medication
✓ **Report any concerns** about a student's reaction to medication to the designated member of staff immediately
✓ **Store medicines safely** after use - return them to the designated storage area

Storage

✓ **Keep medicines in a designated, secure location** that students can access quickly when needed
✓ **Store refrigerated medicines in a dedicated medicines refrigerator** - never alongside food
✓ **Ensure the medicines refrigerator has an uninterrupted power supply**
✓ **Check expiry dates regularly** and return expired medicines to parents/carers

DON'T:

General Rules

✗ **Don't administer medicine without written parental consent** (except in exceptional circumstances involving prescribed contraceptives)
✗ **Don't administer medicine if you haven't been trained** to do so, especially for prescription medicines
✗ **Don't force a student to take medicine** if they refuse - follow the procedure in their individual healthcare plan and inform parents/carers
✗ **Don't administer expired medication** under any circumstances
✗ **Don't give medicine from an unlabelled container** or one that isn't in its original packaging

Dosage and Administration

✗ **Don't exceed the stated dose** or change the frequency of administration
✗ **Don't leave a student unsupervised** while they're taking medication
✗ **Don't assume a student has taken their medication** - always check
✗ **Don't mix medicines** unless specifically instructed to do so by a healthcare professional

Storage

✗ **Don't lock away emergency medicines** such as asthma inhalers, adrenaline auto-injectors, or blood glucose testing meters - they must be readily available
✗ **Don't store medicines alongside food** - always use a dedicated medicines refrigerator
✗ **Don't allow students' medicines to be stored in an area they cannot access quickly**
✗ **Don't store medicines in direct sunlight** or in areas with temperature fluctuations (unless refrigeration is required)

Record Keeping

✗ **Don't forget to complete the medication record** - this is essential evidence that correct procedures have been followed
✗ **Don't dispose of medication records** while the student is still at the school
✗ **Don't forget to inform parents/carers** when medication has been administered

Important Reminders

✗ **Don't feel obliged to administer medicines** - you have the right to refuse, as administering medicines is not part of teachers' professional duties
✗ **Don't administer medicine at school unless it would be detrimental to the child's health or attendance not to do so**
✗ **Don't assume silence means consent** - always make every effort to get a response from parents/carers

IN AN EMERGENCY:

If a student is having an allergic reaction:

1. **Call 999 immediately** if symptoms are severe
2. **Administer the student's adrenaline auto-injector (AAI)** if trained to do so
3. **Use a spare AAI** if the student's own device is unavailable or symptoms persist after the first dose
4. **Contact parents/carers** immediately
5. **Stay with the student** until emergency services arrive

If you're unsure:

- **Contact the designated safeguarding lead or senior leadership team**
- **Call 999 if you believe the student needs urgent medical attention**
- **Never delay in an emergency**

REMEMBER:

Students must know where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline auto-injectors (AAIs) must always be readily available to students and not locked away. The Key Leaders

When in doubt, always refer to the student's individual healthcare plan or seek guidance from a senior member of staff.

Appendix 8: Letter to parents/carers inviting to contribute to Individual Healthcare Plan Development

Dear Parent

Developing An Individual Healthcare Plan For Your Child

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting students at school with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support the each student needs and how this will be provided. Individual healthcare plans are developed in partnership between the school, parents, students, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts on their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's individual health care plan has been scheduled for xx/xx/xx. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will involve [the following people]. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I [or another member of staff involved in plan development or student support] would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely