



ADMINISTRATION OF MEDICATION POLICY

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| Policy Date | September 2025 |
| Author | Mike Marshall - Principal |
| Review Date | September 2026 |

We are committed to supporting the health, safety and wellbeing of all pupils by ensuring that medication is administered safely, accurately and in line with individual needs.

Our approach to the administration of medication is guided by our core values:

Belong – We ensure pupils feel safe, respected and cared for when medication is administered, with dignity, privacy and individual needs upheld at all times.

Commit – We are committed to clear procedures, appropriate staff training and close partnership with families and health professionals to ensure medication is managed responsibly and consistently.

Thrive – By supporting pupils' medical needs effectively, we enable them to remain well, attend school regularly and engage fully in learning and school life.

Medication is administered in accordance with agreed healthcare plans, statutory guidance and safeguarding procedures, ensuring pupils' wellbeing remains central to all practice.

Purpose and scope

This policy covers the administration and storage of medication for employees and pupils of Turning Point Academy. It is planned in accordance with the DfE publication 'Supporting Pupils at School with Medical Conditions', September 2014.

General Principles

The school will provide the facility to store, administer and record individually prescribed medication. Parental consent will be obtained before medication can be administered.

The school staff will assist children with long-term medical conditions by drawing up an Individual Healthcare Plan. The school staff will be informed of pupils medical conditions where necessary. TPA staff are trained in the correct procedures for the administration of medicines.

All staff have received training and have been considered competent in administering medication.

The school will regularly review and update this policy.

The school will notify parents/guardians, if required, should an outbreak of a contagious condition arise within the school. Advice will be given on period of quarantine if necessary.

In the event that a child refuses to take prescribed medication (e.g.Ritalin) the school will contact the parents/guardians.

Medications received by the school must be in their original containers. Parents will be advised that Turning Point Academy does not allow pupils to carry/ administer medication.

Staff involved with administration of medication and personal care of pupils with medical needs will be informed of their roles and full training given. The Designated Leads for Medical Conditions are Mike Marshall (Principal), and Rachel Clarke (Referrals and Family Liaison Lead).

All staff has a duty of care and should be aware that under normal circumstances administration of medical care will be legally acceptable and no liability for malpractice would apply.

Procedures

Prescribed Medication:

Medicines should only be taken into school when essential: that is where it would be detrimental to a child's health if the medicine were not administered during the school day. Schools will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by the pharmacists and include the prescriber's instructions for administration.

Turning Point Academy will not accept medication that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.

Medication must be handed in at the school office will be recorded by the Designated Leads for Medical Conditions.

Medicines will not be administered in school unless parents have signed the relevant documentation.

Controlled Drugs:

The Misuse of Drugs Act (1971) and its associated regulations control the supply, possession and administration of some medicines. Some may be prescribed as medication for use by children e.g. methylphenidate.

Any trained member of staff may administer a controlled drug to the child for whom it has been prescribed, providing it is in accordance with the prescriber's instructions.

Controlled drugs must be stored and administered in accordance with the following procedure:

Drugs will be stored in a locked non-portable container and only named staff should have access.

Controlled drugs and prescribed medication should be returned to the parent when no longer required to arrange for safe disposal. If this is not possible, it should be returned to the dispensing pharmacist

Non-Prescriptive Medication:

The school will only hold supplies of Paracetemol, which will only be administered after verbal or written permission from the parent/guardian.

Short Term Medical Needs:

In certain circumstances, where non-administration of a drug could be detrimental to the child's health, the school will hold antibiotics for administration throughout the school day.

Long Term Medical Needs:

Pupils with long term medical needs will have an Individual Healthcare Plan, including medical administration guidelines, drawn up on their arrival Turning Point Academy. Please see the 'Supporting Pupils with Medical Needs' Policy for more information.

Administration of medicines and Record Keeping:

Named staff will administer prescribed and non-prescribed medication. Please see attached templates.

The administration of medicines will be recorded rigorously. Medicines will only be administered with signed parental consent.

Educational Visits/ Sporting Activities:

The party leader is delegated responsibility for the storage and administration of prescribed and controlled medication.

Turning Point Academy will include all children in sporting activities; however adults should be made aware of the need for privacy and dignity for children with particular care needs.

Information regarding pupil's individual medical needs is available on their 'Medical Healthcare Plans'.

Home to School Transport

Currently LA's are responsible for the medical needs of pupils whilst being transported to and from school.

Employees/Staff Medication

The school will not hold or administer medication bought into school by a staff member. However, advice on the storage of such medication may be sought.

Safety of Medication Supplies:

Large volumes of medicine should not be stored. Medicines will be stored in accordance with the product instructions and in the original container in which it was dispensed. The container must be clearly marked with the pupil name, dosage and frequency of administration. Where two or more medicines have been prescribed, each must be in a separate container.

Pupils should be made aware how to access their medication and who is allowed to administer. Emergency medication, such as asthma inhalers or epipens, must not be locked away. Refrigeration is available for products that require temperature control.

Training:

Staff who administer medication will be trained in the correct procedures for giving, storage and disposal of medicines. Correct hygiene and infection control procedures will be taught. Safety precautions, such as disposable gloves/aprons/body fluid spillage kits will be available.

All staff are school is offered Hepatitis B Vaccinations through the school.

Risk Assessments :

Under the Health and Safety policy, risk assessments will be regularly undertaken with regards all aspects of medical treatment including, but not limited to:

- Storage of drugs
- Care Plans
- Hazardous Waste/Clinical Waste
- Administration of medication

Parental Responsibility:

The parent/Guardian is ultimately responsible for the child's medical needs, however, whilst at school every effort will be made, within the guidelines, to ensure that the medical needs are met.



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

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Family Contact Information

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

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Clinic/Hospital Contact

Name
Phone no.

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G.P.

Name
Phone no.

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Who is responsible for providing support in school

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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 pupil'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+

Parental agreement for setting to administer medicine

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by

Name of school/setting

Name of child

Date of birth

Group/class/form

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/setting 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

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|--------------------------|
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| [agreed member of staff] |

Daytime telephone no.

Relationship to child

Address

I understand that I must deliver
the medicine personally to

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

Signature(s)

Date



Record of medicine administered to an individual child

Name of school/setting

Staff signature

Signature of parent

Date

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Date

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C: Record of medicine administered to an individual child (Continued)

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

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

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

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

Staff training record – administration of medicines



Name of school/setting

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Name

Type of training received (If appropriate)

Date of verification

Verification provided by

Profession and title

I confirm that [name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [name of member of staff].

Trainer's signature

Date

I confirm that I have received the training detailed above.

Staff signature

Date

Suggested review date