



Document Owner	Sally Helder	Governor ratification	Yes
Review period	As guidance changes	Last reviewed	April 2026

Administration of Medicines Policy

There is no legal duty that requires staff to administer medication, this is a voluntary role. However, Bridge School Malvern is committed to ensuring that children with medical needs have the same right of access as other children.

The Role of Parents/Carers

Parents/carers should, wherever possible, administer or supervise the self-administration of medication to their children. This may be by spacing the doses so that they are not required within school hours. However, this might not be practicable and in such a case parents/carers may make a request for medication to be administered to the child at school.

As part of the Admission process all parents/carers are required to complete the Medication section of the Admissions Form and Medical Consents Form (pages 9 and 19 specifically). This permission is updated annually through the Teachers2Parents system. However, parents/carers must immediately notify the school, in writing, of any changes to their child's medical condition, regular medication or dosage.

Parents/carers who do not transport their child to school are responsible for making suitable arrangements for the medication to be delivered safely. The lead first aiders (Hanley: Sally Helder sallyhelder@bridgeschoolmalvern.org BSF: Vicky Gundersen vickygundersen@bridgeschoolmalvern.org should be informed by email, before 9am on the morning medication is required to be administered. The pastoral manager, Clare Stanton clarestanton@bridgeschoolmalvern.org, should be copied into this email.

The medicine must be provided in its original container, with the dosage information on it (in the case of tablets, they must be in their blister pack; the school will not administer loose tablets). The parent's instructions will be checked against the dosage information, and this will not be exceeded. Medication must be within date. Medication should be handed into the school office.

Prescription Medication

Prescription medicines should be administered at home wherever possible, for example medicines that need to be taken three times a day can usually be taken before school, after school and at bedtime. Parents are encouraged to ask their GP whether this is possible. Prescription medicines will only be administered by the school where it would be detrimental to a child's health if it were not done.

Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration. The exception to this is insulin which must still be in date, but will generally be available to store inside an insulin pen or a pump, rather than in its original container. Bridge School Malvern will not accept medicines that have been taken out of the container nor make changes to dosages on parental instruction.

Appropriate training will be required for the administration of any specialist medication (e.g. adrenaline via an epipen, inhalers, eye drops, Buccal midazolam, insulin etc.) Staff are not to administer such medicines until they have been trained to do so but can supervise self administering. For pupils that have allergies, parents/carers will provide a copy of the Allergy Action Plan or the Allergy Action Plan + Epi-pen. This information will be stored on file and easily accessible in the office alongside the Medical Alert List. All medicines (asthma inhalers, epi-pens etc.) are to be clearly labelled with the child's name.

Controlled Drugs

Controlled drugs, such as Ritalin, are controlled by the Misuse of Drugs Act. Therefore it is imperative that controlled drugs are strictly managed between Bridge School Malvern and parents. Bridge School Malvern will check the government's guidance on the most commonly encountered drugs controlled under the misuse of drugs legislation, at:

<https://www.gov.uk/government/publications/controlled-drugs-list--2/list-of-most-commonly-encountered-drugs-currently-controlled-under-the-misuse-of-drugs-legislation>

Controlled drugs will be stored in a lockable cash box and only specific named staff allowed access to it (Hanley: Sheena Walsh & Sally Helder; BSF: Vicky Gundersen or Emma Thomas). Each time the drug is administered it must be recorded, including if the child refused to take it. Two members of staff are required to witness the self administration of a medicine.

Passing a controlled drug to another child is an offence under the Misuse of Drugs Act.

As with all medicines any unused medication will be recorded as being returned back to the parent when no longer required. If this is not possible it will be returned to the dispensing pharmacist, or the nearest pharmacy. It should not be thrown away.

Non Prescription Medication

Where possible, the school will avoid administering non-prescription medicine. This may be to apply a lotion or to administer paracetamol for toothache or other pain. However, such medicines will only be administered in school where it would be detrimental to a

child's health if it were not given. A child under 16 will not be given medicine containing aspirin, unless prescribed by a doctor.

When a child requires immediate non-prescription medication during the school day the parent/carer will be contacted by telephone for verbal permission, or will be emailed if unavailable by phone.

The same procedure will be followed as for prescription medication.

Refusing medication

If a child refuses to take medication, staff will not force them to do so but note this in the records and inform parents of the refusal. If the refusal leads to a medical emergency, Bridge School Malvern will call the emergency services and inform the parents.

Offsite visits

It is good practice for schools to encourage pupils with medical needs to participate in off site visits. All staff supervising visits must be aware of any medical needs and relevant emergency procedures. Where necessary, individual risk assessments will be completed. A member of staff who is trained to administer any specific medication will accompany the pupil and ensure that the appropriate medication is taken on the visit. Inhalers must be taken for all children who suffer from asthma.

In the case of travel sickness, tablets should be provided by the parent/carer. The child's name, dosage, time of dose and any possible side effects must all be clearly marked on the container, which must be the original packaging.

Disposal of medicines

Medications that are kept in school will be checked termly to ensure that they have not exceeded their expiry date. Parents/carers will be notified of any that need to be replaced. Parents/carers are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal.