



Administration of Medicines Policy

The Positive Impact Group

Effective Date

June 2026

Review Date

June 2027



Introduction

Most pupils will, at some time, have a medical condition that may affect their participation in activities at The Positive Impact Primary Academy and for many, this will be short-term. Other pupils have medical conditions that, if not properly managed, could limit their access to education. Most children with medical needs can attend school regularly and, with some support from The Positive Impact Primary Academy, can take part in most normal school activities. The Positive Impact Primary Academy is committed to ensuring that children with medical needs have the same right of access as other children.

There is no legal duty that requires schools and staff to administer medication; this is a voluntary role. The 'duty of care' extends to administering medication in exceptional circumstances, and, therefore, it is for schools to decide their local policy for the administration of medication.

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 practical, and in such a case, parents/carers may make a request for medication to be administered to the child whilst at The Positive Impact Primary Academy.

If medicine needs to be administered during school time, then a parent or carer must bring it to The Positive Impact Primary Academy and fill in the Administration of Medication Permission and Record form (Appendix 1). Medication must not be brought to The Positive Impact Primary Academy by the child themselves. If medication is for a short-term condition, any remaining medication must be collected from The Positive Impact Academy by a parent or carer at the end of the day.

Prescription Medication

Prescription medicines should be administered at home wherever possible, for example, medicines that need to be taken 3 times a day can usually be taken before school, after school and at bedtime. Parents are encouraged to ask the GP whether this is possible.

Prescription medicines will only be administered by The Positive Impact Primary Academy, 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. Schools should never accept medicines that have been taken out of the container nor make changes to dosages on parental instruction.

In all cases, it is necessary to check:

- Name of child
- Name of medicine
- Dosage
- Written instructions provided by the prescriber
- Expiry date

An Administration of Medicine Permission & Record form (Appendix 1) must be completed and signed by the parent/carer. No medication will be given without the parent's written consent. Prescribed medication, other than emergency medication, will be kept in the office, either in the cupboard or the refrigerator, as appropriate. All emergency medicines (asthma inhalers, EpiPen, etc.) should be kept with the young person's Education Mentor and be readily available. A second EpiPen for each child who requires one will be kept in the staff office, in a box clearly labelled with the child's name.

Long-Term Medical Needs

It is important for The Positive Impact Primary Academy to have sufficient information regarding the medical condition of any pupil with long-term medical needs. The Local Authority will draw up a health care plan for such pupils, involving the parents and the relevant health professionals. Appropriate training will be arranged for the administration of any specialist medication (e.g., adrenaline via an EpiPen, Buccal midazolam, insulin, etc.) Staff will only administer such medicines if they have been trained to do so.

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 The Positive Impact Primary Academy and parents. Ideally, controlled drugs are only brought in daily by parents, but certainly no more than a week's supply and the amount of medication handed over to The Positive Impact Primary Academy should always be recorded. Controlled drugs will be stored in a locked, non-portable container, and only specific named staff will be allowed access to it. Each time the drug is administered, it must be recorded, including whether the child refused to take it. If pupils refuse to take medication, The Positive Impact Primary Academy staff should not force them to do so. The Positive Impact Academy should inform the child's parents as a matter of urgency. The person administering the controlled drug should monitor that the drug has been taken.

As with all medicines, any unused medication should be recorded as being returned to the parent when no longer required. If this is not possible, it should be returned to the dispensing pharmacist.

Non-Prescription Medication

Where possible, The Positive Impact Primary Academy will avoid administering non-prescription medicine. However, we may do so, if requested by the parent, if it will facilitate the child attending school and continuing their learning. This will usually be for a short period only, perhaps to finish a course of antibiotics, to apply a lotion or the administration of paracetamol for a toothache or other pain. However, such medicines will only be administered in school, where it would be detrimental to a child's health if they were not administered during the day.

If non-prescription medication is to be administered, then the parent/carer must complete an Administration of Medicine Consent form (Appendix 1), and the same procedure will be followed as for prescription medication. The medicine must be provided in its original container, with dosage information on it. The parents' instructions will be checked against the dosage information, and this will not be exceeded.

Administering Medicines

Medicines will only be administered by members of staff who have been trained in the safe administration of medicines. This will usually be the SENDCO, but in their absence, another appropriately trained member of staff may carry it out. Appropriate training will be

arranged for the administration of any specialist medication (e.g., adrenaline via an EpiPen, Buccal midazolam, insulin, etc.) Staff will not administer such medicines until they have been trained to do so. A list of all staff trained in the administration of medicines will be maintained by the SENDCO. The SENDCO will maintain a record of staff trained in specialist medication for children and young people with Health Care Plans.

When a member of staff administers medicine, they will check the child's Administration of Medication Permission and Record form against the medication to ensure that the dose and timing are correct. They will then administer the medicine as required and record this on the form. For long-term medication, an Administration of Medication Continuation Sheet (Appendix 2) will be used as necessary.

Emergency Inhalers

The Positive Impact Academy will keep emergency reliever (blue) inhalers for the emergency use of children whose own inhaler is not available for any reason. They will be stored in the staff office, along with appropriate spacers. Parents must sign a "Consent Form: Use of Emergency Salbutamol Inhaler" (Appendix 4) to consent to their child being allowed to use the emergency inhaler.

Refusing Medication

If a child refuses to take medication, staff should 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, The Positive Impact Primary Academy will call the emergency services and inform the parents.

Off-Site Visits

It is good practice for schools to encourage pupils with medical needs to participate in off-site visits. All staff supervising visits should be aware of any medical needs and relevant emergency procedures, and all staff will have access to individual risk assessments. 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.

Travel Sickness

Tablets can be given with written consent from a parent, but the child's name, dosage, time of dose and any possible side effects (the child must have had the travel sickness preventative at home before the trip in case of side effects) should be clearly marked on the container, which must be the original packaging. Parents will need to complete an Administration of Medication Permission and Record form.

Disposal of Medicines

The SENDCO will check all medicines kept at The Positive Impact Primary Academy each term, 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. If parents do not collect all medicines, they should be taken to a local pharmacy for safe disposal. Sharps boxes should always be used for the disposal of needles. There is a sharps box in the staff office, if any child requires regular injections (e.g., Insulin).

This policy is reviewed annually.

Overall responsibility lies with the Director, who liaises with the Senior Leadership Team to ensure a robust and sustainable model of Leadership.

Signed by Director



James Armson



Appendix 1 — Administration of Medication Permission and Record

Name of child: _____

Date: _____

Details of illness: _____

Medicine: _____

Times and dosage of medicine: _____

Relevant side effects to be observed if any: _____

Medicine to be administered from: _____ to: _____

Parent/Carer:

I hereby give permission that the above medication, ordered by the doctor/dentist for my child _____ be administered by The Positive Impact Academy personnel.

I understand that I must supply The Positive Impact Academy with the prescribed medicine in the original container dispensed and properly labelled by the pharmacist.

I understand that this medication will be destroyed if it is not picked up on the day this order terminates.

Signature: _____ Relationship to child: _____

Appendix 2 — Administration of Medication Continuation Sheet

Sheet no. _____

Name of child: _____

Class: _____

Date: _____

Name	Time Given	Dose Given	Member of Staff	Intials



Appendix 3 — Example Consent Form for Off-Site Visit

Parental consent for trip to

Date of visit:

I agree to _____ taking part in the visit and am happy for them to participate on the activities described.

Medical

Has your child got any condition requiring medical treatment? YES/NO

Please list below: _____

Is your child allergic to any medication? YES/NO

Please list below: _____

I agree to my son/daughter receiving medication as instructed and any emergency treatment considered necessary by the medical authorities present. I understand the extent and limitations of the insurance cover provided.

Contact Numbers:

Mobile: _____ Home: _____

Home address: _____

Name of family doctor: _____ Telephone no: _____

Address: _____ 9

Alternative emergency contact:

Name: _____ Telephone no: _____ Address: _____

Signed (Parent/Carer): _____ Date: _____

Prescribed Medicines:

Name of Medicine	Times To Be Taken	Dosage	Route

Signed (Parent/Carer): _____ Date: _____

Appendix 4 — Consent Form: Use of Emergency Salbutamol Inhaler

Child showing symptoms of asthma/having asthma attack

1. I can confirm that my child has been diagnosed with asthma/has been prescribed an inhaler [delete as appropriate].
2. My child has a working, in-date inhaler, clearly labelled with their name, which they keep at The Positive Impact Academy.
3. In the event of my child displaying symptoms of asthma, and if their inhaler is not available or is unusable, I consent for my child to receive salbutamol from an emergency inhaler held by The Positive Impact Primary Academy for such emergencies.

Name (print): _____

Child's name: _____

Class: _____

Work: _____ Home: _____

Home address: _____

Signed (Parent/Carer): _____ Date: _____

