



Administration of Medicine

Queen Elizabeth High School

Be Kind, Keep Learning, Lead Well

Curriculum, Staffing & Pastoral Committee

Date Established by Governing body: 13th November 2007

Responsible Person: Mrs Bethan Rowe/Mrs Lisa Thomas

Designated role: Assistant Headteacher/ Inclusion Manager

Chair of Governors signature: Jeremy Griffith

Date – 11/06/2026

Next Review – Summer Term 2029

Policy Version Control

Version	Date	Page	Section	Reason for review	Summary of amendment	CoG signature
1	14/11/19	2	Parent/Carers role	3 yr. review	Medicines to be returned at start of each term in date	Helen Starkey
1	14/11/19	2	Non prescribed medicine	3 yr. review	Only amount needed for the day	Helen Starkey
1	14/11/19	3	Storage	3 yr. review	On completion of treatment	Helen Starkey
1	14/11/19	3	Healthcare Plan	3 yr. review	Re-phrasing	Helen Starkey
1	14/11/19	4	Intimate or Invasive treatment	3 yr. review	Re-phrasing	Helen Starkey
2	05/03/2020	5	N/A	Addition of arrangements for pupils with complex needs	Policy and procedures for pupils in Canolfan Elfed	Helen Starkey
3	02/06/2026	Front cover	Front cover	Review	Change of responsible person	Jeremy Griffith
3	02/06/2026	"	Front cover	Review	Change of heading to include mainstream and Canolfan Elfed, consistent policy for both	Jeremy Griffith
3	02/06/2026	1	Parent/Carer's role	Review	Underlining	Jeremy Griffith
3	02/06/2026	1-2	Procedures for admin of meds	Review	List amended in line with specialist settings to ensure consistency across the school	Jeremy Griffith
3	02/06/2026	2	Storage	Review	Update of where medications are kept in mainstream and Canolfan	Jeremy Griffith
3	02/06/2026	2	Health Care Plans	Review	Update of HCP protocol across mainstream and Canolfan	Jeremy Griffith

3	02/06/2026	4	N/A	Review	Removal of specialist settings policy as the mainstream policy has been amended to include Canolfan Elfed's practice to ensure consistency	Jeremy Griffith

Introduction

When the School is asked to administer a prescribed medicine or treatment to a pupil, and the Headteacher agrees, then appropriate procedures are to be followed.

Staff recognise that they have a professional duty to safeguard the health and safety of pupils. They are aware of their common law duty to act as any reasonably prudent parent/carer would to make sure that pupils are healthy and safe on school premises. This might under exceptional cases necessitate the administering of medicine and/or taking action in an emergency. This duty also extends to teachers leading activities such as educational visits, school outings or field trips.

Parents'/Carer's role

Parents/carers are encouraged to provide the school with full information about their child's medical needs. They should reach agreement on the school's role in helping with their child's medical needs. Parents/carers are responsible for letting the school know of any changes to the prescription or the support needed.

It is helpful, if whenever possible, medicines can be prescribed in dose frequencies which enable them to be taken outside school hours. Parents/carers are encouraged to ask the prescribing doctor/dentist about this.

The responsibility for the disposal of medicines is the parents/carers and they should collect medicines held at school at the end of each term and ensure that the medicine returned at the start of each term is in date.

Parents/carers are to complete the form: 'Request for School to Administer Medication'.

Non-Prescribed medicine

School staff should generally NOT give non-prescribed medication to pupils. If a pupil suffers regularly from an acute pain, such as migraine, the parents should authorise a supply of appropriate painkillers for the child's use, with written instructions about when the child should take the medication. The forms: 'Request for pupils to carry their medicine' and 'Request for School to Administer Medication' must be completed. They should only have the amount of medicine that they need to take on them.

Procedures for the administration of medicines

NO pupil under 16 will be given medication without his or her parent's written consent.

Pupils who can be trusted and are very responsible will be allowed to manage their own medication. The following form must be completed – ‘Request for pupils to carry their medicines’. They should only have enough medication for their daily needs and not carry a full bottle/box of medicine.

In other cases, all medicines will be kept with the authorised member of staff. Two members of staff should support the giving of medicine to a pupil will check:

- (a) Consent
- (b) Pupil's name;
- (c) Date of Birth of pupil,
- (d) Written instructions provided by parents/carers or doctor.
- (e) Before giving the medication, check that it is in its original container, clearly labelled with the pupil's name
- (f) Route of administration – oral/nasal, dose, frequency, expiry date and document time and date;
- (g) Two members of staff to be present at all times when medication is given and both to do above checks;
- (h) **If in any doubt, DO NOT GIVE MEDICATION** and contact parents/carers.
- (i) Two members of staff to check the parental agreement form in order to ensure consent has been obtained. Both members of staff to sign, "Record of medication administered in school" sheet in **BLACK INK, NAME IN FULL**, not initials.

Emergency procedures:

Staff noting a deterioration in a pupil's health over time should inform the Health Advisor/senior member of staff who will let parents/carers know.

A pupil taken to hospital in an emergency will be accompanied by a member of staff who will remain until the pupil's parents/carers arrive.

Storage:

Medication should only be brought to school when absolutely essential.

Medicines in mainstream are kept in the wellbeing centre, Epi Pens are in the cupboard in the kitchen attached to T01. In Canolfan Elfed medicines are kept in a locked medical safe within the pupil's classroom or if on trips, with the authorised member of staff.

Large volumes of medication will not be stored. Whenever possible the pupil should bring the required dose daily.

The responsibility for the disposal of medicines is the parents/carers and they should collect medicines held at the school at the end of each term or on completion of treatment.

Health Care Plan

Pupils with a medical condition require a Health Care Plan, however this is decided on a case by case basis in Canolfan Elfed and mainstream. In Canolfan Elfed, this is dependent on pupil's medication needs which are stated in their IDP. A Health Care Plan is required for all Canolfan Elfed pupils if daily medication is taken within the school day, this is to ensure they have the appropriate access to education.

Parents/carers will be invited to school to draw up a Health Care Plan with the appropriate member of staff. Each plan will contain information according to the needs of the individual pupil. It is the responsibility of the Parent/Carer to inform the responsible person in school of any changes.

Pupils requiring Buccal Rescue Medication due to epilepsy, their Health Care Plan will be done by the Consultant Paediatrician.

Staff Training

A health care plan may reveal the need for some staff to have further information about a medical condition or specific training in administering a particular type of medication or in dealing with emergencies. Staff will receive appropriate training from the School's Health Advisor or their nominee. The information shared will be on a need to know basis due to confidentiality.

Intimate or Invasive Treatment

Some pupils may require invasive treatment such as the administration of an Epi-pen. Diabetes Mellitus pupils may require an injection of Glucagen Hypokit. Only nominated staff who have received appropriate training annually will be expected to carry out these procedures.

Epi-pen is classed as invasive because you inject. Staff will be offered appropriate training.

Emergency Procedures

Staff noting a deterioration in a pupil's condition should inform the teacher-in-charge immediately and the parent/carers informed.

A pupil taken to hospital in an emergency will be accompanied by a member of staff who will remain with the pupil until the parent/carers arrives.

When contacting emergency services, please have the following information ready:-

- Give name of pupil and date of birth;

- Symptoms and condition of pupil;
- State your telephone number;
- Give location of pupil;
- State postcode
- Give exact location in the school;
- Give your name;
- Inform the best school entrance for the emergency service and ensure a member of staff is there to meet them;
- Stay calm and ensure that a member of staff stays with the pupil at all times.

Confidentiality

Advice and information to school staff regarding individual pupils will be provided by the named School Health Nurse. School staff will treat medical information confidentially.

All medical information to be treated confidentially and on a need-to-know basis.

Other Considerations

Due to different cultures and diversity, if it is noted that the parents/carers have literacy problems or where English is not the first language, it may be necessary to offer extra support for the completion of the forms. It is essential that parents/carers understand what they are signing to ensure pupils safety.

The Governing Body will review this policy to reflect changes in practice and legislation.

APPENDIX 1

Parental Agreement for OEHS/ Canolfan Elfed 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 staff can administer medicine.

Name of School/Setting: ***Queen Elizabeth High School / Canolfan Elfed***

Date:



Pupil's Name:

Group/Class/Form:

Name and strength of medicine:

Expiry date of medicine:

How much to give (i.e. dose to be given):.....

When to be given:

Any other instructions:.....

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Are there any side effects that the school/setting needs to know about? Yes / No

If yes, please give details:.....

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Number of tablets/quantity to be given to school/setting:.....

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Please Note: Medicines must be in their original container or box as dispensed by the Pharmacy

Daytime phone no. of parent/carer:

Name and phone no. of GP:.....

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Agreed review date to be initiated by: The ALNCo or
Inclusion Centre Manager, Canolfan Elfed

- 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's policy.
- I understand that I must deliver the medicine personally and accept that this is a service that the school/setting is not obliged to undertake.
- 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.

Parent's signature:.....

Print Name:

If more than one medicine is to be given, then a separate form should be completed for each one.