

# BOLD FUTURES



Bold Futures Federation  
Administration of Medication(and storage)

Written: September 2025  
Next Review Planned: September 2027

Signed: \_\_\_\_\_ (Policy Owner)

Print Name: \_\_\_\_\_

Review Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (Governor Approval)

Print Name: \_\_\_\_\_

Approval Date: \_\_\_\_\_

## **Bold Futures Federation**

### **POLICY CHANGE HISTORY**

| <b>Version</b> | <b>Date</b>    | <b>Status</b> | <b>Policy Owner</b> | <b>Governor Approval</b> | <b>Comment</b>          |
|----------------|----------------|---------------|---------------------|--------------------------|-------------------------|
| 1.0            | September 2025 | Approved      | AMG                 | RJ                       | Federation Policy - new |
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### **Purpose.**

This policy has been developed using Section 100 of the Children and Families Act 2014, Misuse of Drugs Act 1971 and Schedule 19 of the Human Medical Regulations.

The federation understands that many children will require medication at some point in their lives.

This may be a short-term medical need such as the administration of antibiotics, or it may be a longer-term medical need requiring a regular supply of medication to be stored in school, such as an EpiPen or inhaler.

Where clinically possible, students should take their medications outside of school hours, but we understand that a few children may need a prescribed medication whilst in school.

This policy applies to all staff and students across the federation.

## **Responsibility.**

The federation will, wherever possible and when it is reasonable to do so, assist students so that they can attend school.

The Headteacher does reserve the right to refuse the storage and administration of a prescribed medication should there be a legitimate concern.

The federation will not force a child to take medication. Should the child refuse, parents must be called immediately.

In some circumstances an Individual Healthcare Plan may be required.

Individual healthcare plans can help to ensure that schools effectively support pupils with medical conditions alongside allergy plans.

They provide clarity about what needs to be done, when and by whom. They are likely to be helpful in most cases, especially for long-term and complex medical conditions, although not all children will need one.

The level of detail within the plans will depend on the complexity of the child's condition and the degree of support needed. This is important because different children with the same health condition may require quite different support.

In some cases, a Risk Assessment may be required for an individual. This will be completed by the SENCO.

## **Staff.**

This policy clearly outlines the steps and requirements of the storage and administration of medications.

## **Procedure.**

In the event medication is to be administered in school the medication must be bought in by the parent/carer to the office and an electronic signature to consent must be completed at the time of drop off.

An Individual Healthcare Plan may be completed if required and allergy plan.

EpiPens and Inhalers are stored in the school office and on School trips are held by the responsible adult in Talavera, Wellington and Marlborough.

All other medications are stored in accordance with manufacturer's instructions.

The medical fridge holding all refrigerated medicines is in the lockable admin office under the counter and is only to be accessed and administered by admin staff where possible.

Non refrigerated medicines should be stored in the locked medicine cupboard with controlled drugs being locked in an individual box with the child's name on.

Large volumes of medicine should not be stored.

Medications must be in their original packaging with the following clearly stated;

- patient's name,
- required dosage,
- times,
- issue date,
- expiry date.

The exception to this is insulin which must still be in date but may be provided in a pen or pump and not the original packaging.

For school medication - Calpol, parental consent must be sought before administering the medication and information on previous doses and times administered. All recorded on Medical Tracker.

Medicines should usually be administered in the admin office. Inhalers and EpiPens should be administered in the area they are required and then recorded on Medical Tracker.

EpiPen training will be provided by the school for all first aiders and all staff completed training.

Children should be made aware of where their medication is stored.

Wherever possible, two staff members should be there to witness the administration of the medication.

Both staff members must be confident that the child with them is the correct child.

The admin staff member should check and dispense the medicine once the second staff member has checked the information.

The administration of medication should then be recorded on Medical Tracker.

Every staff member has a valid login to Medical Tracker and the office holds the login for H&S as a failsafe.

All first aid kits have paper recording sheets in the event of a network/system outage.

If the staff are unhappy with the circumstances surrounding the medication, they may refuse, and the parents and Headteacher should be contacted.

### **Emergency.**

In the event of a reaction to a medication, medical assistance must be sought immediately either via 999, 111 or a call to the GP depending on the reaction.

A First Aider may be radioed for advice.

**If in ANY doubt, call 999.**

Parents should also be contacted.

If there has been a mistake made, then parents must be contacted, and medical advice sought.

An accident investigation must then take place by the Headteacher and H&S.

### **Disposal of Medication.**

Medication should be handed to parents/carers to be disposed of when no longer required at school.

Medication should not be handed to the child to pass to a parent.

Should the parent/carer refuse, an email will be sent to them informing them the medication will be taken to a pharmacy for safe disposal.

### **Infection Control.**

Staff should adhere to basic hygiene and infection control procedures.

### **Anaphylaxis.**

Anaphylaxis is an acute, severe allergic reaction requiring immediate medical attention.

It usually occurs within seconds or minutes of exposure to a certain food or substance, but on rare occasions it may happen after a few hours.

The most severe form of allergic reaction is anaphylactic shock when the blood pressure falls dramatically, and the patient loses consciousness.

The treatment for a severe allergic reaction is an injection of adrenaline into the thigh.

Preloaded injection devices, called EpiPens, containing one measured dose of adrenaline are available on prescription and a child prescribed one **MUST** have one in school.

Children must have two readily available wherever they are during the school day.

An ambulance should always be called.

### **Visits and Trips**

Children should not be excluded from visits and trips purely due to medication needs.

A responsible adult should be responsible for holding and administering the medication on the trip or visit.

Specific requirements for storage i.e., a cool bag should be assessed in the trip Risk Assessment.

Staff should still record the administration of the medication.

### **Recording.**

Medical tracker is the online system used across the federation.

All staff have received video training on how to use Medical Tracker.

Health and Safety, the Headteacher, SLT or admin staff can also provide an in-person demonstration to anyone that requires it.



