Administration of Medications Policy

Hampton Gardens

Policy last reviewed:	**September 2026**
Next review due:	**September 2027**
Member of staff responsible:	**Mr Atul Karia**
Ratified by:	**Hampton Gardens Local Governing Body**

1. RATIONALE

At Hampton Gardens we recognise that parents/carers have the prime responsibility for ensuring their child's health and for deciding whether their child is fit to attend school. Parents should also provide all necessary information about their child's medical needs to the school in order for the relevant steps to be taken to support children with medical conditions at school. The DfE document "Supporting Pupils At School With Medical Conditions" (DfE April 2014) sets out the following key points:

- Pupils at school with medical conditions should be properly supported so that they can have full access to education, including school trips and physical education.
- Governing Bodies must ensure that arrangements are in place in schools to support pupils at school with medical conditions.
- Governing Bodies should ensure that school leaders consult health and social care professionals, pupils and parents/carers to ensure that the needs of children with medical conditions are effectively supported.

NOTE: This policy may be superseded by a child's EHC plan or Individual Care Plan, or may be used in conjunction with them.

In the event that a child requires medication to be administered during school time, including whilst on educational visits or transport, the follow guidelines set out our policy at Hampton Gardens.

2. AIMS of the POLICY

a. To inform all members of our school community about the appropriate administration of medication to children and students.

b. To outline the procedures and processes of this policy.

c. To clarify the legal obligations and role of the school regarding the administration of medications.

3. GUIDELINES

3.1 Staff Duties

School staff have no legal obligation to administer medication to pupils, nor supervise them while they take medication, unless contracted to do so.

Staff may volunteer to assist in the administration of medication but must be given appropriate training and guidance. As a school, Hampton Gardens trains specific named staff for the purpose of the administration of medicines. **Appendix A** shows the staff who have volunteered to administer medication at Hampton Gardens and have received training.

As a school, Hampton Gardens has a duty to plan how administering medication can be accommodated in school and on educational visits and transport to allow children who have medical needs to attend.

3.2 Process for the Administration of Medication in School – short term medical needs - Hampton Gardens

Medication should normally be administered at home and only taken into school when absolutely necessary (where it would be detrimental to the child's health or would greatly impact on a child's school attendance if the medication were not taken during the school day).

Where clinically possible medication should be prescribed in dose frequencies which enable them to be taken outside school hours.

Hampton Gardens School will only accept:

- medication that is in date, with the expiry date clearly shown
- medication with labelling identifying the child by name and with original instructions for administration, dosage and storage.
- emergency medication i.e. asthma inhalers, antihistamines, epipens, Jextpens
- pain killers such as Calpol, ibuprofen, paracetamol

4. HAMPTON GARDENS: ADMINISTRATION OF MEDICINES POLICY

4.1 Permission to Administer Form

On accepting medication, the parent/carer must complete the relevant form (Appendix B) disclosing all details and giving permission for the medication to be administered by a qualified First Aider in school. The medication must be kept in a locked cupboard (except where storage in a fridge is required) and only accessed by named adults, or with the permission of a member of the Senior Leadership Team (SLT).

Where medication is to be administered on a more regular basis it is the responsibility of the Parent/Carer to ensure the student is aware of the procedure. Students are responsible for getting themselves to the First Aid room at the relevant times. (In exceptional circumstances staff will ensure that medication has been taken).

4.2 Process for the Administration of Medicines in School – long term medical needs

Where a child has long-term medical needs, a **care plan** must be written with the assistance of the school nurse and in the presence of the parent/carer of the named child. This may also result in an individual risk assessment being required. The care plan must be followed and reviewed at least annually.

It is the parent/carer responsibility to inform the school of any changes to the child's condition that may require the details of the care plan to be altered.

The Head of School must ensure that named staff are trained and updated annually to administer medication or give the level of care required to follow the details of the care plan.

As a school, we try to ensure that we have sufficient information about the medical condition of any child with long-term medical needs and will request meetings with parents/carers and recognised medical practitioners regularly to provide the correct level of training. Training should be specific to the individual child concerned.

There will also be annual training for all staff on more generalised needs e.g. asthma awareness and epi-pen training, diabetes, and epilepsy. Hampton Gardens School is well supported by the school nurse who provides staff with advice and any relevant training on request.

4.3 **Process for the Administration of Medicines in School – residential educational visits**

Where a child requires medication during a residential educational visit, we would expect the parent/carer to notify the school in advance of the visit and the relevant medical consent forms would be completed.

Information would then be collated and the staff attending the visit would be made aware of any children requiring medication during the visit. During the visit medication would be administered as per the guidance above and relevant documentation would be completed as/when the medication was administered.

In the event of a parent/carer handing in medication on the morning of the visit, the trip leader would notify staff at Hampton Gardens School as soon as possible.

Where possible, the parent would be expected to give written consent to the trip leader for the medication to be administered.

It is our expectation that parents/carers should have notified the school of any medical needs and any medication required **before** the visit commences **and the documentation will have been completed in advance of the trip.**

APPROVED BY GOVERNORS:

Signature:

Name:

Date: October 2026

HAMPTON GARDENS: ADMINISTRATION OF MEDICINES POLICY

APPENDIX A

Staff who have volunteered to administer medication at Hampton Gardens School for the 2026/27 school year.

Name
Kathryn Lilley
Erica Bacon
Stephanie Walker
Stephanie Churchill
Atul Karia
Student Support Officers

The School will record dates of training on Medical Tracker.

Following the introduction of Benedicts law. Please note that all Hampton Gardens staff have completed training for allergic reactions and also has a number of staff trained to administer asthma inhalers and EpiPens and these lists are kept in the relevant phase. This training is updated annually.

APPENDIX B

HAMPTON GARDENS

PARENTAL CONSENT FOR A CHILD TO RECEIVE OCCASIONAL MEDICATION IN SCHOOL

Please complete if applicable, giving as much detail as possible:

Pupil's Name: _____

House/Tutor Group: _____ Date of Birth: _____

Does your child suffer from any illness or physical disability? If yes, please describe	YES / NO

I consent to my child receiving the following medication in school:

Medication:			
Start date:		End date:	
Required dose:		Time to administer:	am / pm* *delete as appropriate
Storage instructions:			

Is the medication labelled with a pharmacy label?	YES / NO
Does the named medication correspond with the parental consent form?	YES / NO
Is the medication in date?	YES / NO
Do the dosage instructions provided by the parent match the pharmacy label?	YES / NO
Are clear storage instructions provided?	YES / NO
Has the parent identified a clear time for the medication to be administered?	YES / NO

I undertake to ensure that the school has adequate supplies of the medication.

I undertake to ensure that the medication supplied by me is correctly labelled, in date with dosage and storage details attached and the school will be informed of any changes.

I understand that a qualified First Aider will assist my child in administering their medication correctly.

I understand that the school can only administer occasional medication and that it is my responsibility to ensure that any medication is brought to school and collected from school on a daily basis if necessary.

Signature of Parent/Carer: _____

Date: _____

HAMPTON GARDENS

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