



Medication Policy

Responsible	Director of Business and Finance
Approved by SLT	November 2025
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1. Introduction

1.1 This policy is written in accordance with the Department for Education (DfE) Statutory Guidance “Supporting pupils at Academy with medical conditions” December 2015.

Other supporting documents include:

- Special educational needs and disability (SEND) code of practice.
- Equality Act 2010
- Medication Management Arrangements and Guidance (Staffordshire County Council).

2. Definitions

Within this policy administration refers to “the giving of a medicine or treatment”

3. Purpose

This policy outlines the roles and responsibilities of everyone involved in the handling of regular, emergency, and short-term medicines within Alleyne’s Academy.

4. Scope

This policy covers the administration of all medicines for individual students until the end of Year 13 that are expected to be administered in Academy in accordance with the signed parental request form.

5. Responsibilities

5.1 The Governing Body

Will ensure that:

- This policy is reviewed regularly and is readily accessible to parents and Academy staff.
- The arrangements set out in this policy are implemented.
- There is a named person for the implementation of this policy.

5.2 Academy Staff

The Senior Leadership Team (SLT) is responsible for accessing safer handling of medicines training for staff, maintaining a register of trained staff and ensuring adequate cover of trained staff throughout the Academy. SLT will ensure that:

- A person has been designated to lead on the implementation of this policy, this is the Director of Business and Finance.
- All staff involved in handling and administering medicines have received the appropriate training.

- An accurate list is maintained of all staff who are declared competent to handle and administer medicines along with the type of medication training they have received.
- A list of all staff authorised to administer medication is maintained along with a sample of their signature and initials.
- There is safe and secure storage for medicines within Academy.
- This policy is reviewed at least annually.

5.3 Healthcare Professionals

Detail designated responsibilities and roles which may include:

- Academy nurse. Kay Meddick

5.4 Parents

Must provide:

- Timely and up-to-date information about their child's medical needs. Especially any changes to medication.
- A completed consent form at the specify intervals such as start of each new Academy year or when medication changes.
- The medicines to be administered in Academy. All medications sent into Academy must be in the original container and include a label stating Student name, dose, frequency of administration and expiry date. Parents responsibility to ensure medicine in Academy is within expiry date.
- An adequate supply of emergency/rescue medication held in Academy.
- Information via phone/email if any emergency/rescue medication has been administered prior to the student attending Academy that day along with dose and time.

5.5 Students

Students will be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan.

6. Consent

The Academy requests written consent via email/signed Note or medication form from parent/guardian detailing type of medication, quantity and frequency of medication for non-prescribed and prescribed medication.

7. Communication

The Academy arrangements for communicating this policy to parents will be through the Academy website

8. Administration

The privacy and dignity of students is paramount, and medicines will always be administered in an area where this will not be compromised.

We will ask students and parents about any cultural or religious needs relating to the taking of medication or any prohibitions that apply. This information will be recorded as part of the student's healthcare plan or in the student's personal record.

To minimise the need for medication in Academy and where clinically appropriate parents are encouraged to ask the pharmacy or prescriber to prescribe medicines in dose frequencies that enable them to be taken outside of Academy hours.

Medicines that need to be taken three times a day could be taken in the morning before Academy, after Academy hours and at bedtime.

Only medicines prescribed for individual students will be administered within Academy. Medicines bought over the counter that do not have a label stating student name and dose will not be administered.

Instructions such as "when required" or "as necessary" are discouraged.

The Academy will dispense non-prescribed medication provided by Parent/Guardian as required by the student. When the parent has provided written consent, we will label the medication with student's name and lock it away in year group cabinets. All medication we receive and dispense is logged electronically (password protected). Cabinet keys are securely stored.

If a student refuses to take their medicine, they will not be forced to do so. Refusal will be documented, parents informed and agreed protocols followed.

The Academy dispenses all medication from the main admin office, all medication we receive and dispense is logged electronically (password protected). Medication is checked by First Aid trained Staff before dispensing, controlled drugs are checked by two trained members of staff.

Details of medication, e.g Name of Medication, frequency, medication expiry date, time taken are recorded. Medicine Cabinets are checked at the end of each term to check all medication is still in date and any expired items found, the Academy contacts the parents or guardian to collect the medicine or give us permission to destroy it.

Epi Pens are labelled with student names and locked securely in its own Epi Pen cabinet in the main office, Student's carry their own epi pen, we DO NOT keep a

spare in the office. Parents are contacted to replenish any epi pens that have expired.

Asthma Inhalers are labelled with student names and locked securely in its own Asthma's cabinet in the main office, Student's carry their own inhalers, we keep a spare in the office. Inhalers are logged electronically and checked on a regular basis to make sure they are in date. Parents are contacted to replenish any Inhalers that have expired.

We keep Asthma Inhalers for emergency purposes, Parents consent is requested before dispensing emergency inhalers.

Academy trip and off-site activities organisers request students to bring their own medication and take a spare Asthma Inhaler in case of an emergency.

Students administer their own insulin, we will store their sharps box and the diabetes kit in our year group locked cabinets. Students sugar levels are recorded on the first aid spreadsheet. Diabetes trained staff will assist students if required, parents are contacted if students are unaware how to correct their sugar levels. All students with diabetes have a care plan in place and this is uploaded and stored on Sims.

9. Safe Storage of Medicine

Access to areas of the Academy where medication is stored is restricted.

9.1 Within Academy including any dedicated medication administration rooms:

Medication is stored in year group locked cabinets securely in the main admin office.

9.2 Transport between Academy and home;

Parents are contacted and they must consent whether they wish for the medication to be returned with the student or if they wish to collect the medication

9.3 During off site Academy visits and activities:

Students bring their own medication and are responsible for them. First aid trained staff will carry and dispense Asthma inhalers in case of an emergency.

10. Disposal of Medicine

All unwanted/expired medicines will be returned home with the student for destruction at a community pharmacy. This Academy has no facilities for disposing of unwanted medication.

11. Management of Errors and Incidents (Misused medication or suspected theft)

The SLT will be informed of:

- Any medication that cannot be accounted for
- Suspected or known misuse of medication

SLT will instigate an investigation and report the incident following the Academy's incident reporting systems and disciplinary and capability policies.

This will allow for trends to be monitored with supported improvement actions to be put in place.

12. Training

- The Academy's SLT are The Headteacher, 2 x Deputy Headteachers, 3 x Senior Assistant Headteachers, Director of Business and Finance.
- Academy staff involved in the administration of medication to students will receive suitable training. **Staff must not administer medicines without appropriate training.**
- A record of who delivered the training and who received the training, along with the date the next training is due will be maintained by the Academy.
- At least two members of permanent staff will receive student specific medication training (additional numbers may be needed to cover for staff absence, busy periods etc). This training will be provided by the relevant healthcare professional.

13. Record Keeping

The following records will be kept by the Academy:

- Confirmation of Medication Details and Parental consent
- Protocol for Administration of PRN Medication
- Medication Incident Report Form
- Medication Administration Record sheet
- Staff Training Records including Medication In-house Training Record

14. Confidentiality

Whilst the Academy will strive to maintain confidentiality and comply with GDPR regulations, sometimes it may be in the student's best interests to share information about their condition/treatment/medication to other staff within the Academy and/or with other professionals. In these cases parent consent will be sought.

15. Complaints

The complaints procedure can be found on the website.

16. Monitoring and Review

- The Academy's designated lead for this policy the Director of Business and Finance will monitor the implementation of this policy and provide the SLT with information regularly on medication incidents.
- The Academy's SLT will review this policy annually or when there is a significant incident or change in guidance.
- The next scheduled review is April 2024.

17. Forms

- Confirmation of Medication Details and Parental consent
- Emergency Self Medication Form
- Medication Incident Report Form
- Medication Administration Record sheet