

High Tunstall College of Science



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Administering Medication Policy

V0.0

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Stakeholder Consulted	-	Quality of Education Committee
Review Date	-	July 2027
Responsibility for Review	-	Headteacher

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Statement of intent

High Tunstall College of Science will ensure that students with medical conditions receive appropriate care and support at college, in order for them to have full access to education and remain healthy. This includes the safe storage and administration of students' medication.

The college is committed to ensuring that parents feel confident that we will provide effective support for their child's medical condition, and make the student feel safe whilst at the college.

For the purposes of this policy, **"medication"** is defined as any prescribed or over the counter medicine, including devices such as asthma inhalers and adrenaline auto-injectors (AAls). **"Prescription medication"** is defined as any drug or device prescribed by a doctor. **"Controlled drug"** is defined as a drug around which there are strict legal controls due to the risk of dependence or addiction, e.g., morphine.

1. Legal framework

This policy has due regard to statutory legislation and guidance including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- Equality Act 2010
- Children and Families Act 2014
- **[New]** Data Protection Act 1998
- **[New]** (GDPR) General Data Protection Regulations (2018)
- DfE (2014) 'Automated external defibrillators (AEDs): a guide for maintained schools and academies (2025 update)
- **[Updated]** DfE (2026) 'Supporting pupils at school with medical conditions and allergy'
- DfE (2017) 'Using emergency adrenaline auto-injectors in schools'.

This policy is implemented in conjunction with the following college policies:

- Supporting Students with Medical Conditions Policy
- First Aid Policy
- Record Management Policy
- Complaints Procedures Policy
- Allergen & Anaphylaxis Policy
- HTCS Risk Assessment - Administering Medication
- HTCS Risk Assessment -Allergen & Anaphylaxis.

2. **[Updated]** Roles and responsibilities

The governing body is responsible for:

- The implementation of this policy and procedures, and all corresponding procedures or documents
- Ensuring that this policy, as written, does not discriminate on any grounds, including the protected characteristics as defined by the Equality Act 2010
- Ensuring the correct level of insurance is in place for the administration of medication
- Ensuring that there is a sufficient number of trained staff available within the college to administer medication based upon the college's risk assessments.

- Ensuring that members of staff who provide administer medication to students, or help students self-administer, are suitably trained and have access to information needed
- Ensuring that relevant health and social care professionals are consulted in order to guarantee that students with medical conditions are properly supported
- Managing any complaints or concerns regarding the support provided to students or administration of medication in line with the college's Complaints Procedures Policy.

The Headteacher is responsible for:

- The day-to-day implementation and management of this policy and relevant procedures
- Ensuring that appropriate training is undertaken by staff members administering medication
- Ensuring that staff members understand the local emergency services' cover arrangements and that the correct information is provided for the navigation system
- Organising another appropriately trained individual to take over the role of administering medication in the case of staff absence
- Ensuring that all necessary risk assessments are carried out regarding the administration of medication, including for college trips and external activities.

[Updated] The Medical Inclusion Assistant, the Student Welfare Administrator (Attendance & Safeguarding) and other trained administration staff are responsible for:

- Ensuring that students are only administered prescribed medication as provided by the parents or carers
- Ensuring that only prescribed paracetamol from parents or carers is accepted, stored or administered on a regular basis to students
- No paracetamol other than the above is administered to a student by staff unless stated in their care plans
- Records of receipt and dosage administered of received medication is performed.

[Updated] All staff are responsible for:

- Adhering to this policy and ensuring students do so also
- **[Updated]** Teaching staff contacting student support officers (SSO's) to take students to & from lessons to receive medication
- Carrying out their duties that arise from this policy fairly and consistently.

Parents are responsible for:

- Keeping the college informed about any changes to their child's health
- Completing a medication administration form ([Appendix A](#)) prior to bringing any medication into college

- Discussing medications with their child prior to requesting that a staff member administers the medication.

[Updated] It is both staff members' and students' responsibility to understand what action to take during a medical emergency, such as raising the alarm with the Medical Inclusion Assistant, the Student Welfare Administrator or other members of staff. This may include staff administering medication to the student involved.

3. Training of staff

The Headteacher will ensure that a sufficient number of staff are suitably trained in administering medication. A sufficient number of staff will undergo training on the administering of medication to ensure that students can receive their medication from a trained member of staff.

The Headteacher will also ensure that a sufficient number of staff have been trained in administering medication in an emergency by a healthcare professional.

Where it is a necessary or vital component of their job role, staff will undertake training on administering medication in line with this policy as part of their new starter induction.

Staff will be advised not to agree to taking on the responsibility of administering medication until they have received appropriate training and can make an informed choice. The college will ensure that, as part of their training, staff members are informed that they cannot be required to administer medication to students, and that this is entirely voluntary, unless the supporting of students with medical conditions is central to their role within the college, e.g., the Medical Inclusion Assistant or Student Welfare Administrator.

Training will also cover the appropriate procedures and courses of action with regard to the following exceptional situations:

- The timing of the medication's administration is crucial to the health of the child
- Some technical or medical knowledge is required to administer the medication
- Intimate contact with the student is necessary.

Staff members will be made aware that if they administer medication to a student, they take on a legal responsibility to do so correctly; hence, staff members will be encouraged not to administer medication in the above situations if they do not feel comfortable and confident in doing so, even if they have received training.

Training for administering AAls

Training of staff regarding the administering of AAI's will be in accordance with the Allergen & Anaphylaxis Policy.

4. **[Updated]** Receiving, storing and disposing of medication

Receiving prescribed medication from parents

The parents of students who need medication administered at college will be requested to attend at the college with the proposed medication to complete and sign the medication administration consent form.

[New] The receipt, storage and administering of paracetamol / ibuprofen on a regular basis unless provided as a prescription or care plan is NOT allowed. This is to avoid the over-consumption of non-prescriptive paracetamol to students.

Parents or carers MUST be informed if their child, or child in their care requests paracetamol or ibuprofen.

A signed copy of the parental consent form will be kept with the student's medication, and no medication will be administered if this consent form is not present. Consent obtained from parents is obtained once and only renewed if the medication changes.

The college will not, under any circumstances, administer aspirin or medicines containing aspirin unless there is evidence that it has been prescribed by a doctor.

Parents will be advised to keep medication provided to the college in the original packaging, complete with instructions, as far as possible, particularly for liquid medications where transfer from the original bottle would result in the loss of some of the medication on the sides of the bottle. This does not apply to insulin, which can be stored in an insulin pen.

[Updated] Storing students' medication

The college will ensure that all medications are kept appropriately, according to the product instructions, and are securely stored. Medication that may be required in emergency circumstances, e.g. asthma inhalers and AAls, will be stored in a way that allows them to be readily accessible to students who may need them and can self-administer, and staff members who will need to administer them in emergency situations. All other medication will be stored in a place inaccessible to students, e.g. locked cupboards.

The college will ensure that students know where their medication is at all times and are able to access them immediately with assistance from staff.

Medication will be stored according to the following stipulations:

- Kept in the original container alongside the manufacturer's instructions
- Clearly labelled with:
 - The name of the student
 - The name of the medication
 - The correct dosage of the drug
 - With the frequency of administration
 - Any likely side effects
 - The expiry date.
- Stored alongside the parental consent form
- **[New]** Stored in a location that is known to students at all times and is immediately accessible, including when outside the premises
- **[New]** Carried by students for self-administration if deemed suitable by a healthcare professional or required due to their condition.

Medication that does not meet these criteria will not be administered.

The college will allow students who are capable of carrying their own inhalers to do so, provided parental consent has been obtained.

The college will ensure that spare inhalers for students are kept safe and secure in preparation for the event that the original is misplaced.

[Update] Disposing of students' medication

[Update] The college will not store surplus or out-of-date prescription medication. Where medication and/or its containers need to be returned to the student's doctor or pharmacist, parents will be asked to collect these for this purpose.

[New] Any medication not returned to or collected by parents or carers will be disposed of in accordance with relevant waste and environmental legislation, namely: the Environmental Protection Act 1990, Controlled Waste Regulations 2012, and Hazardous Waste Regulations 2005 using the college's licensed waste carrier.

Needles and sharp objects will always be disposed of safely and securely, e.g., the use of 'sharp boxes'.

5. Administering medication

Medication will only be administered at college if it would be detrimental to the student not to do so. Only suitably qualified members of staff will administer a controlled drug. Staff will check the expiry date and maximum dosage of each medication being administered to the student each time it is administered and well as when the previous dose was taken.

Medication will be administered in a private and comfortable environment and as far as possible, in the same room as the medication is stored; this will normally be the main college office.

The room will be equipped with the following provisions:

- Arrangements for increased privacy where intimate contact is necessary
- Facilities to enable staff members to wash their hands before and after administering medication, and to clean any equipment after use if necessary
- Available PPE for use where necessary.

Before administering medication, the responsible member of staff should check:

- The student's identity
- That the college possesses written consent from a parent
- That the medication name, dosage and instructions match the details on the consent form
- That the name on the medication label is the name of the student who is being given the medication
- That the medication to be given is within its expiry date
- That the child has not already been given the medication within the accepted frequency of dosage.

If there are any concerns surrounding giving medication to a student, the medication will not be administered and the college will consult with the student's parent or a healthcare professional, documenting any action taken.

If a student cannot receive medication in the method supplied, e.g., a capsule cannot be swallowed, written instructions on how to administer the medication must be provided by the student's parent, following advice from a healthcare professional.

Where appropriate, students will be encouraged to take their own medication under the supervision of a staff member, provided that parental consent for this has been obtained.

If a student refuses to take their medication, staff will not force them to do so but will follow the procedure agreed upon in their IHPs, and parents will be informed so that alternative options can be considered.

The college will not be held responsible for any side effects that occur when medication is taken correctly.

Written records will be kept of all medication administered to students, including the date and time that medication was administered and the name of the staff member responsible.

Records are stored in accordance with the Record Management Policy.

Diabetic students

Students in college who are diabetic can self-check their levels but must do so in the toilet near to reception so staff are nearby if needed. If students require insulin, needles are to be disposed of in their own sharps box, or if this is unavailable, students can use the sharps box in the Arc.

6. **[Updated]** non-prescription medicines

[Updated] The DfE guidance document 'Supporting pupils at school with medical conditions and allergy' stipulates that schools should set out the circumstances in which non-prescription medicines may be administered.

The college is aware that students may, at some point, suffer from minor illnesses and ailments of a short-term nature, and that, in these circumstances, health professionals are likely to advise parents to purchase over the counter medicines, for example, paracetamol and antihistamines.

The college will work on the premise that parents have the prime responsibility for their child's health and should provide the college and settings with detailed information about their child's medical condition as and when any illness or ailment arises.

To support full attendance the college will consider making arrangements to facilitate the administration of nonprescription medicines following parental request and consent.

Students and parents / carers will not be expected to obtain a prescription for over-the-counter medicines as this could impact on their attendance and adversely affect the availability of appointments with local health services due to the imposition of non-urgent appointments being made.

If a student is deemed too unwell to be in college, they will be advised to stay at home or parents will be contacted and asked to take them home.

When making arrangements for the administration of non-prescription medicines the college will exercise the same level of care and caution, following the same processes, protocols and procedures as those in place for the administration of prescription medicines.

The college will also ensure that the following requirements are met when agreeing to administer non-prescription medicines.

- Aspirin will not be administered unless prescribed
- Parents will be asked to bring the medicine in, on at least the first occasion, to enable the appropriate paperwork to be signed by the parent and for a check to be made of the medication details
- All medicines must be supplied in their original container, have instructions for administration, dosage and storage, and be in date. The name of the child can be written on the container by an adult if this helps with identification

- **[New]** Non-prescription medication will NOT be stored. Parents and carers will be contacted when their child or a child under their carer requests medication. They will be given the information to make an informed decision whether or not to bring in paracetamol for the child or not.
- Only authorised staff who are sufficiently trained will be able to administer non-prescription medicines.

[Updated] Paracetamol / Ibuprofen

The college is aware that paracetamol / ibuprofen are common painkillers that are often used by adults and children to treat headaches, stomach-ache, earache, cold symptoms, and to bring down a high temperature; however, it also understands that it can be dangerous if appropriate guidelines are not followed and recommended dosages are exceeded.

The college is aware that paracetamol / ibuprofen for children is available as a syrup from the age of 2 months; and tablets (including soluble tablets) from the age of 6 years, both of which come in a range of strengths.

[Updated] The college is aware of the NHS recommended dosages for secondary aged students as set out below:

- 10 to 15 years: 500mg - should not take more than one tablet or capsule per dose up to maximum four (4) times in 24 hours

The written consent of parents will be required in order to administer prescription paracetamol / ibuprofen to students. A 'permission to administer paracetamol / / ibuprofen section' will be included in the Short-term Medication: Consent and Administering Record. This form will be completed as part of the student admission process, updated annually and kept in the college office.

For students' health and safety, the college will only administer only one (1) tablet of 500mg, regardless of age, within the college day and will ensure staff adhere to the following protocols:

- Parents and carers will be contacted by phone before any paracetamol is given to obtain verbal consent and to confirm whether any medicines have been taken before attending college if before 12:00pm.
- Following consent, paracetamol may be administered by authorised members of staff in the event of a headache, toothache, period pain or any type of mild to moderate pain.
- Paracetamol will not be issued without prior written consent, and verbal consent from the parent on the day. If verbal consent cannot be obtained, then paracetamol will not be given.
- When a student is given medicine, the authorised member of staff will witness the student taking the paracetamol and make a record of it. This record will include:
 - Student's name.
 - The name of the medicine.
 - Dose given

- Date and time of administration.
- Signature of the person administering.
- Only standard paracetamol / ibuprofen will be given, not combination medicines which may contain other drugs.
- Students will only be given only (1) tablet of 500mg, regardless of age within the college day in total.
- If paracetamol / ibuprofen does not alleviate symptoms, the student's parents will be contacted again.
- Paracetamol / ibuprofen will not be given following a head injury, or where a student has taken paracetamol containing medicine within the last four (4) hours.
- Students who frequently require paracetamol / ibuprofen will be asked to provide their prescription tablets which will be kept securely labelled in the college Admin office; parents will be contacted by the office staff in these circumstances.
- If a student has a minor injury whilst at college their condition will be triaged by a First Aider; whereupon a phone call to parents / carers will be made if medication is required.

7. Medical devices

Asthma inhalers

The college will allow students who are capable of carrying their own inhalers to do so, provided that parental consent for this has been obtained. The college will ensure that spare inhalers for students are kept safe and secure in preparation for the event that the original is misplaced, unavailable or not working.

Adrenaline auto-injectors (AAIs)

The administering of AAI's will be in accordance with the Allergen & Anaphylaxis Policy.

8. Individual healthcare plans

For students with chronic or long-term conditions and disabilities, an IHP will be developed in liaison with the student, their parents, the Headteacher, the SENDCO and any relevant medical professionals. When deciding what information should be recorded on an IHP (see [appendix B](#)), the nominated SENDCO will consider the following:

- The medical condition, as well as its triggers, signs, symptoms and treatments
- The student's resulting needs, such as medication, including the correct dosage and possible side effects, equipment and dietary requirements
- The specific support needed for the student's educational, social and emotional needs

- The level of support that is needed and whether the student will be able to take responsibility for their own health needs
- The type of provision and training that is required, including whether staff can be expected to fulfil the support necessary as part of their role
- Which staff members need to be aware of the student's condition
- Arrangements for receiving parental consent to administer medication
- Separate arrangements which may be required for out-of-college trips and external activities
- Which staff member can fulfil the role of being a designated, entrusted individual to whom confidentiality issues are raised
- What to do in an emergency, including whom to contact and contingency arrangements
- What is defined as an emergency, including the signs and symptoms that staff members should look out for.

IHPs will be routinely monitored throughout the year and reviewed at least annually by the nominated SENDCO.

9. Educational trips and visits

In the event of a college trip or activity which involves leaving the college premises, medication and medical devices such as insulin pens and asthma inhalers, will be readily available to staff and students. If possible and appropriate, students will carry certain medications themselves, e.g., asthma inhalers.

If the medication is not one that should be carried by students, e.g., capsules, or if students have complex needs that mean they cannot self-administer, the medication will be carried by a designated staff member for the duration of the trip or activity.

There will be at least one (1) staff member who is trained to administer medication on every out-of-college trip or activity which students with medical conditions will attend. Staff members will ensure that they are aware of any student who will need medication administered during the trip or activity and will make certain that they are aware of the correct timings and dosage, for administering their medication.

If the out-of-college trip or activity will be over an extended period of time, e.g., an overnight stay, the college will ensure that there is a record of the frequency at which students need to take their medication, and any other information that may be relevant. This record should be kept by a designated trained staff member who is present on the trip and can manage the administering of medication.

All staff members, volunteers and other adults present on out-of-college trips or activities will be made aware what should be done in the case of a medical emergency with regard to the specific medical needs and conditions of the student, e.g., what to do if an epileptic student has a seizure.

10. Medical emergencies

The college will ensure that the Medical Emergency Risk Assessment is kept up to date.

Medical emergencies will be handled in line with the First Aid Policy.

The college will ensure that emergency medication is always readily accessible and never locked away, whilst remaining secure and out of reach of other students.

For all emergency and life-saving medication that is to be kept in the possession of a student, e.g., AAls, the college will ensure that students are told to keep the appropriate instructions with the medication at all times, and a spare copy of these instructions will be kept by the college in the main college office.

11. [Updated] Monitoring and review

[Updated] This policy will be reviewed annually by the Headteacher. The next review date is July 2027.

Records of medication which have been administered on college site or college trips will be monitored and the information will be used to improve college procedures.

Staff members who are trained to administer medication will routinely recommend any improvements to the procedure. High Tunstall College of Science will seek advice from any relevant healthcare professionals as deemed necessary. Any changes made to this policy will be communicated to the relevant stakeholders, including students whose medication is stored at the college and their parents.



Appendix A: Short-term Medication: Consent and Administering Record

This form must be completed by the parents/carers of the child to request medication to be administered to their child during school time. This is for short term medication, i.e. antibiotics.

The school/setting will not give your child medicine unless you complete and sign this form to give consent. Please read each section carefully, and provide the information required.

Please note: any medication must be in the original box, as given by the pharmacist, with the relevant label still visible.

Child's name	
Date of birth	
Address	
Tutor group	

Name of school/setting	High Tunstall College of Science
Name of person who provided medication to school	
Name and strength of medicine	
Date of medicine provided by parent	
Amount received	
Expiry date	
Dosage Regime	
Quantity returned	
Dose and frequency of medicine	
Signature of staff and date	
Signature of parent and date	

Register of medication administered

Date	Time	Medication	Amount given	Amount left	Administered by	Child's signature	Comments



Deputy Headteachers: Peter W Hayward and Laura Ovens

[illegible]



High Tunstall College of Science

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Headteacher: Mark R Tilling

Deputy Headteachers: Peter W Hayward and Laura Ovens

I understand that this Individual Healthcare Plan will be in place until my child leaves High Tunstall at the end of year 11. It will not be changed unless I inform the college to do so; it is my responsibility to inform the school of any changes to my child's medical needs, and if there are any changes that need to be made to their IHCP I will contact the College ASAP.

Date:	Signed by:	Relationship to child:
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Appendix B: Individual Health Care Plan- Part 1

Students name:		Students Photograph:
Name of school/ setting:		
DOB:		
Form:		
Students address:		
Medical diagnosis or condition:		
Plan start date:		
Valid until:		

Family Contact Information

Name:	Phone no (Work)	Phone no (Home)	Phone no (Mobile)	Relationship to child:
Name:	Phone no (Work)	Phone no (Home)	Phone no (Mobile)	Relationship to child:

Clinic/ Hospital Contact

Name:	
Phone no:	
Setting:	

GP

Name:	
Phone no:	
Setting:	

Agreement for the school to carry out the Individual Health Care Plan

Parent/ Carer:	Signed	Print Name:	Date:
School:	Signed:	Print Name:	Date:

Who is responsible for providing support in school:				
Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.:				
Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision:				
Daily care requirements (e.g. before sport/ lunchtimes etc.):				
Specific support for the pupil's educational, social and emotional needs:				
Arrangements for school visits/trips etc.:				
Other information:				
Describe what constitutes an emergency, and the action to take if this occurs:				
Who is responsible in an emergency (<i>state if different for off-site activities</i>):				
Plan developed with:				
Name:		Signature:	Date:	Contact Details:

Appendix C: Asthma Consent Form

CONSENT FORM - Use of Emergency Salbutamol Inhaler - Student showing symptoms of asthma/having an asthma attack

- I can confirm that (Student) has been diagnosed with asthma and has a prescribed reliever inhaler.
- (Student) has a clearly labelled, working and in date inhaler, and has been advised to keep it with her at all times.
- In the event of (Student) displaying symptoms of asthma, and if their inhaler is not available or is unusable.

I (name of parent/carer) _____

Of (permanent address) _____

Hereby give/do not give consent (please delete as appropriate) to my son/daughter (full name and date of birth) _____

To receive Salbutamol from an emergency inhaler held by the school for such emergencies.

Signature of parent/carer _____ Date _____

(Please complete this consent form and return to Mrs Gray at the college)