



Administering Prescribed and Non-Prescribed Medication Policy

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Purpose

The purpose of this policy is to ensure that the wellbeing of all students at Springboard Education remains central to everything we do. Our students have a wide range of needs, including SEMH, ASC, ADHD, Attachment Disorders, and experiences of Early Childhood Trauma. We recognise that these challenges can significantly influence how a young person experiences and interacts with the world, sometimes affecting communication, social relationships, sensory processing, self-esteem, and mental health.

This policy acknowledges that some students may require medication during the school day to support their focus, wellbeing, and learning. It outlines the school's approach to supporting students with medical needs, including the safe handling, administration, recording, and storage of medication.

The aim is to provide consistent, safe, and compassionate support so that students who require medication are fully enabled to access education, overcome barriers, and work towards happier, more purposeful lives.

Scope

This policy applies to all staff responsible for supporting students who require medication during the school day, including prescribed and non-prescribed medicines.

All relevant medical information regarding medical needs that require medication must be shared with the Medical Lead via email. If the Medical Lead is not available then the Headteacher or DSL.

Relevant staff	Name	Details
Medical Lead	Francesca Mackenzie	Francesca@springboardeducation.co.uk
Headteacher	Leanne Jarvis	Leanne@springboardeducation.co.uk
Designated Safeguarding Lead	Pedro Lima	Pedro@springboardeducation.co.uk

Policy Statement

Springboard Education is committed to:

- Ensuring children with medical needs are fully supported during their school day.
- Administering medication safely, with parental consent and medical guidance.
- Promoting staff confidence and competence through training.
- Maintaining accurate records and clear communication with families.
- Ensuring to be law abiding.

Parental/Carer Responsibilities and Notification

Parents/carers must notify the school of their child's medical needs as soon as they are identified.

Notification must be provided in writing, either by:

- Completing a Medical Information Form (available from the school office),
- Sharing a medical letter or documentation from the GP or other health professional, or
- Emailing the school's Medical Lead directly.
- Parents/carers must inform the school on the same day if their child has been given any non-prescribed medication, creams, or ointments before arriving at school.
- Written parental consent is required before any type of medication can be administered by school staff, including short-term medication (e.g. antibiotics, skin treatment creams)

Parents/carers are also responsible for:

Informing the school immediately of any changes to their child's medical needs, treatment, or prescribed medication.

Ensuring that medication provided to the school is in date, clearly labelled by the pharmacy, and supplied in its original container with the relevant Patient Information Leaflet (PIL). School will not accept any medication that has different batch numbers, blister packs, labels and or dates.

If there is a specific way on how the medication should be administered, parents must provide written guidance from the GP or another qualified medical professional detailing how the medication should be administered. (e.g.: crushed, given with a specific drink, etc...)

Collecting and replacing medication when it has expired or is no longer required.

All students requiring long-term medication will have an Individual Health Care Plan (IHCP). This will usually be agreed with parents/carers at the start of each academic year and must be updated whenever new medication is prescribed or existing treatment changes.

Staff Roles and Responsibilities

Headteacher: overall responsibility for ensuring the policy is implemented.

Medical Lead/SENCO: coordinates IHCPs, liaises with parents, health professionals, and staff. Responsible for receiving, checking, and securely storing medication.

Designated Trained Staff: administer medications, complete Medical Administration Record (MAR) charts, and respond to medical needs.

Class Teachers/Teaching Assistants: made aware of students' medical needs and contribute to IHCP reviews. Inform parents if students have taken any non-prescribed medication or refused to take medication.

All staff handling medication must receive appropriate training and feel competent in their role.

All staff are encouraged to be open and honest when sharing any medical error.

Acceptance of Prescription Medications

Prescription medications will only be accepted if:

- They are in their original container.
- They are supplied with a Patient Information Leaflet (PIL).
- They have a printed pharmacy label.

Pharmacy labels contain the prescriber's dosage and frequency instructions, which may differ from manufacturer's instructions. Labels must include:

- Amount of medication.
- Whether it is a Prescription Only Medication.
- Medication brand and generic name.
- Strength of medication.
- Dose, frequency, and time.
- Precautions and warnings.
- Date supplied by pharmacy.
- Pharmacy address.
- Patient's name and date of birth.
- Manufacturer name and address.

Expiry Dates:

All medications must be checked for expiry before administration. Expiry dates are clearly printed on the container, box, and/or blister pack, typically displayed as “EXP mm/yyyy” and located near the “BN” (batch number). Staff are responsible for verifying these details to ensure that no expired medication is administered.

Blister Packs:

For blister packs, the batch numbers must correspond with those shown on the outer box. The school will not accept blister packs with differing batch numbers, as consistency is essential for safety and accountability. If a pharmacy provides blister packs with different batch numbers, the school requires a written explanation before they can be used.

Non-Prescription (Over-the-Counter) Medicines

- The school may administer GSL (General Sale List) medicines (e.g., paracetamol, ibuprofen, antihistamines) only with written parental consent and if in the original packaging.
- Pharmacy medicines (e.g., omeprazole) may also be administered with consent and correct labelling.
- Non-prescription medicines will only be administered where necessary for the child’s wellbeing and where the timing cannot be managed outside school hours.
- Only meds trained staff can administer non-prescription medication.

Procedures for Administering PRN and Emergency Medication

The school understands that some students may require PRN medication to manage specific medical conditions such as epilepsy, severe allergies, or other health needs that may arise unexpectedly. When administering PRN (as needed) or emergency medication, staff must ensure that all actions are safe, justified, and well-documented. PRN medication should only be given in accordance with the individual’s care plan and after non-medication interventions have been attempted and proven ineffective, where appropriate. Staff must assess the student’s current condition, confirm the indication for the medication, and seek authorisation if required. Emergency medications may only be used in situations where there is immediate risk to the student’s health or safety, following school policy, healthcare guidance, and relevant legal frameworks. All administrations must be recorded promptly, including the reason for use, dosage, time given, and observed effects.

Delivery and Storage of Medication

- Medication must be delivered by the parent/carer to the school office and handed to the medical lead, if the medical lead is not available then to the Headteacher or DSL.

- In exceptional circumstances the school could accept different ways of delivering the medication (e.g. Taxi driver), although this must be agreed by the Senior Leadership Team, and written agreement between parent and school must be completed and signed.
- Medication must be in its original container with a pharmacy label (for prescriptions) and a PIL.
- All medication will be stored securely in a locked cupboard or medical fridge (if refrigeration is required).
- Controlled Drugs will be stored in a non-portable locked cupboard with restricted access.

Administration of Medication

Medication should always be administered in a private setting, free from distractions, to protect confidentiality and minimise the risk of error. At Springboard, most students will use the medical room behind Class 4 for this process, although a small number may need to take their medication within their classrooms. In emergencies, such as an asthma attack or seizure, medication may need to be administered in a more public space; however, staff should take all reasonable steps to maintain the student's privacy and dignity. During off-site trips, staff will also aim to carry out this process in a private location, though this may not always be possible at times. As students mature, staff will encourage and support them in becoming more independent in managing their medication, but consent must still be sought from the student before each administration using age-appropriate communication and reassurance.

Medicines must only be administered to the person for whom they have been prescribed, labelled and supplied. Therefore, medicines obtained in this manner may not at any time be used for another child and must not be used for a purpose that is different from that which they are prescribed for.

Staff must not tamper with prescribed packs of medication e.g. by mixing medicines, as this may lead to potential claims under product liability law. This applies to the receipt of new supply medications. The original supply must be finished first.

There should always be 2 members of staff available when administering medication. Staff must follow the next steps:

1. Ensure the MAR chart has been checked.
2. Prepare a clean space with required equipment.
3. Verify medication is correct, in-date, and instructions match the MAR chart.
4. Wash hands and put on disposable gloves (and another PPE as needed).
5. Gain the student's consent.
6. Measure/dispense the correct dose.
7. Prepare the medication (e.g. Crush, put pill in paper cup).
8. Administer medication, ensuring the student has swallowed/taken it.
9. Record immediately on the MAR chart.
10. Return medication to secure storage.

11. Praise or reward the student if appropriate.

There may be occasions when only one staff member is available to administer medication. In such cases, the student's wellbeing takes priority, and medication should still be given. Staff must notify the school and inform the Medication Team whenever this occurs. Although, staff could attempt to contact another staff member via video call on, FACETIME or TEAMS as a witness.

In exceptional circumstances, parents may prepare the medication at home for their child to take later during the school day. Before this can occur, parents must provide evidence that the procedure has been approved by the child's GP. A written agreement between the school and the parents is also required.

At times, students may refuse to take their medication for a variety of reasons. When this occurs, staff should make every effort to encourage them by offering reassurance, calmly explaining the process, reminding them of their positive behaviour and achievements, or introducing a different staff member to provide support. Other strategies to ease the student's anxieties may also be used where appropriate. If the student still refuses to take the medication, staff must then follow the next steps.

- Do not force administration.
- Talk to the student to understand the reason.
- Offer a drink or alternative support.
- Try again later if appropriate.
- Always, record Refusal and reason (if known) in the MAR chart.
- Contact SLT and seek advice
- Contact the parent/carer for advice.
- Seek medical help (111 or 999) if refusal results in the student becoming unwell.
- Be sent home if behaviours become disruptive and challenging.

Use of PPE

Staff administering medication must wear disposable gloves to protect themselves and students from infections or exposure. Aprons and masks may also be used if there is risk of inhalation, spillage, or vomiting.

Medication Errors (e.g., Overdose or Administration to the Wrong Person)

- **If incorrect stock is identified:**
 - Conduct a thorough check of the cupboard and medication room.
 - Immediately inform a SLT member if stock discrepancies cannot be accounted for.
 - Record the error on the Medication Administration Record (MAR) and ensure it is countersigned by SLT

- **If an incorrect dose is administered:**
 - Check the child for any signs of an adverse reaction. Inform SLT immediately. They will then contact the child's GP, local pharmacist, or NHS 111 for further advice.
 - If the child shows signs of a severe reaction (e.g., collapse, breathing difficulties), call 999 for an ambulance immediately, administer first aid, and notify SLT and the child's parent/carer.
 - Document the error in the child's records and on the MAR, and complete a medication error form.
 - The staff member who administered the medication must record the incident.
 - Failure to report medication discrepancies is considered gross misconduct. Serious medication errors that cause harm to a learner may also result in a safeguarding referral.

Accessing Medication

- Students will be supported to access their medication at agreed times.
- Students may carry emergency medication (e.g., inhalers, EpiPens) if a risk assessment has been completed and agreed upon by the school, parent, and student. The medication must be correctly labelled with the student's name, date of birth, purpose of the medication, instructions for use, and any required next steps.
- Only trained staff must carry emergency medication, when not possible for students to do so.

Record Keeping

- A Medication Administration Record (MAR) chart will be kept for each student.
- Staff must record each administration of medication immediately, noting dosage, time, and signature.
- A second staff member **MUST** witness and sign the administration of medication.
- MAR charts must also record refusals, missed doses, spills, or errors.
- Records will be kept securely locked in line with GDPR.

Medication Checks and Audits

- Monthly audits will be carried out by the school administrator/Medical Lead to check stock levels, expiry dates, and correct storage.
- A record will be kept of audits and any discrepancies.

School Trips

School trips must be accessible to all students, including those who require medication. During a trip, a named staff member will take responsibility for managing the medication, and the student will be informed of who that staff member is. Medication will be carried securely by a trained member of staff, unless the student has been approved to self-carry. Where necessary, refrigeration will be arranged with the venue. In addition, staff will carry MAR charts, Individual Healthcare Plans (IHCPs), and emergency contact details to ensure the student's safety and wellbeing throughout the trip.

Side Effects and Adverse Reactions

Staff, alongside First Aiders, must monitor students for common side effects such as nausea, tiredness, headaches, or mood changes, and parents/carers should be informed if these are observed. Any serious adverse reactions, including rashes, breathing difficulties, swelling, or anaphylaxis, must be treated as a medical emergency. In such cases, if prescribed, emergency medication (e.g., an EpiPen) should be administered immediately, 999 must be called, parents/carers must be informed, and full details recorded in both the MAR chart and the school incident log.

Emergency Procedures

We are committed to responding to all medical emergencies promptly, calmly, and professionally. Qualified First Aiders are always available on site, and emergency services will be contacted whenever necessary. Our key priorities are to deliver immediate and effective care to the individual affected, maintain the safety and supervision of other children nearby, and ensure clear communication with all relevant parties. If a child requires hospital treatment, staff will remain with the child until their parent arrives or will accompany them in the ambulance if necessary.

Disposal of Medication

- Parents/carers are responsible for collecting unused or expired medications.
- Controlled Drugs should be returned to the dispensing pharmacy.
- A record of returned/disposed medications must be kept and signed where possible.
- Medications must never be disposed of in school waste bins, sinks, or toilets.

Confidentiality

- All medical records are confidential and will only be shared on a “need to know” basis.
- Information will be stored securely in line with GDPR (2018) and the Data Protection Act (2018).

Training

- Staff involved in handling or administering medication will receive appropriate training.
- Training will be refreshed regularly, particularly where students’ needs or medications change.

Review of Policy

- This policy will be reviewed annually or sooner if legislation or guidance changes.

Other Policies

- Health and Safety Policy
- First aid Policy
- Child Protection and Safeguarding

