

Medication Policy

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Policy Statement

Woodlands School will undertake to ensure compliance with the relevant legislation regarding the provision of medication for pupils, staff and visitors and will make sure that procedures are in place to meet that responsibility.

Aims

- To identify the needs of the pupils within Woodlands School where medication needs to be administered.
- To ensure that the administering of medication is always available when people are on Woodlands School premises, and off the premises whilst on School visits.
- Medication is a significant factor to consider at Woodlands School. Many pupils suffer from various medical conditions that may need to be managed by the school and this information will need to be shared with relevant staff.

Objectives

- To provide relevant training and ensure monitoring of training needs for staff who either need to or will support pupils in administering medication.
- To provide sufficient and appropriate resources and facilities
- To inform staff and parents/carers of the school's medication arrangements
- To ensure that a comprehensive risk assessment is in place for the management of medication and to ensure that the appropriate cover is always in place.

The medication policy states the school procedures for the following:

- Procedures for managing prescription medicines which need to be taken during the school day.
- Procedures for managing prescription medicines on trips and outings.
- A clear statement on the roles and responsibility of staff managing administration of medicines, and for administering or supervising the administration of medicines.
- A clear statement on parental carer responsibilities in respect of their child's medical needs
- The need for prior written agreement from parents/carers for any medicines to be given to a child.
- The circumstances in which children may take any non-prescription medicines.
- The school or setting policy on assisting children with long-term or complex medical needs.
- Policy on children carrying and taking their medicines themselves.
- Staff training in dealing with medical needs.
- Record keeping
- Safe storage of medicines
- Access to the school's emergency procedures
- Risk assessment and management procedures

Medication Guidance – General Information

Children with medical needs

It is important to be aware of any child who has a specific medical condition, and that all relevant staff are also made aware. Some medical conditions may require staff to be trained in the administering of the medication or for alternative measures to be put in place.

Some pupils may require medication in particular circumstances, such as children with severe allergies or severe asthma. Precautions need to be put in place for pupils as there may be children that are using medication which may make them more susceptible to illness or infection. In this instance, the school should ensure that the parent / carer is made aware of any diseases in school that may affect the child.

Ultimately the parents/carers are responsible for their child's health and must inform the school of any medical conditions that their child has. However, to ensure that the school has the necessary arrangements and support in place, key staff will meet with the parents and health professionals to put together an individual health care plan for certain pupils.

Types of Medicine

Prescribed Medicines – These medicines should only be taken to school when essential and has been prescribed by a doctor, dentist, nurse, or pharmacist. Woodlands School will ensure that all medicines held are in their original containers and labelled with the child's name, dosage, and times of administration, stored in pupil services in a locked secure cabinet, and with the expiry date of the medication.

Controlled Medicines – Controlled medication, such as Ritalin, may need to be administered to pupils during the school day. Staff who have volunteered to administer a controlled drug to a child for whom it has been prescribed, must ensure that they do this in accordance with the prescriber's instructions, and any training that they have been provided. Legally, a child that has been prescribed with a controlled drug may have it in their possession.

Any medication that is no longer required should be returned to the parent/carer, or if requested, the dispensing pharmacist for safe disposal.

Non-Prescription Medicines – Non-prescribed medicine should not be given to a child unless written permission has been received from the parents/carer.

Short-term Medical Needs – Many children will need to take medicines during the day at some point during their time in a school. It may be that a child has a course of antibiotics to finish or has some lotion that they need to apply. Where this medication is held by the school, it must be correctly labelled with the child's name, the dosage and times of administration and the expiry date of the medication.

Long-term Medical Needs - The school should have sufficient and relevant information relating to any medical condition of a child who has long-term medical needs. As mentioned previously, a written health care plan agreed with the parents/carer and relevant health professionals will generally be in place for children with long-term medical needs.

The health care plan can include the following information:

- The child's name and details of their condition
- Special requirement such as dietary needs, pre-activity precautions etc.
- Any side effects of the medicine
- What constitutes an emergency?
- What action to take in an emergency
- What not to do in the event of an emergency
- Who to contact in an emergency.
- What role the staff will play

Administering Medication

Where possible and where the child is able, schools should encourage them to take responsibility to manage their own medicines. However, each case must be considered on its own merit. Whenever possible, older children who have a long-term illness should assume complete responsibility under the supervision of their parent/carer. As every child is different, the time when the child takes on complete responsibility for her/his own medication does vary. Health professionals will need to assess, with the parent/carer and child, the appropriate time to make this transition.

In some cases, the Head Teacher may need to arrange specific training for certain staff. For example, anaphylaxis is an acute, severe allergic reaction that requires immediate medical attention. If a school has a pupil(s) who suffers from this condition, they may need to identify staff to receive training in the administering of the medication.

Non-prescription medication

Where possible the school may be able to provide non-prescription medication for example paracetamol/ibuprofen. The school will seek parent/carer consent for administering non-prescription medication to the child if the need arises during the school day. These medications may be provided for minor ailments such as headaches, muscle pains, or fever. Pupil services will only administer these medications when necessary and in accordance with the packet instructions. We will notify parents/carers each time the pupil has been given any medication. If no consent is received the pupil will not be given any medication.

Pupils Refusing Medication

Woodlands School has procedures in place for the actions that staff should take in the event of a child refusing to take their medication. Details of the incident and outcome should be recorded with the medical information and the parent/carer should be informed of the refusal on the same day.

Educational Visits

Woodlands School encourages children with medical needs to participate in trips. However, this may mean that the school will need to consider what reasonable steps need to be taken to enable them to participate fully (where possible), and safely on visits. Staff leading the trip will liaise with pupil services and discuss any pupil medical conditions before the trip, if medication is required for a pupil this will be held/administered by the staff member leading the trip.

Sporting Activities

Most children with medical needs can participate in physical activities and extra-curricular sport. Where a health care plan is in place, this will outline any restrictions on a child's ability and whether any precautionary measures need to be taken before or during exercise. Some children will not have health care plans in place but will need immediate access to certain medication such as asthma pumps. Any member of staff supervising sporting activities should consider whether risk assessments are required for some children. They must also be aware of relevant medical conditions and preventative medicines as well as knowing what actions to take in a medical emergency.

Medication Risk Assessment Considerations

A risk assessment should be carried out to ensure that the appropriate controls are in place and where necessary to identify the correct number of staff that need to be trained in the use of specific medication, e.g. Epi-pens. A risk assessment is available on request.

1. Needs of the Child

- What are their medical needs?

2. Size and Layout of the School

- Activities

3. Competence of Staff

- Staff to be trained to cope with an emergency.
- Whether staff member has any medical needs and has experience of certain medication, such as epi-pens.
- Selection may be based on existing first aid trained staff to ensure they can cope with other difficulties that may occur e.g. CPR.

4. Availability of Staff

- Arrangements to cover the whole school day.
- Before and after school clubs
- First Aiders available to ensure that if there are other difficulties, they are available to cope with additional issues such as CPR.

5. Off Site Visits

- Educational visits
- PE activities

6. Training

- Competence of staff being trained.
- The level of training required, e.g. full training required for some and awareness training for all staff etc.
- Epilepsy and diabetic awareness
- Pupil awareness training if applicable
- First Aid

7. Storage

- Access to Medication
- Record Keeping
- Layout and size of school
- ID/protocol and other relevant information
- Secondary: pupils carrying their own
- Management of storage e.g. expiry dates, pupils leaving etc.

8. Communication

- Plan for how to manage all the above

9. Other

- Any other site-specific information that should be considered

RISK ASSESSMENT FORM

WOODLANDS SCHOOL

Directorate/Section: CHILDREN'S SERVICES

Using this Generic Assessment

The purpose of a generic risk assessment is to assist those responsible for this activity. In essence, the schools' health and safety team have researched the most perceived hazards, persons who may be at risk and the most used control measures. The control measures are a combination of common school practices along with recognised acceptable standards.

However, it is important to note that the guidance provided **is not exhaustive** and may require further research and tailoring to suit local circumstances.

1. The following details have been developed using a range of control measures that may be appropriate to control the risks to pupils and staff on an educational visit. **It is likely that a combination of control measures will be required.**
2. You may choose to use this generic form and make it specific by ticking those control measures listed that you already have in place (**Column B**) or ticking to indicate they are not applicable (**Column D**). However, you may choose to use this as guidance and produce your own specific assessment.
In the following table you must identify what control measures are already in place and are being implemented (**Column A**). **Do not** tick control measures that are not being used or not being used properly (e.g. if mobile phones are not used or meetings that should happen but do not take place, etc). You must indicate these as actions.
If the control listed is not already in place and is required the Action box (**Column C**) must be completed along with the priority for the action.
3. Use **table 1/2** to estimate the existing risk with the current controls (if any) in place. Write the risk rating score in box 5.
4. If the risk is estimated to be **low no further action is necessary**. If the risk is estimated to be **medium or high additional control measures will be required**.
5. Having identified the necessary additional control measures develop an '**Action plan for implementation**' (box 6) listing the control measures that need to be implemented, a date for implementation (taking account of resources etc) and the person responsible for ensuring implementation.
6. Once all the additional control measures have been implemented carry out a further evaluation of the risk. Write the risk rating score in box 7. If the risk is estimated to be low **no further action is necessary**. If the risk is still estimated to be medium or high a further review and **additional control measures will be required**.
7. The control measures must be **regularly monitored and reviewed** to ensure that they remain effective.

1. TASK OR ACTIVITY COVERED BY THIS ASSESSMENT

Medication in School

List medication administered and held on site
e.g. Asthma Pumps, Ritalin, Piraton, EpiPens

Premises

The main school is a two-storey building.

Pupils are aware of the location of their medication.

Pupils are involved in number of different activities such as Swimming, PE, D&T. Staff supervising these activities have access to pupils' medication and are trained to administer if required.

The following remote or isolated buildings/areas are on site: Resilience Building. Staff and pupils are aware of the procedures in place when working in these areas.

2. WHAT SIGNIFICANT HAZARDS ARE ASSOCIATED WITH THE TASK/ACTIVITY (e.g. fire, electric shock, violence, fall from height etc.):

Medication given to the wrong child.

Child or adult overdose on medication

Medication passed expiry date.

Child refuses medication

Possibility of medication being stolen or lost.

Child suffers adverse reaction.

Adult not available to administer medication.

Staff unaware of medical problems and procedures

Child uses wrong asthma pump.

Medication not available (e.g. school trips, out of hours i.e. clubs, sporting activities etc)

Disposal of waste e.g. needles

Other specific hazards identified:

<p>Other controls in place Offsite Visits A separate risk assessment to be carried out for school trips. Any required medication is to be taken on the trip. Staff on the trip are to be trained as necessary.</p> <p>Any medication that is required to be taken is appropriately labelled.</p> <p>PE activities take place at offsite locations. Supervising staff are aware of any medical conditions and are aware of the procedures should require medication.</p> <p>The school use _____ swimming pool. Staff supervising this activity are aware of any medical conditions and are aware of the procedures should require medication.</p>	<p>✓</p> <p>N/A</p>		
<p>Other controls in place Training The appropriate staff have been identified to receive training.</p> <p>The level of training required has been assessed, e.g. full training required for some and awareness training for all staff etc. If applicable, the school have provided awareness training for pupils.</p>	<p>✓</p>		
<p>Other controls in place Storage Where possible, the school encourage pupils carry their own medication (mainly secondary).</p> <p>The school have procedures for managing the storage of any medication held onsite.</p> <p>Parental permission to be sought regarding medication, parents to be made aware that they are responsible for ensuring medication is correctly labelled.</p> <p>Records to be kept detailing the name, dosage given, date and time of medication administered.</p> <p>Amounts kept on site should be minimal and not sufficient to overdose.</p> <p>Medication to be kept in a suitable store and locked/kept out of reach.</p>	<p>✓</p>		

<p>Children are encouraged to carry their own asthma pumps. Where the school manage the storage of these (e.g. held at the front of each classroom), they are easily available to pupils and are labelled with the child's name.</p> <p>Medication stored by the school are kept in their original container and kept out of reach.</p> <p>Parents are reminded at the beginning of each term to ensure that any medication given to the school is within date.</p> <p>Medication to be sent home for holiday periods.</p> <p>A stock check to be carried out at the end of term (before medication is returned to parents) checking the amount received and entered on the schedule against dosage charts and amounts left.</p> <p>Only authorised staff have access to Medication.</p> <p>The school have considered the layout and size of school to ascertain the most appropriate place for the medication to be stored.</p> <p>Other controls in place Administering Medication</p> <p>Where possible, pupils are responsible for administering their own medication.</p> <p>Only trained staff are permitted to administer medication.</p> <p>Should a child refuse medication parents are to be informed and advice sought.</p> <p>If an epi-pen is used the empty cartridge should be kept and given to the paramedic so that they are aware of the medication that has been administered.</p> <p>Staff to undergo training in the administration of certain medication. (Staff acting within their training are covered by the Council's Insurance).</p> <p>Other controls in place Communication</p>	<p>✓</p> <p>✓</p>		
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<p>Details of children with medical conditions are to be made known to designated office staff along with teaching and welfare staff and others as appropriate.</p> <p>Other controls in place</p> <p>Other (Any other site-specific information that should be considered)</p>				
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Tick the appropriate columns taking into consideration the control measures that are in place as detailed above.

5. SEVERITY OF OUTCOME (tick as appropriate)							
Slightly harmful/ minor injury or illness	ü	Harmful injury or illness incurring time loss for subject/s		Serious injury or illness		Life threatening or fatal injury or illness	
PROBABILITY OF HARM (tick as appropriate)							
Unlikely/Improbable	ü	Likely		Highly Probable		Certain	
FINAL ASSESSMENT OF RISK (refer to risk estimate or table)							
Low	ü	Medium		High		Very High	

6. ACTION REQUIRED: (continue on separate sheet if required)	
Enter any actions identified that need to be put into place.	
Action to be taken by	(name)
To be completed by	(date)

Taking into consideration the actions that will be put into place (box 6) re-assess the risk by ticking the following boxes.

7. SEVERITY OF OUTCOME (tick as appropriate)							
Slightly harmful/minor injury or illness	<input type="checkbox"/>	Harmful injury or illness incurring time loss for subject/s	<input type="checkbox"/>	Serious injury or illness	<input type="checkbox"/>	Life threatening or fatal injury or illness	<input type="checkbox"/>
PROBABILITY OF HARM (tick as appropriate)							
Unlikely/Improbable	<input type="checkbox"/>	Likely	<input type="checkbox"/>	Highly Probable	<input type="checkbox"/>	Certain	<input type="checkbox"/>
FINAL ASSESSMENT OF RISK (refer to risk estimator table)							
Low	<input type="checkbox"/>	Medium	<input type="checkbox"/>	High	<input type="checkbox"/>	Very High	<input type="checkbox"/>

8. ARRANGEMENTS FOR OCCUPATIONAL HEALTH MONITORING (where appropriate)
NONE

9. ASSESSORS DETAILS	
Donald Wykes	Date: May 2019
Reviewed by Paul Roth	Date: October 2025

10. HEAD TEACHER / SENIOR MANAGER REVIEW	
David Wright	Signature
Assessment Agreed / Rejected	Date
Comments Attached / None	Review Date

11. HAVE FINDINGS OF ASSESSMENT BEEN COMMUNICATED	
Yes	No

12. Line Managers are to ensure that once the risk assessment has been accepted the control measures are implemented, monitored, and reviewed.

Table 1/2 Risk Matrix

The matrix below is designed to help you in identifying a risk level for a given task or activity. Using your experience, the available evidence and existing precautions/control measures in place you will have already determined the severity of harm, and the likelihood/probability of the harm being realised in stages five and six of the risk assessment. The level of risk for the respective task or activity (Low, Medium, High or Very High) can now be determined using the following matrix.

N.B.

Levels of risk corresponding to the various combinations of ‘severity of harm’ and ‘likelihood of harm being realised’ are subjective and based upon the assessor’s perception and knowledge. The information given in the matrix and table below is provided for guidance only and may need to be varied in accordance with individual circumstances.

Severity → Probability ↓	Minor/slightly harmful injury or illnesses	Harmful injury or illness incurring time loss for subject/s	Serious injury or illness	Life threatening or fatal injury or illness
Certainty	Medium	High	High/Very High	Very High
Highly Probable	Medium	Medium/High	High	High/Very High
Likely	Low	Medium	Medium/High	High
Unlikely/Improbable	Low	Low	Medium	Medium

LEVEL OF RISK	SUGGESTED ACTION
Low	Control measures to be introduced on a medium to long term basis e.g. As equipment is renewed or as part of a planned programme of improvements
Medium	Control measures need to be introduced within a specified time period
High	Unless control measures to eliminate or reduce risk can be introduced immediately task or activity should be suspended
Very High	Task or activity must be suspended and remain so until control measures to eliminate or reduce risk can be introduced - if risk cannot be reduced the task or activity must be prohibited

Contacts

Health and Safety: – 0333 013 9818
HS@essex.gov.uk

Department for Education: - 0370 000 2288
<https://www.gov.uk/government/organisations/department-for-education>

First Aid, Epi-pen, and Health Awareness Training Providers)

Schools' H&S Team: -
Operations Manager

References

Please also refer to the following documents: -

The School's Health and Safety Policy
DofE Supporting pupils at school with medical conditions.
Educational Visits Policy
First Aid Policy and Guidance

(Appendix)

Medication Policy for Schools

1. Aims of the Policy

- 1.1 This policy has been produced in conjunction with the School's Health and Safety and First Aid Policies. The school will ensure that the appropriate measures are taken to ascertain whether any staff or pupils have any medical conditions which may need to be taken into consideration and the necessary controls and systems implemented.
- 1.2 Woodlands School will consider all medical conditions on an individual basis and where necessary and appropriate, will implement suitable arrangements. Parents will be asked to advise the school of any medical conditions or needs that their children have. Where necessary, the school will meet with the parent of a child who has specific medical needs and if necessary, a health care plan will be prepared and implemented.
- 1.3 The information will be held by the school and will **only** be shared with relevant and authorised staff members. If a pupil is responsible for carrying their own medication, then they will be advised of their responsibilities.
- 1.4 The school's policy will be shared with all staff and parents of the school.

2. Objectives

- 2.1 A Risk Assessment will be carried out by the school to ensure that the following arrangements and procedures are in place:
 - Procedures for managing prescription medicines which need to be taken during the school day.
 - Procedures for managing prescription medicines on trips and outings.
 - A clear statement on the roles and responsibility of staff managing administration of medicines, and for administering or supervising the administration of medicines.
 - A clear statement on parental responsibilities in respect of their child's medical needs
 - The need for prior written agreement from parents for any medicines to be given to a child.
 - The circumstances in which children may take any non-prescription medicines.
 - The frequency in which children take any non-prescription medication
 - The school policy on assisting children with long-term or complex medical needs.
 - Policy on children carrying and taking their medicines themselves.
 - Staff training in dealing with medical needs.
 - Record keeping
 - Safe storage of medicines
 - Access to the school's emergency procedures
- 2.2 The Head Teacher will ensure that:-
 - The school's medication policy is implemented, and all staff are aware of their responsibilities.
 - Staff receive adequate training for the administering of specific medication where required, e.g. epi-pens.
 - All relevant members of staff are informed of any pupil that has a medical condition and/or a specific medical need.
 - Information relating to pupil medical needs are obtained from parents and where necessary, a health care plan implemented.
 - Information relating to any pupil's medical needs is accurate, up-to-date, and secure.

2.3 Identified staff are responsible for ensuring that: -

- Appropriate procedures for medication are in place for off-site activities.
- Medication is appropriately stored and not accessible to unauthorised persons.
- Records are kept of any medication that is administered and will ensure that it is replenished by parents as necessary.

2.4 All staff are responsible for ensuring that: -

- They are aware of, and familiar with the school's medication policy and arrangements in place.
- They are aware of the agreed procedures and work in accordance with these procedures should any pupil in their care require medication.
- That they work in accordance with any training that they have received.
- That they advise the appropriate person should they be advised that any new or additional information relating to a pupil's medical needs.

3. Arrangements

Medication will be stored in a location where it cannot be accessed by any unauthorised persons/pupils. The medication for each pupil will be labelled with the appropriate information to prevent it from being given to the wrong pupil.

Records will be kept by the school detailing any medication administered to a pupil, along with the date, the amount administered and the amount of remaining medication. Any pupil that carries their own medication (except for asthma), will also be made aware that, where necessary, they must advise a member of staff if they need to, or have taken medication.


Where appropriate, the school have a system in place for any pupil that refuses to take their medication when required.

Where necessary, the school will arrange for staff to receive training in the use of specific medication, such as epi-pens.

The school will also ensure that the appropriate procedures for medication are in place during Educational Visits / off site visits and that all information is shared with the appropriate members of staff.

Medication cover will be in place for the whole school day including during before and after school clubs.

The Policy will be monitored for effectiveness and reviewed at least annually. Additional checks and audits will take place to ensure the systems and procedures are satisfactory.

Signed: 
Head Teacher

Dated: 8th December 2025

Signed: 
Vice Chair of Governors

Dated: 8th December 2025

