**Cyfarthfa High School**

**POLICIES AND PROCEDURES**

# Managing Medication Policy

**POLICY DATE**

September 2026

**SCHEDULED REVIEW**

September 2027

**Policy Lead**

Louise Morgan | Assistant Headteacher (ALNCO)

Approval date 08.10.26

## Approval

| Role | Name and signature | Date |
|---|---|---|
| Chair of Governors | D. Williams | 08.10.26 |
| Headteacher | B. Davies | 08.10.26 |
| Designated SLT member | L. Morgan | 08.10.26 |

# Managing Medication Policy

Policy date September 2026 | Scheduled review September 2027

## 1. Introduction

Cyfarthfa High School is committed to ensuring that learners with healthcare needs are properly supported so that they can access education safely, participate fully in school life and achieve their potential.

Some learners may require medication during the school day to manage short-term or long-term healthcare needs. The school recognises that the safe management of medication is an important part of its duty to safeguard and promote the health and wellbeing of learners.

This policy sets out the arrangements for the receipt, storage, administration, recording and disposal of medication within school and during school-organised activities.

The policy should be read alongside the school's:

- Supporting Learners with Healthcare Needs Policy
- First Aid Policy
- Health and Safety Policy
- Safeguarding Policy
- Additional Learning Needs (ALN) Policy
- Emergency Procedures.

## 2. Legislative and Guidance Framework

This policy has been developed with regard to relevant Welsh legislation and guidance, particularly:

- Welsh Government Supporting Learners with Healthcare Needs statutory guidance;
- Education Act 2002, including the duty to safeguard and promote the welfare of children;
- Equality Act 2010;
- Additional Learning Needs and Education Tribunal (Wales) Act 2018, where a learner's healthcare needs are associated with additional learning needs;
- Additional Learning Needs Code for Wales 2021;
- relevant Welsh Government guidance relating to emergency salbutamol inhalers and adrenaline auto-injectors in schools.

The school will review its arrangements when relevant legislation or Welsh Government guidance changes.

## 3. Aims

The school aims to ensure that:

- learners who require medication receive appropriate support;
- medication is stored and administered safely;
- learners are encouraged to manage their own medication where appropriate;

- parents/carers provide the school with accurate and current information;
- staff understand their responsibilities;
- appropriate records are maintained;
- emergency medication is readily accessible;
- learners are not unnecessarily excluded from lessons, PE, educational visits or other school activities because of their healthcare needs.

## 4. Responsibilities

### Governing Body

The Governing Body will ensure that appropriate arrangements are in place to support learners with healthcare needs and that the school's procedures for managing medication are implemented effectively.

It will ensure that sufficient staff are appropriately informed and, where necessary, trained to provide the support identified for individual learners.

### Headteacher

The Headteacher has overall responsibility for ensuring that this policy is implemented effectively within the school.

The Headteacher will ensure that:

- appropriate procedures are established;
- designated staff are identified;
- staff receive appropriate information and training;

### Designated Staff

Designated members of staff responsible for medication will:

- follow the school's medication procedures;
- check medication against the information provided by parents/carers and healthcare professionals;
- maintain appropriate administration records;
- ensure medication is stored appropriately;
- report errors, concerns or discrepancies immediately;
- maintain the confidentiality and dignity of learners.
- appropriate arrangements are made for cover and staff absence;

### Parents and Carers

Parents/carers are responsible for providing the school with sufficient and up-to-date information about their child's healthcare needs.

They should:

- complete the school's medication consent/documentation;
- provide medication in accordance with school procedures;
- ensure medication is in date;

- ensure prescribed medication is appropriately labelled;
- inform the school immediately of changes to medication, dosage or healthcare needs;
- replace medication before it expires;
- collect medication when it is no longer required or at the end of the agreed period.

## 5. Receiving Medication in School

Medication should normally be brought to school by a parent/carer or another responsible adult and handed directly to members of the main office team, a first aider (Mrs Colcombe) or Louise Morgan. A medication form is to be completed and signed by the parents before the medication is left in school.

Medication must not be left unattended, placed in a learner's school bag or handed to another learner.

Exceptions will apply where an individual learner has been assessed as competent to carry and self-administer an inhaler, adrenaline auto-injector or other agreed medication.

The school will maintain an appropriate record when medication is received.

## 6. Types of medication

### Controlled Drugs

Where a learner requires a controlled drug during the school day, the school will make appropriate arrangements for its secure storage and administration. Medication must be delivered directly to Louise Morgan and immediately stored in the locked cabinet in the ALN office.

Access will be restricted to authorised individuals.

A clear record will be maintained of controlled medication received, administered and returned.

Where appropriate, administration should be witnessed by a second member of staff in accordance with the school's agreed risk-management arrangements.

### Prescribed Medication

The school will only administer prescribed medication when appropriate arrangements have been agreed.

Prescribed medication supplied to school should:

- be in date;
- be clearly labelled;
- contain the learner's name;
- be in the original container or packaging supplied by the pharmacist or healthcare professional, except where alternative arrangements such as an insulin pen or pump are appropriate;
- include clear instructions regarding administration;
- state the required dose;
- state the frequency/timing of administration where applicable;
- include relevant storage instructions.

The school will not alter prescribed dosages or instructions without appropriate written information from the parent/carer and, where necessary, the relevant healthcare professional.

**Non-Prescription Medication**

Non-prescription medication will only be following appropriate parental/carer consent.

The school will not routinely administer medication simply as a convenience where it can reasonably be administered outside school hours.

Any non-prescription medication accepted by the school must be:

- in date;
- appropriately packaged;
- clearly identified for the learner;
- accompanied by written instructions from the parent/carer concerning the dose and circumstances in which it should be administered.

Staff must never exceed the recommended dosage.

## 7. Parental Consent

Except in an emergency where action is necessary to protect life, medication will not normally be administered without appropriate written parental/carer consent.

Consent documentation should identify:

- the learner;
- the medication;
- the dose;
- the method of administration;
- the time or circumstances in which it should be administered;
- any relevant side effects or precautions;
- emergency contact details.

Parents/carers are responsible for informing the school of any changes.

## 8. Administration of Medication

Medication will only be supervised by staff who have been authorised to do so. Pupils must administer medication independently and will not be supported to do so by adults unless stipulated within the IHP.

Before dispensing medication, staff should check:

- the learner's identity;
- the name of the medication;
- the prescribed/agreed dose;
- the method of administration;
- the time of administration;
- that the medication is in date;
- when the previous dose was given, where relevant;
- any relevant written instructions.

Following administration, an appropriate record must be completed promptly.

Where possible and appropriate, consideration should be given to having a second member of staff check medication where the level of risk associated with the medication warrants this.

## 9. Refusal to Take Medication

A learner will not be forced to take medication.

If a learner refuses medication, staff should follow the arrangements contained within the learner's Individual Healthcare Plan, where applicable.

The refusal should be recorded and the parent/carer informed.

Where refusal creates an immediate or significant risk to the learner's health, staff should follow the learner's emergency healthcare arrangements and seek appropriate medical assistance.

## 10. Storage of Medication

All medication must be stored safely and appropriately according to the manufacturer's or healthcare professional's instructions.

Medication requiring secure storage will be kept in an appropriate locked facility in the ALN office and will be accessible to authorised staff.

Medication requiring refrigeration will be stored in the ALN office and separately from general food wherever practicable.

Learners should know where their medication is stored and how they can access it.

Emergency medication must remain readily accessible when required.

Medication must never be stored in a way that would cause an unreasonable delay in accessing it during an emergency.

## 11. Emergency Medication

Medication required in an emergency, including inhalers and adrenaline auto-injectors, will be carried by pupils so that it is readily available as and when required.

Staff working directly with learners who may require emergency medication should know what action to take in an emergency.

## 12. Record Keeping

The school will maintain appropriate records relating to medication.

Records may include:

- parental consent;
- medication received by the school;
- medication administered;
- medication returned to parents/carers;
- medication refused;
- medication errors or incidents;
- staff training;
- Individual Healthcare Plans.

Each administration record should normally include:

date – time – learner – medication – dose – staff member – signature/initials – relevant comments.

Records will be stored securely and managed in accordance with the school's data protection and confidentiality arrangements.

## 13. Medication Errors

Any medication error must be treated seriously.

Examples include:

- incorrect medication;
- incorrect learner;
- incorrect dosage;
- missed medication;
- duplicated dose;
- medication administered at the incorrect time;
- medication administered by an incorrect route.

Where an error occurs, staff must:

1. ensure the learner is safe;
2. inform the designated senior member of staff immediately;
3. obtain appropriate medical/pharmaceutical advice;
4. contact the parent/carer;
5. call 999 where there is an immediate medical emergency;
6. record the incident accurately;
7. follow the school's incident reporting procedures.

The incident should subsequently be reviewed to identify whether procedures or risk controls need to be strengthened.

## 14. Disposal and Return of Medication

School staff will not normally dispose of medication.

Expired, discontinued or unused medication should normally be returned to the parent/carer for appropriate disposal.

Sharps must be placed immediately into an approved sharps container.

Medication must not be placed in general waste or disposed of via sinks or toilets.

## 15. Educational Visits, PE and Off-Site Activities

Administering and managing medication during the school day should not unnecessarily prevent a learner from participating in educational visits, PE, sporting activities, work-related learning or other school activities.

Appropriate planning and risk assessment will be undertaken.

Before an off-site activity, staff should consider:

- medication requirements;
- emergency medication;
- staff competence/training;
- accessibility;
- storage arrangements;
- emergency contact information;
- the learner's IHP;
- emergency procedures.

Emergency medication must accompany the learner where required.

Responsibility for medication during the visit should be clearly allocated before departure.

## 16. Staff Training

Staff must not undertake healthcare procedures for which specialist knowledge or training is required unless they have received appropriate training and are considered competent to undertake the task.

Training should reflect the individual learner's needs.

Where appropriate, training may be provided or supported by healthcare professionals such as school nursing services or specialist healthcare teams.

Training records will be maintained and refresher training arranged where necessary.

## 17. Emergency Situations

All relevant staff should understand what constitutes an emergency for learners with known significant healthcare needs.

Individual emergency procedures should be included within the learner's IHP where appropriate.

In a medical emergency:

- emergency procedures will be followed;
- 999 will be called where necessary;
- appropriate first aid/emergency medication will be provided by trained or authorised staff;
- parents/carers will be contacted;
- relevant information will be provided to emergency services.

A learner requiring hospital treatment should not normally be sent unaccompanied.

## 18. Confidentiality and Information Sharing

Information concerning a learner's healthcare needs will be treated sensitively.

Relevant information will be shared with staff who need it to maintain the learner's health, safety and access to education.

The school will balance confidentiality with its responsibility to safeguard learners.

Learners should be involved, where appropriate, in decisions about how information concerning their healthcare needs is shared.

## 19. Unacceptable Practice

The school considers it unacceptable to:

- prevent learners from easily accessing medication when it is required;
- assume that every learner with the same condition requires identical support;
- ignore the views of the learner or their parent/carer;
- ignore relevant healthcare advice;
- unnecessarily require learners to leave lessons to administer medication where safe alternative arrangements can be made;
- prevent learners with healthcare needs from participating in educational visits or activities without proper consideration of reasonable arrangements;
- penalise learners where absence or reduced participation is directly associated with their healthcare needs;
- place unnecessary barriers in the way of learners safely managing their own healthcare needs.

## 20. Monitoring and Review

The Headteacher and Governing Body will monitor the effectiveness of this policy.

The policy will normally be reviewed annually, or earlier where:

- Welsh Government guidance changes;
- legislation changes;
- local authority or health board guidance changes;
- an incident identifies the need for review;
- school procedures change significantly.