



## Ribston Hall High School

# Administration of Medicines Policy and Procedures

Date of Policy:	September 2026
Person(s) responsible:	Headteacher & Wellbeing Lead
Date of next review:	September 2028 or earlier if necessary

**To be read in conjunction with DfE's "Supporting pupils at school with medical conditions"**

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### **Policy Statement**

All staff, governors, parents and guardians will be made aware of the RHHS Administration of Medicines Policy and a copy will be available on request.

There is no legal or contractual duty that requires school staff to administer medicines or supervise a student taking it. However, in an emergency, all staff have a duty of care to act reasonably. Staff need to make sure that students are healthy and safe. In exceptional circumstances, the duty of care could extend to administering medicine and/or taking action in an emergency. We are required to make reasonable adjustments for disabled students including students with medical needs. We need to ensure that medicines are handled responsibly and that all school staff are clear about what to do in the event of a medical emergency.

This duty also extends to staff leading activities taking place off site.

### **Purpose**

The school aims to support students' welfare by working in partnership with parents/guardians to ensure that medicines are administered in accordance with the students' needs and the parents/carers wishes. The purpose of this policy is to ensure that each person is clear about his or her role. However, it must be emphasised that the primary responsibility for a student's health rests with the parents/carers.

### **This policy covers all students at Ribston Hall High School**

#### **Students with Medical Needs**

Most students will at some time have short-term medical needs, however, some students will have longer-term medical needs and may require medicines on a long-term basis to keep them well. Others may require medicines in particular circumstances, such as students with severe allergies or severe asthma. Most students with medical needs are able to attend school regularly and can take part in normal activities.

An Individual Health Care Plan (IHCP) may be required to help staff understand the necessary safety measures to support students with medical needs and ensure that they and others are not



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put at risk. An IHCP will be drawn up by the School in conjunction with appropriate medical professional and parents and the student.

### **Exchange of Information**

Parents/carers have a responsibility to provide RHHS with sufficient information about their child's medical condition, treatment and/or special care needed at school. This should be done immediately prior to entry to school by completing the RHHS Admissions Form. If medical treatment becomes necessary after admission, parents must inform the Head of Year immediately.

IHCP's and spare medication is kept in the Wellbeing office.

RHHS will follow the "Guidance on Infection Control in Schools and other Childcare Settings" provided by the Health Protection Agency and will contact the local Health Protection Unit (0300 303 8162) if they suspect an outbreak of an infectious disease.

### **Prescribed Medicines**

Students with acute infections should remain at home until fully recovered and medicines should only be brought into RHHS when essential; that is where it would be detrimental to a student's health if the medicine were not administered during the day. Please note: medicines that need to be taken three times a day should be taken in the morning, after school hours and at bedtime.

Medicines should always be in their original container as dispensed by a pharmacist and include the prescriber's instructions for administration and dosage. RHHS will not accept medicines that have been taken out of the container as originally dispensed.

We believe that students of secondary school age are sufficiently responsible for taking their prescribed medication and for remembering when to do so. RHHS will, therefore store medicines securely at Wellbeing if asked by parents/guardians, but will not administer or remind students to do so.

It is the parents/carers responsibility to ensure that an adequate supply is available in its original packaging and that it is in date with clear directions on the label. Out of date medicines will be returned to the parents.

A full list of all medicines held at school for students will be listed on the students electronic is maintained by the Wellbeing staff on a spreadsheet held on a secure drive. This information can also be accessed by other key members of staff.

### **Benedict's Law (England)**

#### **Allergy Management and Benedict's Law**

The school is committed to meeting its statutory duties in relation to supporting pupils with medical conditions, including those with severe allergies and anaphylaxis. In line with the requirements of **Benedict's Law** and the Department for Education's statutory guidance, the school will:

- maintain a whole-school approach to allergy management that promotes the safety and wellbeing of pupils with allergies;



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- ensure that pupils with severe allergies have an up-to-date Individual Healthcare Plan (IHP) and, where appropriate, an Allergy Action Plan completed in partnership with parents/carers and relevant healthcare professionals;
- ensure prescribed emergency medication, including adrenaline auto-injectors (AAIs), is readily accessible and administered promptly by appropriately trained staff when required;
- maintain spare emergency adrenaline auto-injectors in accordance with current legislation and Department for Education guidance;
- provide regular allergy awareness and emergency response training for all staff, including recognising the signs and symptoms of anaphylaxis and the safe administration of adrenaline auto-injectors;
- take reasonable steps to minimise the risk of allergen exposure across the school environment while recognising that it is not possible to guarantee an allergen-free setting;
- record, review and, where appropriate, report all allergy-related incidents to support continuous improvement in pupil safety.

### Storing of Medicines

Medicines should be stored in their original containers and refrigerated where necessary in the dedicated locked fridge held in the Wellbeing Office.

All other medicines will be stored in a locked cupboard held in the Wellbeing Office to which named staff will have access. Records of medicines received, administered and return to parent/guardian will be maintained by staff. Fridges used to store medicines should have temperatures (between +2oC to +8oC) and kept in a secure area. Students need to be aware of where their medicines are kept.

**Inhalers:** students with asthma are encouraged to carry their own inhaler. This ensures it is readily available for use prior to exercise or at the onset of an attack. Spare inhalers can be sent in and stored at Wellbeing as an emergency back-up.

**EpiPens:** there are an increasing number of students who have severe allergies. EpiPens must be kept in a clearly labelled container provided by the parent/carer which must include a photograph of the student.

**Diabetics:** Students will keep an emergency kit in Wellbeing in addition to what they carry themselves.

When prescribed drugs are no longer required or are past their expiration date, these medicines should be returned to the parent/guardian to arrange for safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps.

### Self-Management

The age at which students are ready to take care of and be responsible for their own medication varies. Students in school should be encouraged to participate in decisions about their medication and supported to take responsibility for their own medication whenever possible. Following risk assessment they may either keep medication securely on themselves, or in lockable facilities.

### Controlled Drugs



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The supply, possession and administration of some medicines are controlled by the Misuse of Drugs Act and its associated regulations. Some may be prescribed as medicine for use by students. A student who has been prescribed a controlled drug may legally have it in their possession, however it is permissible for schools to look after a controlled drug where it is agreed that it will be administered to the student for whom it has been prescribed. Parents who wish to avail themselves of this service are asked to contact the Headteacher or SLT.

Controlled drugs will be kept in a locked non-portable container and only named staff will have access. A record will be kept for audit and safety purposes.

### **Giving Paracetamol for pain relief:**

Most pupils will at some time have a medical issue or condition that may affect their participation in school activities and for many this will be short-term.

Other pupils have medical conditions that, if not properly managed, could limit their access to education. Most children with medical needs are able to attend school regularly and, with some support from the school, can take part in most normal school activities.

By administering paracetamol to students in school, we aim to aid them in staying in school longer so that their education is not limited by a medical issue or condition which can be treated with paracetamol.

The School will keep its own stock of paracetamol tablets to reduce the risk of students carrying medicines and avoid confusion over what can be administered. They will be kept in a locked medicine cabinet in Wellbeing.

Students who frequently require paracetamol for longer term medical conditions will be asked to provide their own tablets which will be kept securely labelled in the locked medicine cabinet Wellbeing. Parents will be contacted by the office staff in these circumstances.

In order for Ribston Hall High School to administer paracetamol to students, the written consent of parents and carers is required. Consent for administration of paracetamol will be noted on students electronic record and will be referred too before administration.

The school will hold a supply of 500mg paracetamol tablets securely in a locked medicine cabinet.

Paracetamol may be administered at the *discretion* of members of staff who have received the required first aid training in the event of a headache, toothache, period pain or any type of mild to moderate pain.

It is imperative that the student is asked whether any other paracetamol or medication that includes paracetamol has been taken prior to this request.

When a student is given paracetamol, a note of it will be logged on their electronic record. This log will include: dose given and time administered and reason for pain relief.

*Only standard paracetamol may be given, not combination drugs which may contain other drugs. Staff will be cautious when administering paracetamol Period 1 or 5 as the risk of accidental overdose is greater.*



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### **Before giving paracetamol**

1. The pupil should be encouraged to get some fresh air and have a drink or something to eat. Paracetamol is only considered if these actions do not work.
2. There must be parental consent logged on Arbor from Parent or Carer.

### **Administering paracetamol**

1. Students can only be given one dose of paracetamol during the school day. If this does not give relief, we will contact the parent or carer.
2. The responsible member of staff must witness the student taking the paracetamol and make a record of it of the student's electronic record noting the dose given and time administered.

### **Paracetamol must not be given:**

1. Following a head injury.
2. Where a student has taken paracetamol containing medicine within the last four hours.

### **Staff Training**

All staff who administer medicines are First Aid trained and have received a certificate to confirm they have attended and proved competent in all subjects required by the Health and Safety Executive. They will also have received appropriate training to administer specific medicines e.g. EpiPens if required.

Records are maintained by the HR Administrator of all training completed by staff.

### **Retention of Medical Records**

For legal reasons, records of all medicines administered are kept at the school until the student reaches 25.

### **Emergency Procedures**

In a medical emergency, First Aid is given and an ambulance will be called if necessary by First Aid staff dialling 999. Parents/carers will also be notified as soon as possible. If a student needs to be taken to hospital, staff should stay with the student until the parent arrives, or accompany a student taken to hospital by ambulance.

If the student has an IHCP this will be given to the ambulance crew.

### **Educational Visits**

Students with medical needs are included in educational visits as far as this is reasonably practicable. School staff will discuss any issues with parents and/or Health professionals in suitable time so that any special arrangements can be put in place for the visit.

All parents/guardians of students who are leaving site for an activity, must complete the Student Information for Off-Site Activities (SIA) form obtainable from school, prior to the event. The form will be taken off-site with the staff member, if necessary.



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### **Sporting Activities**

Risk assessments of medical needs of individual students will be required and awareness of relevant medical conditions and any preventative medicine that may be needed to be taken, knowledge of emergency procedures and immediate access to their medicines (including such items as asthma inhalers and EpiPens).

This policy should be read alongside the school's other policies:

**Managing Allergies & Anaphylaxis Policy**  
**Supporting Pupils with Medical Conditions Policy**  
**First Aid Policy**  
**Health and Safety Policy.**

The school will review its procedures regularly to ensure ongoing compliance with current legislation and Department for Education guidance.