UNLOCKING POTENTIAL
LEVELLING THE SOCIAL AND ACADEMIC ARENA

MEDICATION ADMINISTRATION POLICY

Mission Statement

The Levels School exists to provide a nurturing environment in which students with specific learning difficulties and co-occurring diagnoses can develop their self-esteem and aspire to be independent young adults who value the rights, responsibilities and rules that exist to promote and support their future welfare. Our approach toward establishing this ideology is predicated on trauma-informed practice and an obligation to develop the social skills required to build their future aspirational communities. We exist to help them find their level.

This policy covers all premises known as The Levels School.

Date of policy	May 2026
Next review date	May 2027
Frequency of policy review (annually, every two years)	Annually
Policy owner	Simon Scarborough/Debbie Williams
Published policy	Yes ☐ No ☐
List of connected policies	Safeguarding Policy, Supporting Children with Medical Conditions Policy, Health and Safety Policy, First Aid Policy, Allergy Policy, Educational Visits Policy
Approved by/ Date	Approved by Governors

The Board of Governors acknowledge their responsibility to ensure that this policy is effective and follows regulatory requirements. Governors undertake a review to satisfy themselves that the implementation of this policy is effective.
The Board of Governors ensures the establishment of familiarity with and the effective operation through monitoring, of school policies, approving those requiring GB sign-off in line with a regular cycle of school policy reviews. This occurs through a cycle of governor committee meetings and full board meetings.

Contents

Mission Statement....1
Introduction....3
The Role of Parents/Carers....3
Prescription Medication....4
Long Term Medical Needs....4
Controlled Drugs....5
Non-Prescription Medication....5
Administering Medicines....5
Self-Management....6
Refusing medication....6
Offsite visits....6
Disposal of Medicines....7
Administering Medication to the Wrong Student....7
Appendix A: contacting emergency services....8
Appendix B - Risk Assessment for wrongly administering medication....9

Introduction

Most students will at some time have a medical condition that may affect their participation in school activities and for many this will be short-term. Other students have medical conditions that, if not properly managed, could limit their access to education. The Levels School is committed to ensuring that children with medical needs have the same right of access as other children.

While there is no legal duty that requires schools and staff to administer medication, the 'duty of care' extends to administering medication in exceptional circumstances. At The Levels School we believe that children with medical needs that require medication should not be disadvantaged in educational opportunities unless their medical condition would make it unsafe for them to be in school.

The Role of Parents/Carers

Parents/carers should, wherever possible, administer or supervise the self-administration of medication to their children. This may be by spacing the doses so that they are not required within school hours.

If medicine needs to be administered during school time, then a parent or carer must bring it to the school reception and speak to the designated person, Mrs Emily Finn. If the child travels on school transport then the parent must give the medication to the driver and then call the designated person to confirm that it has been received and that instructions about

how and when to administer it are communicated. Medication must not be given to the class teacher or brought into school by the child themselves. If medication is for a short-term condition, any remaining medication must be collected from the office by a parent or carer at the end of the school day or the course of treatment. If the child travels on school transport then it can be returned via the bus driver.

Parents/carers should expect to be asked the following if they deliver medication to the school reception:

- Name of child
- Name of medicine
- Dosage
- Written instructions provided by prescriber
- Expiry date

Prescription Medication

Prescription medicines should be administered at home wherever possible, for example medicines that need to be taken 3 times a day can usually be taken before school, after school and at bedtime.

If medicines are required to be administered during the school day, they should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration. The exception to this is insulin which must still be in date but will generally be available to school inside an insulin pen or a pump, rather than in its original container. The school will not accept medicines that have been taken out of the container nor make changes to dosages on parental instruction.

Prescribed medication, other than emergency medication, will be kept in a locked cupboard in the utility room. All emergency medicines (asthma inhalers, epi-pens etc.) will be kept in reception and be readily available. A second Epi-pen for each child who requires one will be kept in reception. There are also two Epipens held at Ashcott House.

Long Term Medical Needs

The school will work with parents/carers so that they have sufficient information regarding the medical condition of any pupil with long term medical needs. An Individual Healthcare Plan will be written and kept in the child's file. Staff will be made aware and if the condition requires emergency treatment, then an emergency protocol will be written and kept at reception by phone.

Appropriate training will be arranged for the administration of any specialist medication (e.g. adrenaline via an EpiPen, Buccal midazolam, insulin etc.) In line with the Allergy Policy all staff have completed Allergy Awareness training.

For more information see: Allergy Policy, Supporting students with medical conditions policy and First Aid Policy

Controlled Drugs

Controlled drugs, such as Ritalin, are controlled by the Misuse of Drugs Act. The amount of medication handed over to the school should always be recorded. As the drug is administered the number of doses remaining will be adjusted.

Controlled drugs will be stored in a locked container, within the locked medical cupboard in the utility room, and only specific named staff allowed access to it. Each time the drug is administered it will be witnessed and recorded by person administering and the witness on a controlled drugs sheet. Number of doses remaining will be checked and amended, including if the child refused to take it. School will inform the child's parents as a matter of urgency if the child refuses medication. If necessary, the school should call the emergency services.

As with all medicines any unused medication will be recorded as being returned back to the parent when no longer required. If this is not possible it will be returned to the dispensing pharmacist. It will not be thrown away.

Non-Prescription Medication

Where possible, the school will avoid administering non-prescription medicine. However, we may do so, if requested by the parent, if it will facilitate the child attending school and continuing their learning. This will usually be for a short period only, perhaps to finish a course of antibiotics, to apply a lotion or the administration of paracetamol and/or Ibuprofen for toothache or other pain.

A child under 16 should never be given aspirin-containing medicine, unless prescribed by a doctor. We are aware that Ibuprofen must not be administered to Asthmatics.

If non-prescription medication is to be administered, then the parent/carer must make the school aware, speaking to the designated person, Mrs Finn and the same procedure will be followed as for prescription medication. The medicine must be provided in its original container, with dosage information on it. The parent's instructions will be checked against the dosage information, and this will not be exceeded. Parents will be informed should school administer any medication.

Administering Medicines

Medicines will only be administered by members of staff who have been trained in the administration of medication. Appropriate training will be arranged for the administration of any specialist medication (e.g. adrenaline via an epipen, Buccal midazolam, insulin etc.) A list of all staff trained in administration of medicines will be maintained by the designated person (Emily Finn). The designated person will maintain a record of staff trained in specialist medication for children with Health Care Plans.

When a member of staff administers medicine, they will check the child's MAR (Medical Attendance Record) to ensure that the dose and timing are correct. They will then

administer the medicine as required and record this on the form. An email is then sent home to state what has been administered, why and at what time it was administered.

Self-Management

The school aims for all students to become independent young adults. We will therefore work with our students to encourage and support them to take responsibility and manage their own medication. This aim will be clearly set out in the child's health care plan in agreement with the parents, bearing in mind the safety of other students. This may also be a target for the student, identified on their Passport as an Independent Living Skill, and broken into small steps with support provided to enable a gradual move towards independence.

Staff will be made aware of any students that need to carry emergency medication with them. Spare medication will be labelled and kept in the locked cupboard in reception. Children should know where their medicines are stored.

For more details see Supporting Children with Medical Conditions policy.

Refusing medication

If a child refuses to take medication staff should not force them to do so but note this in the records and inform parents of the refusal. If the refusal leads to a medical emergency, the school will call the emergency services and inform the parents.

Offsite visits

All staff supervising visits will be aware of any medical needs and relevant emergency procedures. Where necessary, individual risk assessments will be completed. A member of staff who is trained to administer any specific medication will accompany the student and ensure that the appropriate medication is taken on the visit. Inhalers must be taken for all children who suffer from asthma. Where necessary an emergency protocol for the child will be written and a copy of this and the Individual Healthcare Plan taken alongside the Risk Assessment.

For more information see: Educational Visits Policy.

Travel Sickness - Tablets can be given with written consent from a parent but the child's name, dosage, time of dose and any possible side effects (the child must have had the travel sickness preventative at home before the trip in case of side effects) should be clearly marked on the container, which must be the original packaging.

Residential visits – All medicines which a child needs to take should be handed to reception and a Medication and Permission and Record sheet filled in by the parent. The Trip Leader will then collect from reception prior to departure. Identification of students who need medication on a trip will have been identified as part of the risk assessment process for planning a trip. The only exception are asthma inhalers and Epipens, which should be kept by the child themselves. The trip leader will request a spare for each child which will be clearly labelled. Emergency protocols may be drawn up for a student prior to the trip

and will be stored with their emergency medicine. The parents will sign consent of emergency treatment to be administered which will be provided prior to each trip. If any medicine is administered on a residential, this will be done in the presence of two members of staff and recorded on the outdoor education medical form.

If a student requires a controlled drug for the duration of the trip/visit, it will be kept in the same way as outlined earlier in the policy.

Disposal of Medicines

All medicines kept in school will be checked each term to ensure that they have not exceeded their expiry date. Parents/carers will be notified of any that need to be replaced. Parents/carers are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal. If parents do not collect out of date medicines, they will be taken to a local pharmacy for safe disposal.

Sharps boxes will always be used for the disposal of needles. If any child requires regular injections (eg. Insulin), they will have their own sharps box which can be taken offsite with them on trips etc. The parents will be notified by the designated person (Emily Finn) when the box is almost full so that they can bring in a new box and take the full box for disposal.

Administering Medication to the Wrong Student

It is believed that staff following this policy should be unable to accidentally give medicine to a child other than the one for whom it has been prescribed or intended. In the unlikely case that this occurs the following procedures will be taken.

- The member of staff must stay calm so as not to distress the student.
- Check the documentation of the medication for likely side effects.
- Contact a medical professional, this could be 111 or in the case of a controlled drug or epipen being wrongfully administered then call 999.
- Inform the child's parents.
- Follow the advice of the medical professional.

Following such an event an investigation will need to take place to recognise how this occurred and this policy should be reviewed in line with the findings.

This Policy has been reviewed and updated by C. Cook, D Williams, V Billany, S Scarborough. May 2026

Appendix A: contacting emergency services

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.
Speak clearly and slowly and be ready to repeat information if asked.

1. Your telephone number – 01458 211014
2. Your name
3. Your location as follows The Levels School, Bath Road, Ashcott, TA7 9QS

   If students are at Rear gate the details are: Kings Lane, Ashcott TA7 9PW

   This information is at reception by the phone
4. State what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code
5. Provide the exact location of the patient within the school setting
6. Provide the name of the child and a brief description of their symptoms, refer to Individual Healthcare Plan if child has one.
7. Inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
8. Put a completed copy of this form by the phone

Appendix B - Risk Assessment for wrongly administering medication

RISK ASSESSMENT

School		**Activity**	Administering medication	**Review Date:**	

Assessment completed by:					
Name:		**Date:**		**Signature:**	

Hazard	Persons Exposed and How	Current Controls	Further Action Necessary	Action by Whom	Action by When	Completed
Wrong medication administered **Wrong dosage**	Pupil Ill health	• The school's Health and Safety Policy makes reference to/ includes the school's arrangements for managing the administration of medications No medication permitted • in the school unless there is written parental consent stating the name of the pupil, the medication, the frequency and dosage to be administered A log is kept of all medication administered Medicines to be provided in the original container/ labelled with • • the name of the appropriate pupil, dose, frequency of administration and expiry date Medicines stored in a secure place, under lock and key (no medicines stored in first aid kits) • Students must not be given any short term medication e.g. painkillers unless by written parental request and these must be provided by parents and the consent form signed				

Hazard	Persons Exposed and How	Current Controls	Further Action Necessary	Action by Whom	Action by When	Completed
		• No child under 16 to be given aspirin containing medicine unless prescribed • Any specific training required by staff on the administration of medication e.g. EpiPen to be arranged with the school nurse, or child's GP (the Anaphylaxis Campaign have a video on their website showing how to administer an EpiPen) • All emergency medicines (asthma inhalers, EpiPens etc.) are readily available and not locked away • Any written agreements between the parents and the school must be reviewed periodically to ensure it remains accurate. • Students' medical needs are catered for on educational visits and school trips				