

The Divergent School Harborough

Administering Medication Policy

Written by Amy Creatura, Chief Education Officer & Daniel Wellings, Director
External Scrutiny from, Stephanie Gilbert, Critical Friend, DSL Oxbridge Group Ltd
Implementation by Charlie Smith Headteacher (reviewed 18.09.25)

All policies are underpinned by the critical thread of SAFEGUARDING
All policies stem from The Divergent School Group's VALUES and MISSION

THE DIVERGENT SCHOOL GROUP MISSION

Our mission is to provide a model of education which is just the right fit for children in the missing middle.

We inspire personal development and curriculum progress so that pupils can be safe, feel safe, be well, learn and thrive.

THE DIVERGENT SCHOOL GROUP VALUES

All children deserve an education which is just the right fit for them

For children to thrive both their talents and needs must be catered to

The curriculum is most effective when its delivery is individualised

In order to learn we must first be safe and feel safe

To make school accessible, quality emotional, sensory & communication support are needed

Effective practice is based on innovation and contemporary evidence

Crucial understanding comes from the bio-psycho-social and psycho-neurological models

Everyone benefits when mainstream and special school communities are integrated



CONTENTS

1. Front Cover
2. Contents
3. Foreword
4. Purpose of Policy
5. Underpinning
6. Administering Medication Policy

Statement of intent

1. Legal framework
2. Roles and responsibilities
3. Training staff
4. Receiving, storing and disposing of medication
5. Administering medication
6. Medical devices
7. IHPs
8. Educational trips and visits
9. Medical emergencies
10. Monitoring and review

Appendices

- A. Administering medication parental consent form

FOREWORD

Review

We have designed this policy with a **commitment to ongoing improvement and collaboration** at its core. It is our belief that by continuously refining our approach, we can ensure that our school provides the best possible experience for our students.

To achieve this, we follow a structured process:

1. Regular review and refinement under the guidance of the Headteacher.
2. Immediate full review in case of urgent matters.
3. Annual formal review by the Advisory Board, in consultation with pupils, parents, teaching staff, and the Headteacher.

Ensuring all staff are well-informed through effective communication, which includes the following steps:

- a. Holding meetings to discuss changes.
- b. Providing training on any changes.
- c. Sharing written copies of changes electronically.
- d. Assessing staff's understanding informally, with the Headteacher ensuring clarity.
- e. Ongoing monitoring by the Headteacher to ensure changes are implemented, and adjustments are made promptly if necessary.

We recognize that clear and timely communication is essential in maintaining a successful educational environment. Through this policy, we aim to foster a culture of continuous improvement and transparent communication among all stakeholders.

Contact

If you have any questions, concerns or ideas related to the Administering Medication Policy please contact the Chief Education Officer to discuss on:

Amy Creatura
07808 773 941
Amy.Creatura@thedivergentschoolgroup.com

PURPOSE OF POLICY

School Mission

The Divergent School Harborough is dedicated to ensuring that pupils **are safe** and **feel safe** at school.

We then help pupils to develop skills for **sensory regulation, emotional regulation, and communication**.

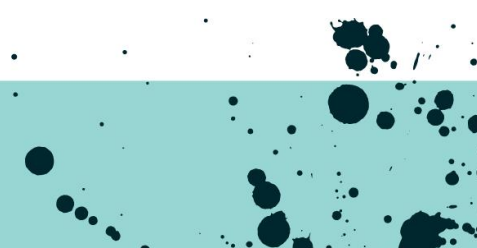
This work is critical in making school accessible so that pupils are able to **develop personally** and **progress through the curriculum**. As a result of this they can be **well, learn** and **thrive**.

Policy Mission

Divergent School Harborough will ensure that pupils with medical conditions receive appropriate care and support at school, in order for them to have full access to education and remain healthy. This includes the safe storage and administration of pupils' medication.

The school is committed to ensuring that parents feel confident that we will provide effective support for their child's medical condition, and make the pupil feel safe whilst at school.

For the purposes of this policy, "medication" is defined as any prescribed or over the counter medicine, including devices such as asthma inhalers and adrenaline auto-injectors (AAIs). "Prescription medication" is defined as any drug or device prescribed by a doctor. "Controlled drug" is defined as a drug around which there are strict legal controls due to the risk of dependence or addiction, e.g. morphine.



UNDERPINNING

Contemporary evidence and research underpinning this policy:

- SEN/D Review 2023
- Smart but Scattered Teens
- The Compassionate Mind
- The Six Principles of Nurture

Theoretical models of understanding underpinning this policy:

- The Bio-Psycho-Social model of understanding
- The Neuro-Psychological model of understanding
- Bowlby's Attachment Theory
- Mallow's Hierarchy of Needs

Government guidance and legislation underpins this policy:

- Equality Act 2010
- Children and Families Act 2014
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2017) 'Using emergency adrenaline auto-injectors in schools'

The Divergent School Harborough taxonomy of policy and procedure both inform and are informed by this policy:

- Supporting Pupils with Medical Conditions Policy
- First Aid Policy
- Records Management Policy
- Allergen and Anaphylaxis Policy
- Complaints Procedures Policy

Training Staff

The headteacher will ensure that a sufficient number of staff are suitably trained in administering medication. All staff will undergo basic training on the administering of medication to ensure that, if exceptional circumstances arise where there is no designated administrator of medication available, pupils can still receive their medication from a trained member of staff. The headteacher will also ensure that a sufficient number of staff have been trained in administering medication in an emergency by a healthcare professional.

Where it is a necessary or vital component of their job role, staff will undertake training on administering medication in line with this policy as part of their new starter induction.

Staff will be advised not to agree to taking on the responsibility of administering medication until they have received appropriate training and can make an informed choice. The school will ensure that, as part of their training, staff members are informed that they cannot be required to administer medication to pupils, and that this is entirely voluntary, unless the supporting of pupils with medical conditions is central to their role within the school, e.g. the school nurse.

Training will also cover the appropriate procedures and courses of action with regard to the following exceptional situations:

- The timing of the medication's administration is crucial to the health of the child
- Some technical or medical knowledge is required to administer the medication
- Intimate contact with the pupil is necessary

Staff members will be made aware that if they administer medication to a pupil, they take on a legal responsibility to do so correctly; therefore, staff will be encouraged not to administer medication in the above situations if they do not feel comfortable and confident in doing so, even if they have received training.

Training for Administering AAls

The school will arrange specialist training for staff on a **termly** basis where a pupil in the school has been diagnosed as being at risk of anaphylaxis. Designated staff members with suitable training and confidence in their ability to use AAls will be appointed to administer this medication. As part of their training, all staff members will be made aware of:

- How to recognise the signs and symptoms of severe allergic reactions and anaphylaxis.
- Where to find AAls in the case of an emergency.
- How the dosage correlates with the age of the pupil.
- How to respond appropriately to a request for help from another member of staff.
- How to recognise when emergency action is necessary.
- Who the designated staff members for administering AAls are.
- How to administer an AAI safely and effectively in the event that there is a delay in response from the designated staff members.
- How to make appropriate records of allergic reactions.

There will be a sufficient number of staff who are trained in and consent to administering AAls on site at all times.



Receiving, Storing and Disposing of Medication from Parents

The parents of pupils who need medication administered at school will be sent an administering medication parental consent form to complete and sign; the signed consent form will be returned to the school and appropriately filed before staff can administer medication to pupils under the age of 16. A signed copy of the parental consent form will be kept with the pupil's medication, and no medication will be administered if this consent form is not present. Consent obtained from parents will be renewed **annually**.

The school will only store and administer prescribed medication. The school will store a reasonable quantity of medication, e.g. a maximum of **four weeks'** supply at any one time. Aspirin will not be administered unless the school has evidence that it has been prescribed by a doctor.

Parents will be advised to keep medication provided to the school in the original packaging, complete with instructions, as far as possible, particularly for liquid medications where transfer from the original bottle would result in the loss of some of the medication on the inside of the bottle. This does not apply to insulin, which can be stored in an insulin pen.

Storing Pupils' Medication

The school will ensure that all medications are kept appropriately, according to the product instructions, and are securely stored. Medication that may be required in emergency circumstances, e.g. asthma inhalers and AAls, will be stored in a way that allows it to be readily accessible to pupils who may need it and can self-administer, and staff members who will need to administer them in emergency situations. All other medication will be stored in a place inaccessible to pupils, e.g. a locked cupboard.

The school will ensure that pupils know where their medication is at all times and are able to access them immediately, e.g. by ensuring that the identities of any key holders to the storage facilities are known by these pupils.

Medication stored in the school will be:

- Kept in the original container alongside the instructions for use.
 - Clearly labelled with:
 - The pupil's name.
 - the name of the medication.
 - The correct dosage.
 - The frequency of administration.
 - Any likely side effects.
 - The expiry date.
 - Stored alongside the accompanying administering medication parental consent form.
- Medication that does not meet the above criteria will not be administered.

Disposing of Pupils' Medication

The school will not store surplus or out-of-date medication. Where medication and/or its containers need to be returned to the pupils' doctor or pharmacist, parents will be asked to collect these for this purpose.

Needles and other sharps will be disposed of safely and securely, e.g. using a sharps disposal box.

Administering Medication

Medication will only be administered at school if it would be detrimental to the pupil not to do so. Only suitably qualified members of staff will administer controlled drugs. Staff will check the expiry date and maximum dosage of the medication being administered to the pupil each time it is administered, as well as when the previous dose was taken.

Medication will be administered in a private, comfortable environment and, as far as possible, in the same room as the medication is stored; this will normally be the school nurse's office. The room will be equipped with the following provisions:

- Arrangements for increased privacy where intimate contact is necessary
- Facilities to enable staff members to wash their hands before and after administering medication, and to clean any equipment before and after use if necessary
- Available PPE for use where necessary

Before administering medication, the responsible member of staff should check:

- The pupil's identity.
- That the school possesses written consent from a parent.
- That the medication name, dosage and instructions for use match the details on the consent form.
- That the name on the medication label is the name of the pupil being given the medication.
- That the medication to be given is within its expiry date.
- That the pupil has not already been given the medication within the accepted frequency of dosage.

If there are any concerns surrounding giving medication to a pupil, the medication will not be administered and the school will consult with the pupil's parent or a healthcare professional, documenting any action taken.

If a pupil cannot receive medication in the method supplied, e.g. a capsule cannot be swallowed, written instructions on how to administer the medication must be provided by the pupil's parent, following advice from a healthcare professional.

Where appropriate, pupils will be encouraged to self-administer under the supervision of a staff member, provided that parental consent for this has been obtained. If a pupil refuses to take their medication, staff will not force them to do so, but will follow the procedure agreed upon in their IHPs, and parents will be informed so that alternative options can be considered.

The school will not be held responsible for any side effects that occur when medication is taken correctly.

Written records will be kept of all medication administered to pupils, including the date and time that medication was administered and the name of the staff member responsible. Records will be stored in accordance with the Records Management Policy.

Medical Devices

Asthma inhalers

The school will allow pupils who are capable of carrying their own inhalers to do so, provided that parental consent for this has been obtained. The school will ensure that spare inhalers for pupils are kept safe and secure in preparation for the event that the original is misplaced, unavailable or not working.

AAIs

The school will allow pupils who are capable of carrying their own AAIs to do so, provided that parental consent for this has been obtained. The school will ensure that spare AAIs for pupils are kept safe and secure in preparation for the event that the original is misplaced, unavailable or not working.

Spare AAIs are not located more than five minutes away from where they may be required. The emergency AAIs can be found at the following locations:

- **The classroom**
- **The therapy room**
- **The medical room**

There will be a stock of AAIs, that are replenished when used, within locations where there is a greater risk of anaphylaxis occurring, e.g. the dining hall. The school will ensure that risk assessments regarding the use and storage of AAIs on the premises are conducted and up-to-date.

Medical authorisation and parental consent will be obtained from all pupils believed to be at risk of anaphylaxis for the use of spare AAIs in emergency situations. The spare AAIs will not be used on pupils who are not at risk of anaphylaxis or where there is no parental consent. Where consent and authorisation has been obtained, this will be recorded in the pupil's IHP.

Pupils' and spare AAIs will be obtained, stored and administered in line with the school's Allergen and Anaphylaxis Policy.

IHPs

For pupils with chronic or long-term conditions and disabilities, an IHP will be developed in liaison with the pupil, their parent, the headteacher, the SENCO and any relevant medical professionals. When deciding what information should be recorded on an IHP, the following will be considered:

- The medical condition and its triggers, signs, symptoms and treatments
- The pupil's resulting needs, such as medication, including the correct dosage and possible side effects, medical equipment, and dietary requirements
- The specific support needed for the pupil's educational, social and emotional needs

- The level of support needed and whether the pupil will be able to take responsibility for their own health needs
- The type of provision and training that is required, including whether staff can be expected to fulfil the support necessary as part of their role
- Which staff members need to be aware of the pupil's condition
- Arrangements for receiving parental consent to administer medication
- Separate arrangements which may be required for out-of-school trips and external activities
- Which staff member can fulfil the role of being a designated, entrusted individual to whom confidentiality issues are raised
- What to do in an emergency, including whom to contact and contingency arrangements
- What is defined as an emergency, including the signs and symptoms that staff members should look out for

The governing board will ensure that IHPs are reviewed at least **annually**. IHPs will be routinely monitored throughout the year by a designated staff member.

Educational Trips and Visits

In the event of educational trips and visits which involve leaving the school premises, medication and medical devices will continue to be readily available to staff and pupils. This may include pupils carrying their medication themselves, where possible and appropriate, e.g. for asthma inhalers.

If the medication is of a type that should not be carried by pupils, e.g. capsules, or if pupils are very young or have complex needs that mean they cannot self-administer, the medication will be carried by a designated staff member for the duration of the trip or activity.

There will be at least one staff member who is trained to administer medication on every out-of-school trip or visit which pupils with medical conditions will attend. Staff members will ensure that they are aware of any pupils who will need medication administered during the trip or visit, and will ensure that they know the correct procedure, e.g. timing and dosage, for administering their medication.

If the out-of-school trip or visit will be over an extended period of time, e.g. an overnight stay, a record will be kept of the frequency at which pupils need to take their medication, and any other information that may be relevant. This record will be kept by a designated trained staff member who is present on the trip and can manage the administration of medication.

All staff members, volunteers and other adults present on out-of-school trips and visits will be made aware of the actions to take in a medical emergency related to the specific medical needs and conditions of the pupil, e.g. what to do if an epileptic pupil has a seizure.



Medical Emergencies

Medical emergencies will be handled in line with the First Aid Policy.

For all emergency medication stored by the school, the school will ensure it is readily accessible to staff and the pupil who requires it, and is not locked away. For all emergency medication kept in the possession of a pupil, e.g. AAls, the school will ensure that pupils are told to keep the appropriate instructions with the medication at all times. A spare copy of these instructions will be kept by the school in the school nurse's office.

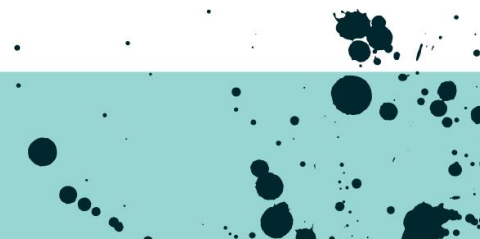


Monitoring and Review

This policy will be reviewed **annually** by the governing board and headteacher. The next scheduled review is 18th September 2026

Records of medication administered on the school premises, or on school trips and visits, will be monitored, and the information recorded will be used to improve school procedures.

Staff members trained in administering medication will routinely recommend any improvements to the procedure. The school will also seek advice from any relevant healthcare professionals as deemed necessary. Any changes made to this policy will be communicated to the relevant stakeholders, including pupils whose medication is stored at school and their parents.



ROLES & RESPONSIBILITIES

The Advisory Board are responsible for providing governance in the effective implementation of the Beyond Behaviour Policy. This includes:

- Monitoring records related to behaviour, and the emotional experience beyond behaviour, at least on a half termly basis (as part of a holistic view), or contemporaneously if needed
- Reviewing the effectiveness of the Beyond Behaviour Policy in relation to its purpose, at least annually, or contemporaneously if needed
- Keeping safeguarding pupils as their number one priority
- Upholding the values of the school in all work undertaken

The Chief Education Officer is responsible for overseeing and supporting effective implementation of the Beyond Behaviour Policy. This includes:

- Monitoring records related to behaviour, and the emotional experience beyond behaviour, at least on a half termly basis (as part of a holistic view), or contemporaneously if needed
- Reviewing the effectiveness of the Beyond Behaviour Policy in relation to its purpose, at least annually, or contemporaneously if needed
- Keeping safeguarding pupils as their number one priority
- Upholding the values of the school in all work undertaken

The Headteacher is responsible for implementing the Beyond Behaviour Policy consistently throughout the school. It is also the responsibility of the Headteacher to ensure the health, safety and welfare of all children and adults in the school. This includes:

- Safeguarding pupils as their number one priority
- Upholding the values of the school in all work undertaken
- Ensure, and continually monitor,
 - effectiveness of the policy with regards to its purpose
 - staff understanding of the policy, providing support as needed
 - staff ability to implement this policy, providing support as needed
 - conduciveness of the environment for implementation of the policy
- Ask for further support if they do not understand anything relating to this policy
- Ask for further support if they need support to put into practice this policy

School staff are responsible for implementing the Beyond Behaviour Policy consistently throughout their work in the school. It is also the responsibility of school staff to ensure health, safety and welfare of all children and adults in the school with whom they have contact in their work. This includes:

- Upholding the values of the school in all work undertaken
- Implement the policy consistently within the parameters of their role.
- Ensure that they are aware of current legislation
- Ask for further support if they do not understand anything relating to this policy

- Ask for further support if needed to put into practice this policy

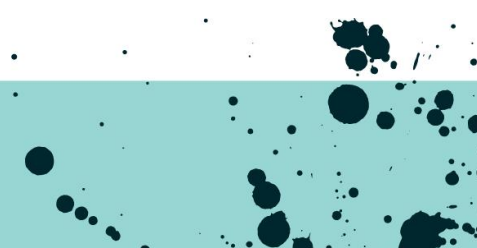
Parents are vital partners in the school's work, including support of Administering Medication Policy. We require parents to:

- Have an active role in the school community
- Support their child towards their personal development and curriculum progress
- Communicate openly about their child's home life
- Keeping the school informed about any changes to their child's health.
- Completing an [administering medication parental consent form](#) prior to them or their child bringing any medication into school.
- Discussing medication with their child prior to requesting that a staff member administers the medication.

Pupils are at the heart of this policy. We inspire pupils to work towards:

- Being safe
- Feeling safe
- Being well

It is both staff members' and pupils' responsibility to understand what action to take during a medical emergency, such as raising the alarm with the school nurse or other members of staff. This may include staff administering medication to the pupil involved.



Administering medication parental consent form

The Divergent School Harborough_ will not give your child medication unless you complete and sign this form.

Name of pupil		
Date of birth		
Form group		
Medical condition or illness		
Prescribed medication		
Name and/or type of medication as described on the container		
Date dispensed		
Expiry date		
Agreed review date		
Review to be initiated by		
Dosage, timing, and method of administration		
Special precautions		
Likely side effects		
Self-administration	Yes	No
Additional details		

