



Medications Policy 2025 - 2026

Policy Purpose

This policy aims to ensure the safe administration, management, and monitoring of medications for students at Bay Learning Academy, ensuring compliance with local and national regulations. The policy prioritises student well-being and is in line with safeguarding and health and safety requirements.

Scope

This policy applies to all students, staff, and parents of the school who are involved in managing or administering medications. It covers both prescribed and over-the-counter medications.

Responsibilities

Parents:

- Provide the school with up-to-date medical information about their child, including any allergies or medical conditions.
- Complete and sign a medication consent form detailing the medication to be administered, dosage, and time.
- Ensure that any medication sent to school is in its original packaging, clearly labelled with the student's name, the prescribed dosage, and instructions for administration.
- Inform the school of any changes in the student's medication regimen.

School Staff:

- Designated staff members are responsible for administering medications. These staff members will receive appropriate training, including first aid and medication administration procedures.
- Keep accurate and confidential records of medication administration, including the time, dosage, and the person who administered the medication.
- Store all medications securely, ensuring that only authorized personnel have access.
- Ensure that medications are administered in a way that maintains the dignity and privacy of the student.
- Contact parents if any issues arise regarding medication administration or if the student refuses to take the medication.



Students:

- Depending on age, maturity, and individual circumstances, students may be allowed to self-administer medications under supervision, with written parental consent.
- Must follow school rules about carrying medication, where applicable, and communicate any issues they experience with their medication.

Storage of Medications

- All medications, except those required for emergency situations (e.g., inhalers, EpiPens), will be securely stored in a locked cabinet or refrigerated as needed.
- Medications should be stored in their original packaging with a clear prescription label.
- Expiry dates will be regularly checked, and parents will be notified when medications are close to expiring.

Administration of Medications

- Medication will only be administered by trained staff members or in accordance with written parental instructions.
- Medications will be administered at the appropriate times according to the student's individual health plan or parental instructions.
- Accurate records will be kept of all medication administration, including any errors or omissions.
- If a student refuses to take their medication, staff will not force them, but parents will be contacted immediately.
- Emergency medications, such as EpiPens or asthma inhalers, will be administered promptly in accordance with the student's healthcare plan.

Self-Administration of Medications

- Older students or those with specific medical needs (e.g., diabetes, asthma) may be permitted to self-administer their medications, provided the school receives written consent from their parents or caregivers.
- Students who self-administer medication must do so in the presence of a staff member, and it must be documented.



Emergency Procedures

- In the event of a medical emergency, trained staff will administer emergency medication and contact emergency services (e.g., 999 or equivalent) if required.
- Parents will be informed as soon as possible.

Record-Keeping

- The school will maintain detailed records of each student's medical needs, medication consent forms, and logs of when and how medications are administered.
- These records will be stored securely in accordance with data protection laws and accessed only by authorized personnel.

Non-Prescribed Medications

- Over-the-counter medications (e.g., paracetamol, ibuprofen) may be administered with parental consent
- No medication will be administered without explicit written consent from parents.

Training

- All staff involved in medication administration will receive relevant training and regular updates.
- Specific training for emergency medications such as EpiPens injections will be provided.

Parental Involvement

- Parents will be involved in developing health care plans for students with long-term medical conditions and will be informed of any incidents regarding their child's medication while at school.

Review of Policy

This policy will be reviewed annually or in response to any changes in legal requirements, to ensure it remains fit for purpose and up to date.

This medications policy is designed to promote a safe and supportive environment for all students, ensuring that their medical needs are properly managed while at school.