



ODYSSEY HOUSE SCHOOL - WOKINGHAM

Supporting Pupils with Medical Conditions Policy including, Administration of Medication Policy

Odyssey House School is part of Odyssey Education Services.

Odyssey Education Services is Registered in England and Wales, company number 1162321,
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Date: September 2025

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Review: September 2026

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1. Introduction

This policy should be read alongside the school's Supporting Students With Medical Needs, Anaphylaxis, and Intimate Care Policies.

The aim of this policy is to:

- Safely and effectively support our students with medical needs.
- Enable students to achieve regular attendance.

The administration of medicines is primarily the responsibility of parents and carers.

Wherever possible, medicine should be given to children before or after school.

Students should be kept at home if they are acutely unwell and, in the case of contagious diseases, only return when they are no longer infectious.

If children require medication for infections and illness, it is appropriate for the school to ask if the child/young person should be attending school due to the possibility of spreading infection to others.

Supporting a child/young person with a medical condition during school hours is not the sole responsibility of one person. OHS will work collaboratively with parents/carers, students, healthcare professionals and, where appropriate, social care professionals.

It is the responsibility of parents/carers to :

- Know when the medication held at school will run out and provide a new batch in.
- To know when medication is going to go out of date and ensure in-date medication is provided.
- Dispose of any medication which is out of date and no longer required.

There is no legal duty that requires school staff to administer medicines. However, any member of staff can volunteer to receive training to support a child/young person by administering prescribed medication to the child for whom it has been prescribed.

Medication will only be administered when the requirements of this policy are met and it is considered safe to do so.

Medication will only be administered if these conditions are satisfied:

- The schools admission pack contains 'Consent to administer medication' form and a 'Medical History' form as well as an information sheet on the 'Transportation of Medication'.
- The Admissions Form contains a section on medical information. If a student needs to take medication in school, parents/carers must complete these forms and return them to the school.
- If the medication is prescribed by a doctor (medical), the school will follow the doctor's instructions, as per the prescription label. If the dose changes, there must be a new prescription.
- Medication must be in its original packaging. We will not administer medication if it is not in the original packaging.
- The prescription label is the staff member's legal authority to give the medicine. The prescription label must therefore not be obscured, defaced or altered in any way.
- The batch number and expiration date must be unobscured and readable.

Over the counter medications, such as hay fever relief, should be given at home before school. However, where it is required in school, parents/carers must complete a 'Consent to administer medication' form and return it to school. This will be administered in accordance with the directions on the medication. Where appropriate, authorisation from a healthcare professional may be sought.

- In all instances it is expected that students requiring medication in school will have an Individual health care plan.
- Health care plans will be created by parents with the input of healthcare professionals and with discussion and support from the school, as needed.
- Parents should notify the school immediately if the health care plan changes.
- Paracetamol will only be given to students if a 'Consent to administer paracetamol' form has been completed and returned by the parents/carers Paracetamol will never be given before 12.30pm unless a conversation has been held with the parent/carer and verbal permission has been given. The verbal permission will be recorded on CPOMS.

2. Aims

This policy aims to ensure that:

Pupils, staff and parents understand how our school will support pupils with medical conditions

Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including school trips and sporting activities

The Senior Leadership Team will implement this policy by:

- Making sure sufficient staff are suitably trained
- Making staff aware of pupil's condition, where appropriate
- Making sure there are cover arrangements to ensure someone is always available to support pupils with medical conditions

3. Legislation and statutory responsibilities

This policy meets the requirements under [Section 100 of the Children and Families Act 2014](#), which places a duty on Proprietor and the SLT to make arrangements for supporting pupils at their school with medical conditions.

It is also based on the Department for Education's statutory guidance: [Supporting pupils at school with medical conditions](#).

4. Roles and responsibilities

4.1 The Proprietor

The proprietor has ultimate responsibility to make arrangements to support pupils with medical conditions. The proprietor will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

4.2 The Headteacher

The Headteacher will:

- Make sure all staff are aware of this policy and understand their role in its implementation
- Ensure that there is a sufficient number of trained staff available to administer any required medical needs, including in contingency and emergency situations
- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date

4.3 Staff

Supporting pupils with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to pupils with medical conditions, although they will not be required to do so. This includes the administration of medicines.

Those staff who take on the responsibility to support pupils with medical conditions will receive sufficient and suitable training and will achieve the necessary level of competency before doing so.

Teachers will consider the needs of pupils with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

4.4 Parents

Parents are required to provide the school with sufficient and up-to-date information about their child's medical needs

4.5 Pupils

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. Pupils should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHPs. They are also expected to comply with their IHPs.

5. Equal opportunities

Our school is clear about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

The school will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted.

6. Administration of Medicine

Medication will only be received in school if it has been prescribed by a doctor or on the written request of a parent.

Only reasonable quantities of medication should be supplied to the school, (for example, a maximum of four weeks supply at any one time).

All medication entering and leaving the school will be signed in and out and this will be countersigned.

- Batch numbers will be noted so that any adverse reactions can be tracked to that batch.
- Medication will be administered by a trained designated member of staff. A second member of staff (the countersigner) will complete the Medication Administration Record (MAR) sheet as the medication is being administered and the student will be talked through this asking to check both the prescription label and the MAR sheet.
- Once the student has taken the medication, this will be recorded on the MAR sheet. The MAR sheet will then be signed by the administrator/countersigner and the student. The number of tablets left in the pack will be noted.

6.1 Transportation of medication

Medication should be transported into school under the following conditions and handed in immediately.

Please note, students are **not** allowed to carry any unauthorised medication on them in school. Any medication found on a student will be confiscated.

Students are **not** allowed to bring/hand in medication. This must be done by an appropriate adult.

- Parents/carers, or another trusted, responsible adult, are required to bring the medication into school themselves.
- If the medication is brought into school by a trusted, responsible adult it should be sealed placed in an envelope with a signature across the seal.

Each item of medication must be delivered in its original container and handed directly to the receptionist. Where the student travels on school transport the parents/carers should arrange for the medication to be dropped into school and handed over to a member of OHS staff.

Each item of medication must be clearly labelled with the following information:

- Student's name
- Name of medication
- Dosage
- Frequency of dosage
- Date of dispensing
- Storage requirements (if important)
- Expiry date

The school will not accept items of medication which are in unlabelled containers.

Unless otherwise indicated, all medication to be administered in school will be kept in a locked medical cabinet.

On request, the school will provide parents/carers with details of when medication has been administered to their child.

Where it is appropriate to do so, students will be encouraged to administer their own medication, if necessary, under staff supervision.

It is the responsibility of parents/carers to notify the school if there is a change in medication, a change in dosage requirements, or the discontinuation of the student's need for medication. Parents are responsible for ensuring emergency medication stored in school is in date. The Health and Safety Co-ordinator will regularly monitor that stored medication is in date and take relevant action as appropriate.

Staff who assist in the administration of medication will receive appropriate training/guidance.

The school will make every effort to continue the administration of medication to a student whilst on trips away from the school premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a student on a school trip if appropriate supervision cannot be guaranteed.

6.2 Storage in school

- Medication will be stored in a locked cupboard. Nothing else should be stored in this cupboard.
- Inhalers (which students do not keep on them) and EpiPens require urgent access. They will therefore be kept in an unlocked cupboard and will be clearly marked.
- If for any reason a student has to have access to medication that requires cold storage (i.e. fridge) the medication will be stored in a lockable container inside the fridge.
- Normally, no more than one month's supply of any medication should be held in stock.
- The key to the medication cupboard will be the responsibility of trained staff.
- Duplicate keys will be held in a secure designated place.

6.3 Offsite Activities / Trips

- Check medical histories before taking students on trips. Ensure this is recorded within the Event Specific Plan.
- If a student is asthmatic, the inhaler must be taken on that trip.

We understand that there are some occasions e.g. school trip or activity, where the student will require their medication and it is not possible to administer it before they leave the school site. With parental consent, given on the Consent to Administer Medication form, staff may be asked to take the medication with them to support the student.

Staff are not allowed to carry more medication than is required i.e. they may only carry the exact dose needed, where possible.

6.4 Refusal

Students have the right to refuse to take their medication.

In the instance that a student refuses, the MAR sheet will be marked with an 'R' for refusal and parents/carers will be advised.

6.5 Pro re nata (PRN) Medications

These medications are taken as the circumstance arises, such as EpiPens. Their usage is logged on a MAR sheet.

We will ensure the following:

- Any member of staff administering medication must be competent to do so. All such persons
- must receive appropriate training, education and assessment for this role, including two-yearly
- updating.
- The following procedure should be followed by all staff when administering both prescribed
- and non-prescribed medication:
 - a. Check the identity of the student.
 - b. Check that the medication has not already been administered.
 - c. Identify the appropriate container/box the medication is supplied in, check the label and the MAR sheet, and ensure the two match.
 - d. If there are any discrepancies **the administration process ceases immediately**. The appropriate persons i.e. the Headteacher/ deputy Headteacher must be notified at once. Record on CPOMS.
 - e. Check the expiry dates of the medication to be administered. If the medication is out of date, **do not administer**. Contact the relevant persons i.e. Headteacher/ deputy headteacher and parents/carers. Record on CPOMS
 - f. Wash hands.
 - g. Lock cupboard when the medication has been taken out.
 - h. Gain the student's consent for the administration of the medication.
 - i. Check all details on the student's MAR sheet, checking: student, name of medication, dosage, route and time for the administration of medication (this should include details about when medication is required, i.e. before or after food).
 - j. If you are unable to read the MAR sheet at any time, **do not** administer any medication, instead, contact the relevant person i.e. Headteacher/ Deputy headteacher/ SENCo and parents/carers. Record on CPOMS

k. Check all details on the prescription label, checking: student, name of medication, dosage, route and time for the administration of medication (this should include details about when medication is required, i.e. before or after food). If you are unable to read the prescription label at anytime, **do not** administer any medication, instead, contact the relevant person i.e. Headteacher/ Deputy headteacher/ SENCo and parents/carers. Record on CPOMS

l. Prepare the medication for administration.

m. Administer the medication and ensure that the student has swallowed their medication.

n. Always offer a drink, unless *contraindicated*.

o. Immediately after administering the medication, the MAR sheet should be recorded and signed by the administrator, the countersigner and the student.

p. Ensure all medication is returned to the appropriate place and secured in accordance with the policy.

q. Any medication not swallowed should be disposed of safely, and recorded on both the student's MAR sheet and CPOMS. Parents/carers of the student to be informed immediately.

r. Any adverse drug reaction should be reported to the student's parents/carers, together with the batch number. This should be discussed before further administration of the medication in question.

s. Any student requiring prescribed medication will be given this at a designated office/time as per the prescribing doctor's guidance.

6.6 Non-Prescribed medication (Paracetamol/ antihistamine/ Ibuprofen)

School holds paracetamol, ibuprofen and Calpol in a locked cupboard.

- Non-prescribed medication can only be given to students if the consent form has been completed and returned by parents/carers.
- Non-prescribed medication will be located in the locked first aid box.
- Staff must adhere to procedural practices when giving non-prescribed medicines.
- All tablets given should be recorded in the 'Non-prescribed medication log book' and signed by the staff member, a countersignature and student. Record: time given, amount given and reason for administration.
- Paracetamol should **not** be administered before 12.30pm unless a phone call home has been made to confirm that the student has not been given paracetamol at home prior to coming to school.
- Ibuprofen will only be administered to students aged 12 and over with a consent form in place. It will **not** be administered before 12.30pm unless a phone call home has been made to confirm that the student has not been given Ibuprofen prior to coming to school.
- Parents should be notified of time and dose of any paracetamol/ ibuprofen administered in the school day.
- Should a student be given paracetamol/ ibuprofen following an accident/incident requiring an ambulance or taking to hospital, a record of the dose and time administered should be made in the First Aid log and this information given to the paramedics or doctor at the hospital.

6.7 Asthma

- Parents/carers must notify the school if their child is asthmatic.
- Parents/carers must complete an administration of medication form.
- Parents/carers must provide the school with an in-date inhaler prescribed for their child.
- The inhalers will be clearly labelled.
- If the inhaler is not relieving the wheezing, we will call 999 immediately.

- If the school does not have written consent to administer the inhaler, we will call 999 immediately.
- The school will keep the inhaler in a cupboard in the staff room.
- The school will administer the inhaler if the student requests it.
- If staff feel the student is abusing the use of the inhaler both parents/carers/GP will be informed. CPOMS will be updated accordingly.

DO NOT TAKE ANY RISKS REGARDING THE ADMINISTRATION OF MEDICATION. PLEASE FOLLOW THE POLICY AND IF IN ANY DOUBT WHATSOEVER YOU MUST TALK TO THE HEAD, OR THE APPROPRIATE DESIGNATED PERSON RESPONSIBLE FOR MEDICATION WITHIN SCHOOL.

6. Emergency procedures

Staff will follow the school's normal emergency procedures (for example, calling 999).

If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent arrives or accompany the pupil to hospital by ambulance.

7. Training

Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

8. Record keeping

The SLT will ensure that written records are kept of all medicine administered to pupils. Parents will be informed if their pupil has been unwell at school.

9. Liability and indemnity

The proprietor will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

10.Complaints

Parents with a complaint about their child's medical condition should discuss these directly with the Head of Education in the first instance. If the Head of Education cannot resolve the matter, they will direct parents to the school's complaints procedure.



**Odyssey House School
Medication Consent Form and Record**

Short-term Medications	
Child's Full Name	
Name of Medication	
Dosage and times to be administered	
Nature of illness / diagnosis	
Duration medication should be administered	
Expiry Date	

Long-term Medications	
Name of Medication	
Dosage and times to be administered / signs and symptoms to observe	
Nature of illness / diagnosis	
Duration medication should be administered	
Expiry Date	

Parent / Carer Full Name	
Parent / Carer Signature	
Date	

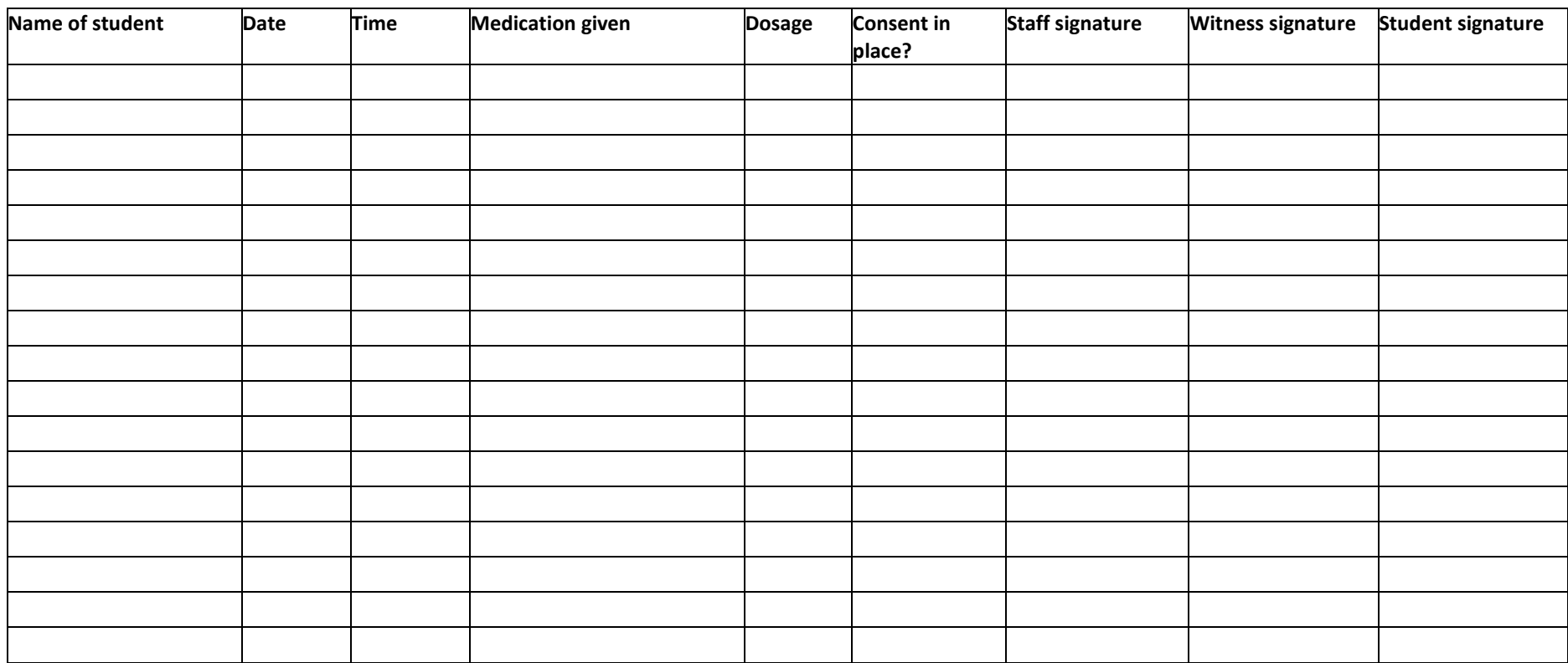


Additional Parent/Carer's Declaration

My child knows when to take their medication : YES / NO
(cross out as appropriate)

Parent / Carer Full Name	
Parent / Carer Signature	
Date	

NOTE : Parents are responsible for bringing/collecting medication from the school.



Record of Non-prescribed medication administered
Name of School: Odyssey house School