



SENSES Learning Hub

Medication Policy

Dawn Oughtibridge & John Fox (Directors)

Created: 11.09.26

Review date: 11.09.27

Dawn Oughtibridge (Director)

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John Fox (Director)

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This policy has been developed to ensure students are fully supported with their medical conditions.

This policy has been developed with regard to the Department for Education statutory guidance *Supporting pupils at school with medical conditions*, issued under section 100 of the Children and Families Act 2014, and the statutory guidance *Allergy safety in schools*, published in July 2026.

This policy has not been developed by a specific medical professional or organisation / body.

SENSES Learning Hub will seek appropriate advice from relevant healthcare professionals, parents/carers and, where appropriate, the student when determining the support required for an individual medical condition.

This policy will be reviewed at least annually and whenever there is a significant change in legislation, statutory guidance, medical advice, the needs of a student or the arrangements at SENSES Learning Hub.

SENSES Learning Hub will:

- Ensure that the arrangements detailed within this policy are implemented effectively, by the directors, who has overall responsibility for policy implementation.
- Administer prescribed, and non-prescribed medications, to support a student's continuous attendance at the provision, when consent has been provided by a parent/carer.
- Provide support and training to enable staff to support students with medical conditions
- Ensure that clear arrangements are in place to manage the administration and storage of all medicines on the premises
- Ensure that written records are kept of all medicines administered to students
- Ensure that all staff are aware of what practice is not acceptable
- Ensure that students with medical conditions are supported so that they can access and participate in education as fully as possible, including educational visits and activities.
- Ensure that reasonable adjustments are considered and implemented where required for students with disabilities in accordance with the Equality Act 2010.
- Ensure that Individual Healthcare Plans (IHPs) are developed where appropriate to support students with medical conditions.
- Ensure that students and their parents/carers are involved in decisions about how their medical condition will be supported, with appropriate input from healthcare professionals where required.
- Ensure that arrangements are in place for dealing with medical emergencies and that relevant staff know what to do in an emergency.
- Ensure that information relating to students' medical conditions is shared with staff who need the information to safely support the student, while maintaining confidentiality and complying with UK GDPR and the Data Protection Act 2018.

- Ensure that allergy safety arrangements are implemented in accordance with the current statutory guidance.

The Department for Education's current statutory guidance states that pupils with medical conditions should be properly supported so they can access education, including school trips and physical education, and that arrangements should be based on the individual needs of the child.

Training

SENSES Learning Hub will ensure that adequate first aid cover is available at all times. However, a first aid certificate does not constitute appropriate training in the general day to day support of a student with a medical condition.

Any training needed on administering medications/injections for specific medical conditions at the SENSES Learning Hub will be carried out by appropriately qualified professionals. All training will be recorded, together with a clear plan for refresher sessions, or updates if the student's condition changes.

When a controlled drug has been prescribed for a student's medical condition, at least two members of staff should be trained on how to manage this medication.

It is recognised that it is not a requirement to have specific training to administer non-prescribed medications such as pain relief or antihistamines.

Staff will not administer medicines or undertake medical procedures for which they have not received appropriate information, instruction and training, except where an emergency situation requires immediate action in accordance with the student's healthcare plan and relevant emergency guidance.

Training will be refreshed where necessary, including when a student's medical condition, medication, treatment or healthcare plan changes.

Allergy awareness training will be provided to all relevant staff in accordance with the statutory guidance on allergy safety in schools. Training will include awareness of allergies, recognition of symptoms, prevention and emergency response, including the use of adrenaline auto-injectors where appropriate.

Training records will include the date of training, the nature of the training and the staff members who completed it.

Medication will be kept in the office cupboard and the Administration of Medication Permission and Record will also be kept in the office, giving details of the dose and frequency of administration to the pupils concerned.



Medication which may be required immediately in an emergency, including inhalers and adrenaline auto-injectors, will be stored so that it is readily accessible and can be accessed without delay.

Administering Medication

SENSES Learning Hub will not give any medication (prescribed or non-prescribed) to a child under 16 without a parent's written consent except in exceptional circumstances under direction of a medical professional.

Where a student is aged 16 or over, their own consent will normally be sought where they have the capacity to make the relevant decision. Parents/carers will be involved where appropriate and in accordance with the student's wishes, capacity and legal requirements.

SENSES Learning Hub will only accept prescribed medicines if these are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin, which must still be in date, but will generally be available inside an insulin pen or a pump, rather than in its original container.

SENSES Learning Hub will only accept non-prescribed medicines if these are in-date, labelled, provided in the original container as purchased, and include instructions for administration, dosage and storage.

Non-prescribed medication will only be administered where SENSES Learning Hub has received appropriate consent and clear instructions regarding the circumstances, dose and frequency of administration.

In all cases it is necessary to check:

- Name of child
- Name of medicine
- Written consent by parent/carer
- Dosage
- Written instructions provided by prescriber
- Expiry date
- That the medication is appropriate for the individual student and has been supplied for that student, where applicable
- That the medication has been stored appropriately and has not been tampered with or damaged

An Administration of Medicine Permission & Record form must be completed and signed by the parent / carer.

When a member of staff administers medicine, they will check the student's Administration of Medication Permission and Record form against the medication, to ensure that the dose and



timing are correct. They will then administer the medicine as required, and record this on the form.

For long-term medication, an Administration of Medication Continuation Sheet will be used as necessary.

Where a student has a long-term or complex medical condition, an Individual Healthcare Plan will be considered and, where appropriate, developed with the student, parent/carer and relevant healthcare professionals.

Staff administering medication will follow the instructions on the medication label, prescription and/or Individual Healthcare Plan and will not exceed the prescribed or authorised dose.

Pain relief, antihistamine and cough relief mixtures

When administering pain relief, antihistamine or cough relief medication, the member of staff will check the maximum dosage and when a previous dose was given. Parents/carers will be called to ask for permission and informed of all doses given.

The member of staff will also check the medication label and any written instructions before administration and will ensure that the maximum recommended or prescribed dose is not exceeded.

Medication will not be administered where there is uncertainty about the dose, timing, identity of the medication or the student's consent/authorisation arrangements. Appropriate medical advice will be sought where necessary.

A child under 16 years of age should never be given medicine containing Aspirin unless prescribed by a healthcare professional.

Some medicines need to be given at specific times, for example

before, with or after food – the absence/presence of food in the stomach can affect how the medicine works and may cause unwanted effects

some illness can only be controlled with very precise dose timings, for example, seizures may only be controlled if the medication is taken at set times

Oral Mixtures

A measuring spoon/syringe/vessel must be provided by the parent/carer, and the dose of medicine is measured using this.

Instructions on the medication label must be followed.



Wherever possible, the spoon/syringe/vessel should be handed to the student for them to administer the dose themselves.

Each individual student's spoon/syringe/vessel should be cleaned and kept with their own medication.

A suitable oral syringe or other appropriate measuring device should be used where the medication requires an accurate measured dose.

Tablets/capsules

Students who need tablets usually take them before or after their meal according to their GP's instructions. They may however be needed at other times of the day.

Students should go to a member of staff and ask for their tablets.

Where appropriate, students will be encouraged to self-administer their medication in accordance with their Individual Healthcare Plan and assessed level of competence.

Inhalers

Inhalers will be kept in the classroom in a grab bag*. *When the student needs to take their inhaler, the teacher/admin staff should record this on a daily record.

Students should be supervised when they take their inhaler. If they have any difficulty, the First Aider should be called to assist.

If parents request that their child keeps their inhaler with them during the day, the student must be reminded by the class teacher to record when a dose has been taken.

Students who are able to carry and self-administer their inhaler safely should be supported to do so, in accordance with their individual healthcare arrangements.

Emergency asthma arrangements will be included in the student's Individual Healthcare Plan where required.

Emergency Medication for Anaphylactic Shock

Students with a known allergy, for example, to wasp stings, food allergies and medications, should have an emergency action plan, completed by their healthcare professional.



Students with a known allergy that requires support at SENSES Learning Hub will have an Individual Healthcare Plan where appropriate, setting out their allergy, triggers, symptoms, medication and emergency arrangements.

Where an adrenaline auto-injector has been prescribed, the student's parent/carer should ensure that two in date adrenaline auto injectors (e.g. an Epi Pen) are kept in the school.

If appropriate, the student may keep an auto injector on their person – refer to the section on Self-Management.

If this is not appropriate, the auto injector should be kept safely in the classroom.

The second auto-injector should be kept in the medicine cupboard in the office and be available for administering if the student goes into anaphylactic shock.

Both auto-injectors should be kept in a container clearly labelled with the child's name and photograph.

Adrenaline auto-injectors must be readily accessible and must not be locked away where immediate access may be required.

SENSES Learning Hub will have arrangements to ensure that prescribed adrenaline auto-injectors are available at all times when the student is on the premises or participating in an educational visit.

Where SENSES Learning Hub holds spare emergency adrenaline auto-injectors, these will be stored, checked, maintained and administered in accordance with the current statutory guidance and the relevant emergency protocol.

If a student is going into anaphylactic shock, the emergency services will be called immediately.

If anaphylaxis is suspected, the student's adrenaline auto-injector should be administered without delay in accordance with their Individual Healthcare Plan and the instructions for the device. 999 should be called immediately following administration of adrenaline.

If there is an emergency situation where a student has no previous history or knowledge of having an allergy but symptoms suggest anaphylactic shock is occurring, the emergency services will be called.

Where an emergency adrenaline auto-injector is available and the circumstances meet the criteria for its use, it may be administered by a trained member of staff in accordance with the current statutory guidance and emergency protocol.

If advised to do so by the emergency services, another pupil's auto-injector will be used even where consent has not been received and full details of the advice given and dosage administered will be recorded.



Where an emergency situation occurs, staff will follow the current emergency guidance and seek instructions from the emergency services where required. Any medication administered will be recorded, including the time, dose, device used and member of staff administering it.

Allergy-related serious incidents and near misses will be recorded, reviewed and used to identify lessons and improvements to allergy safety arrangements.

The new statutory allergy guidance specifically requires schools to have arrangements around allergy safety, staff training, IHPs and learning from serious incidents and near misses.

Ointments/creams

All efforts should be made for the student's ointment/cream to be applied at home by parent/carers.

If it is necessary to apply a prescribed dose during school hours, this should be recorded on Administration of Medication Permission and Record.

If it is a long-term prescription (i.e. more than 4 weeks), a Healthcare Plan should be provided by the student's healthcare professionals.

Where a cream or ointment forms part of a student's ongoing medical support, this should be included within the student's Individual Healthcare Plan where appropriate.

The student will be encouraged to apply the cream/ointment themselves, under supervision from a member of staff.

Where this is not possible due to competency or location area on the body then the Consent form: Application of Creams/Ointments for Medical Reasons should be completed.

A body map should be completed for the area where the cream/ointment is to be applied.

Staff will respect the student's privacy and dignity when assisting with the application of creams or ointments and will follow appropriate safeguarding and personal care arrangements.

Eye, Nose and Ear Drops

All efforts should be made for the student's ear, nose or eye drops to be applied at home by parents/carers.

If it is necessary to apply a prescribed dose during hours at the provision, this should be recorded on Administration of Medication Permission and Record.

The drops should be administered, following the label's instructions by a member of staff.



Good infection prevention practice should be adhered to, i.e. using a clean environment, with handwashing facilities immediately available.

Self Management

It is good practice to support and encourage students, who are able, to take responsibility to manage their own medicines and SENSES Learning Hub will encourage pupils to manage the use of their inhalers and adrenaline auto injectors (Epi-Pens) accordingly.

The provision acknowledges that the age at which students are ready to take care of and be responsible for their own medication varies.

Health professionals need to assess, with parents and students, the appropriate time to make this transition.

Self-management will be considered on an individual basis and will take account of the student's age, maturity, competence, medical condition, ability to recognise symptoms, ability to use the medication/device safely and advice from relevant healthcare professionals.

Where a student self-manages medication, the Individual Healthcare Plan will set out any relevant arrangements for storage, access, supervision and recording.

Refusal to Take Medicine

If a student refuses to take their medication, staff should not force them to do so.

If a prescribed condition critical medication/injection is refused, SENSES Learning Hub will take prompt action by informing the parent/carer and healthcare professional as soon as possible.

Where refusal could place the student at immediate risk, staff will follow the student's emergency healthcare plan and seek appropriate medical advice or emergency assistance.

The refusal and any action taken will be recorded.

Storage and Access

All medications should be stored safely.

Students with medical conditions should know where they are at all times and have access to them immediately.



A refrigerator is provided for cold storage for medications once opened, if required, as directed by prescription/written instructions from a healthcare professional.

Medications should not be stored in any first aid boxes on the premises.

SENSES Learning Hub will only accept medication that is in date, labelled and in its original container including prescribing instructions for administration.

Medicine (with the exception of individual inhalers) should be stored in the office cupboard or refrigerator, with each student's medicine clearly marked with the student's name and the dose to be taken.

Adrenaline auto-injectors will be stored in a box clearly labelled with the child's name and photograph for clear identification

Medication and medical devices that may be required urgently must be stored in a location that allows immediate access and must not be stored in a way that could delay emergency treatment.

All medications/equipment should be taken home at the end of the school term, and new and in date medication provided at the start of each term.

Medication will also be checked regularly throughout the year for expiry dates, damage, storage requirements and continued relevance to the student's current healthcare plan.

Parents/carers will be contacted where medication is approaching its expiry date or is no longer required.

General Record Keeping

The student's confidentiality should be protected and SENSES Learning Hub should seek permission from parents/carers before sharing any medical information with any other party.

Information may be shared without consent where this is necessary and lawful to protect the student or another person from serious harm, or where otherwise permitted or required by law.

SENSES Learning Hub will keep an accurate record of all medication administered, including the dose, time, date and supervising staff by using Administration of Medication Permission and Record.

Records will be stored securely and access will be limited to those who need the information to support the student safely. Records will be managed in accordance with the UK GDPR and Data Protection Act 2018.

Records of serious medication incidents, allergy incidents and near misses will be retained and reviewed to identify lessons and improvements.



Managing Medication on an outing

All staff supervising outings should be aware of any medical needs and relevant emergency procedures.

Risk assessments are completed before each school trip and outing.

Risks for students with known medical conditions are considered, as well as any potential risk to others.

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 students who suffer from asthma.

All medication required during an outing will be transported and stored in accordance with the medication's storage requirements and the student's Individual Healthcare Plan.

Emergency medication, including inhalers and adrenaline auto-injectors, must remain immediately accessible throughout the outing and must not be stored in inaccessible luggage or vehicles where this could delay treatment.

The arrangements will ensure that the student can participate in the outing as fully as possible and that their medical condition does not unnecessarily prevent participation.

Where an outing involves overnight stays or activities outside the normal provision arrangements, additional medical and emergency planning will be undertaken where required.

Students who require short term medication for the duration of the outings

Parent/carers complete medical forms at least three weeks before the visit at which point SENSES Learning Hub will establish, from parents/carers, the medication, circumstances in which it can be administered, the precise time the dose is given and the exact dose.

All medication must be provided in the original packaging as supplied from the pharmacy.

Where less than three weeks' notice is available, SENSES Learning Hub will make reasonable efforts to establish the necessary medical arrangements before the outing takes place, provided that safe arrangements can be established.

Medication will only be administered where the required consent, instructions, medication and appropriately trained staff are available.

Pain Relief

Students who require regular/prescribed pain relief that needs to be taken whilst on an outing must have their parent's medication consent form.

The medication must be supplied in its original packaging and clearly identified for the individual student. The prescribed or authorised dose and timing must be recorded and followed.

Any medication administered during an outing will be recorded and reported to the parent/carer in accordance with the student's medication arrangements.

Additional current requirements for allergy safety

From September 2026, SENSES Learning Hub will maintain arrangements for allergy safety in accordance with the Department for Education's statutory guidance *Allergy safety in schools*.

SENSES Learning Hub will:

- Maintain and publish an allergy safety policy where this is required by the applicable statutory framework;
- Identify students with allergies who require an Individual Healthcare Plan;
- Ensure relevant staff receive allergy awareness training;
- Ensure appropriate arrangements are in place for the prevention and management of allergic reactions;
- Ensure prescribed adrenaline auto-injectors are readily accessible;
- Where spare emergency adrenaline auto-injectors are held, ensure that appropriate arrangements exist for their storage, checking, staff training and use;
- Record and review serious allergy incidents and near misses;
- Use lessons learned from incidents and near misses to improve allergy safety arrangements;
- Review allergy arrangements at least annually and whenever there is a significant change or incident.

The DfE's July 2026 statutory guidance applies specifically to maintained schools, PRUs and academies, including alternative provision academies, and is also intended to be useful to other settings including independent schools and non-maintained special schools.

Review Log

Review date	Completed by who
20.08.25	John Fox and Dawn Oughtibridge
11.09.26	John Fox and Dawn Oughtibridge
