



SALE HIGH SCHOOL



Medication Storage Policy

Policy reviewed: November 2025
Next review: November 2026
Link Manager: School Business Manager
Governor Committee: Business Committee



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Medication Storage

In accordance with DFE guidelines, student's medication is stored in locked cabinets in student services and is accessible by arrangement during break and lunch times, however, medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available to children and not locked away.

Student medication will be clearly labelled in a clear plastic wallet with the student name, contents, dosage and frequency.

Those students with specific medication and an Individual Health Care Plan (IHCP) their medication is stored in a drawer shelf, as above with a copy of their IHCP.

In the event of out of hours access to the medical room based in student services – a key safe has been mounted on the outside wall, indicated by a green first aid sign – first aid staff and SLT have the code for the safe.

Medication will be stored as per the manufacturer's recommendations. A fridge is located in Student Services to accommodate.

Two members of staff are available during these periods to monitor and record the medication students take at school. All medication taken at school will be recorded on the students MIS medical record, a text message to parents/carers at 4pm will be sent to advise parents on the medication that has been taken at school.

Medication brought into school will only be accepted from named contacts (or with written consent from named contact on who will bring in the medication) completing the pupil medication form and in original packaging. Medication is not permitted to be taken or stored without this consent being provided. The relevant form is attached below.

Medication that is classed as a controlled drug would need to be approved for storage and administration in school by the SLT lead for safeguarding, creating a unique consent for each individual student. Controlled drugs that have been prescribed for a pupil are securely stored in a non-portable container, locked in a safe in student services and only named staff should have access. Controlled drugs should be easily accessible in an emergency. A record should be kept of any doses used and the amount of the controlled drug held.

School will keep a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom.

Students are not permitted to carry any medication on their person at any time.

This policy is informed by the job description for the first aid administrator. Pertinent sections are included below.

- ❖ The post holder will update the First Aid policy, including adherence with the statutory guidance 'Supporting pupils at school with medical conditions' on an annual basis with regard to any specific updates concerning medical storage.
- ❖ To liaise with the School Nurse, parents and students as appropriate in order to ensure the correct storage of medication.
- ❖ To ensure that all staff and in particular, the First Aid team are aware of any medication stored that are essential to the ongoing care of students.

- ❖ To ensure that medication held in school is within its expiry date by carrying out regular checks (3 times/year).
- ❖ To ensure that an up to date inventory of medication held in school is maintained.

PUPIL MEDICATION		
Date:	Pupil's Name:	Form:
Medication and Dosage:		Storage/Expiry date:
Parents Signature:		Contact Details: