



## MEDICATION POLICY

### Aim

To ensure that pupils with medication needs receive appropriate care and support at school.

### Roles and Responsibilities

#### Parents / Guardians

- Parents should keep their children at home if acutely unwell or infectious and if are unsure if the illness has an incubation period then contact the school who can advise.
- Parents are responsible for providing the School with comprehensive information regarding the pupil's condition and medication and to inform the School of any changes to the pupil's medical condition or medication.
- Prescribed medication will not be accepted in school without complete written and signed instructions from the parent/guardian.
- Staff will not give a non-prescribed medicine to a child unless there is specific prior written permission from the parents/guardian.
- Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).
- It is the parents' responsibility to deliver the medication each day and collect at the end of each day if the same medication is required to be administered at home.
- Each item of medication must be delivered to the SMT/Admin, **in a secure and labelled container as originally dispensed**. Each item of medication must be clearly labelled with the following information:
  - Pupil's Name.
  - Name of medication.
  - Dosage.
  - Frequency of administration.
  - Date of dispensing.
  - Storage requirements (if important).
  - Expiry date.
- The school cannot accept items of medication in unlabelled containers.
- It is the responsibility of parents to notify the school in writing if the pupil's need for medication has ceased.
- It is the parents' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.
- The school will not make changes to dosages on parental instructions. This information must be given, in writing by a medical practitioner.

- School staff will not dispose of medicines. Medicines, which are in use and in date, should be collected by the parent at the end of each half term. Date expired medicines or those no longer required for treatment will be returned immediately to the parent.

## **School**

- Medication will be kept in a secure place, out of the reach of pupils. Unless otherwise indicated all medication to be administered in school will be kept in a locked medicine cabinet.
- The school will keep records, which they will have available for parents.
- If children refuse to take medicines, staff will not force them to do so, and will inform the parents of the refusal on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.
- For each pupil with long term or complex medication needs, an Individual Care Plan will be drawn up, in conjunction with the appropriate health professionals and staff will be trained for specific medical interventions.
- Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary under staff supervision e.g. inhalers.
- Parents will be asked to confirm in writing if they wish their child to carry their medication with them in school i.e. inhalers. The safekeeping of inhaler medication is the responsibility of the child concerned as rapid access to this type of medicine is often necessary.
- The school will make every effort to continue the administration of medication to a pupil 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 pupil on a school trip if appropriate supervision cannot be guaranteed.
- All staff will be made aware of the procedures to be followed in the event of an emergency.

## **Staff Medication**

Any medication carried by staff will need to be administered and stored in the staff room. No medication will be allowed to be brought into the room where children will be present.