



**POLICY FOR THE ADMINISTRATION
OF MEDICATION IN SCHOOL**

Adopted by Governing Body: 18th January 2017

Reviewed & Readopted: 12th December 2018

1. Introduction

The Governors and staff of Golborne High School wish to ensure that pupils with medication needs receive appropriate care and support at school. The Headteacher will accept responsibility in principle for members of the school staff giving or supervising pupils taking prescribed medication during the school day **where those members of staff have agreed to do so.**

Parents should note that they should keep their children at home if acutely unwell or have infectious diseases. Further details regarding pupil illness are provided in the Pupil Attendance and Illness Policy.

2. Arrangements for Administration of Medication

- 2.1 Parents are responsible for providing the school with comprehensive information regarding the pupil's condition and medication.
- 2.2 Systems are in place to support individual pupils with medical needs. For each pupil with long-term or complex medication needs, the school will ensure that a Health Care Plan (HCP) is drawn up, in conjunction with the appropriate health professionals. A separate policy exists regarding arrangements in school for supporting pupils with medical conditions.
- 2.3 Prescribed medication will only be accepted in school with complete written and signed instructions from the parent.
- 2.4 Staff will not, under any circumstances give a non-prescribed medicine, including paracetamol to a pupil. If a pupil requires paracetamol during the school day it will be expected that the medicine will be administered by the parent/carer. The school will not accept a third party administering medicines to a child e.g. a friend of the parent unless that person is named in the health care plan.
- 2.5 Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).
- 2.6 Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary under staff supervision. Parents will be asked to confirm in writing if they wish their child to carry their medication with them in school.
- 2.7 The school will not make changes to dosages on parental instructions. Medical instruction from a qualified professional will be required to amend dosages.
- 2.8 Where the pupil travels on school transport with an escort, parents should ensure the escort has written instructions relating to any medication sent with the pupil, including medication for administration during respite care.

2.9 Each item of medication must be delivered to the school, in normal circumstances by the parent, **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 will not accept items of medication in unlabelled containers.

2.10 If children refuse to take medicines, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.

2.11 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.

2.12 It is the responsibility of parents to notify the school in writing if the pupil's need for medication has ceased.

3 Storage and Disposal of Medication

3.1 All medication, including inhalers, EpiPens, etc. will be kept in the Pastoral Support Leaders' Office or in certain cases Focus, in school in a secure place, out of the reach of pupils. Unless otherwise indicated in the manufacturer's instructions, all medication to be administered in school will be kept in a locked medicine cabinet.

3.2 The school will keep records of medication to include date and doses administered and use by dates. This information will be made available for parents.

3.3 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.

3.4 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 term. Date expired medicines or those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal.

4 Staff Training

- 4.1 Pastoral Support Leaders will hold the First Aid at Work certificate and undertake the refresher training as required.
- 4.2 Pastoral Support Leaders routinely administer medication and will receive appropriate training/guidance from a health professional where appropriate.
- 4.3 All staff will be made aware of the procedures to be followed in the event of an emergency.