



# Medication Policy

Review Period: 2 yearly – Spring Term

Review By: Leadership Group & H&S

## **Contents:**

1. Rationale
2. Aims
3. Entitlement
4. Expectations
5. Practice



## POLICY FOR THE MANAGEMENT OF MEDICATION IN SCHOOL

### 1. Rationale

- School will do everything possible to ensure that any child with medical problems is given access to the curriculum & that they receive as full an education as possible
- Teachers are not obliged to administer/ supervise pupil's medication
- Emergency action may be needed, both in school & on outings
- Prime responsibility lies with parent/ carer – main source of information

### 2. Aims

- Assist parents with medical care of their children
- Educate staff & children regarding special medical needs
- Adopt / implement DfE/LA guidance
- Arrange training for staff willing to support children with medical needs
- When necessary, liaise with medical services in support of children with medical needs
- Ensure access to broad, balanced curriculum
- Maintain appropriate records

### 3. Entitlement

- Pupils with medical needs have a right to a full education
- Need proper care & support
- Staff can consider
  - whether to be involved with a pupil's medical care
  - having appropriate training
  - working to clear guidelines
  - legal implications
  - concerns regarding the support of children with medical needs

### 4. Expectations

Staff are not expected to administer medication unless

- it is essential that it be taken in school hours
  - the child is unable to manage his /her own medication
- the pharmacist can dispense the medication in a separate container with the quantity required for use in school
- the prescription & dosage should be printed on the outside
  - the name of the pharmacist should be visible

**ANY MEDICATION THAT IS INCORRECTLY LABELLED CANNOT BE ACCEPTED**

- The school will consider each request to administer medication for a pupil with special medical needs, liaising with the School Health Service to seek advice & support, where necessary.



## 5. Practice

When a parent/ carer requests that we administer medication we will

- Consider whether the school's identified staff are prepared to administer the medication
- If agreed, a risk assessment will be conducted to determine the necessary arrangements
- Work with the parent to set up a Healthcare Plan for the child with the School Nurse
- The medication log must be completed, dated and signed by both the reception first aider and witness.

Ensure secure storage for medication in school, accessed only by designated staff & each time it is administered, a record is completed

- At the end of term or end of treatment, any remaining medication is to be handed over to the parent /carer by the designated person
- If the parent/carer fails to collect the medication, it will be destroyed and the details of the action taken recorded
- When treatment is completed, this will be noted on the care plan, and the record retained as a point of reference

A REGISTER OF PUPILS' MEDICAL NEEDS IS TO BE KEPT INDICATING WHETHER A CARE PLAN IS IN PLACE AND THE INFORMATION IS AVAILABLE TO STAFF.

\* Further reference: Drugs Policy,