

## ***Medication Administration in School Policy***

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| <b>Author</b>            | <i>MHU</i>   |
| <b>First Written</b>     | <i>September 2007</i>  |
| <b>Current Version</b>   | <i>2324.1</i>  |
| <b>Overview/Coverage</b> | <i>Sets out procedures for administering medication in school.</i>                             |
| <b>Reviewed by</b>       | <i>SLT</i>   |
| <b>Next Review Date</b>  | <i>September 2025</i>  |
| <b>Linked Documents</b>  | <i>First Aid and Illness Care Policy, Infection Control Policy, Health &amp; Safety Policy</i> |

### **Change History**

| <b>Version No.</b> | <b>Date</b> | <b>Changed by</b> | <b>Details</b>  |
|--------------------|-------------|-------------------|---|
| 1819.1             | 20/08/18    | MMA               | Transferred to new format.                                      |
| 2223.1             | 18/08/22    | MMA               | Policy reviewed and updated in line with linked policy changes. |
| 2324.1             | 06/08/23    | MMA               | Policy reviewed. No changes required.                           |
| 2425.1             | 18/08/24    | MHU               | Policy reviewed. No changes required.                           |
| 2426.1             | 09/07/24    | MHU               | Policy reviewed. No changes required.                           |

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

The staff of Demeter House wish to ensure that pupils with medication needs receive appropriate care and support at school. The Executive 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 volunteered to do so.

**Please note that parents should keep their children at home if acutely unwell or infectious.**

Parents are responsible for providing the school with comprehensive information regarding the pupil's condition and medication.

Prescribed medication will not be accepted in school without complete written and signed instructions from the parent.

Staff will not give a non-prescribed medicine to a child unless there is written permission from the parents.

Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).

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.

Each item of medication must be delivered to the main office or Authorised Person, 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.**

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 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, as a matter of urgency, on the same day and the appropriate action taken.

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

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 only make changes to dosages on written parental instructions.

School staff will not dispose of medicines. The parent should collect medicines, which are in use and in date, 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.

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 and this will be considered in suitable circumstances.

Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance.

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.