



Medication Policy

Implementation date: 2018
Review date: 2019

POLICY FOR THE ADMINISTRATION OF MEDICATION IN SCHOOL

1.0 Introduction

St Michael's Community Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and school members to share this commitment.

1.1 The Board of Governors and staff at St Michael's Community Academy wish to ensure that pupils with medication needs receive appropriate care and support at school. The Principal in conjunction with the Academy Nurse 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.

1.1.1 Whenever possible parents should ask their GP to prescribe medication in dose frequencies which enable it to be taken outside school hours. However, if parents wish the school to administer the medication (in loco parentis) they should give the Academy Nurse a written request (using the appropriate form) detailing the medication to be given along with the frequency, dosage and any other relevant information (e.g. interaction with other medicines such as paracetamol).

Please note that parents should keep their children at home if acutely unwell or infectious. Parents should contact the Academy Nurse if they have any concerns.

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

1.3 Prescribed medication will not be accepted in school without complete written and signed instructions from the parent. Medication Forms are available from the school office or Academy Nurse.

1.4 Staff will not give a non-prescribed medicine to a child unless there is specific prior written permission from the parents. This will only be given by the Academy Nurse.

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

Procedure:

2.1 Each item of medication must be delivered to the Academy Nurse 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.

2.2 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.

2.3 The school will keep records, which they will have available for parents.

2.4 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.

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

2.6 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.

2.7 The school will not make changes to dosages on parental instructions.

2.8 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.

2.9 For each pupil with long term or complex medication needs, the Academy Nurse, will ensure that a Care Plan is drawn up, in conjunction with appropriate health professionals.

2.10 Where it is appropriate to do so, pupils will be encouraged to administer their own medication, under staff supervision.

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

2.12 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.

2.13 All staff will be made aware of the procedures to be followed in the event of an emergency.

2.14 It is important that an up-to-date record of the parent's home and work telephone numbers be kept so that they can be contacted at any time.

2.15 Medicines will be kept in a safe place, separate from the first aid box. Bronchodilators and medications needed in an emergency will be readily accessible in the child's classroom. A designated member of staff will be made responsible for administering medication.

