



# Medication Policy

## Administration of Medication in School

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**Wood Green School**

**1. Policy Statement**

1. The Board of Governors and staff of Wood Green School wish to ensure that students with medication needs receive appropriate care and support at school. The Head teacher will accept responsibility in principle for members of the School staff giving or supervising students taking prescribed medication or over the counter medication approved by parents during the school day. Together with school Governors, the Head teacher will review this policy at appropriate intervals, in line with local advice, so that the well-being of students and their health is safeguarded.

## **2. Parental/Carer Responsibilities**

1. It must be remembered that the prime responsibility for a student's health rests with the parents /carers.
2. Students should be kept at home if acutely unwell or infectious.
3. Where possible, prescribed or non-prescribed medicines should be administered by parents/carers outside of the school day.
4. Medication will only be accepted in school with complete written and signed instructions from the parents/carers on Administration of Medicine Form Appendix 1 attached. This will be kept on the student's file.
5. Only reasonable quantities of medication should be supplied to the School.
6. It is the responsibility of parents/carers to notify the School in writing if the student's need for medication has changed or ceased.
7. It is the parents/carers responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.
8. Each item of medication must be delivered by the parent/carer to the identified Lead for First Aid or an authorised person at Reception, in a secure and labelled container as originally dispensed. Each item of medication must be identified on the Administration of Medicine Form Appendix 1 and clearly labelled with the following information:
  - i. Student's name.
  - ii. Name of medication.
  - iii. Dosage.
  - iv. Frequency of administration.
  - v. Date of dispensing.
  - vi. Storage requirements (where relevant) and expiry date.
9. The School will not accept items of medication in unlabelled containers.
10. Where it is appropriate to do so, students will be encouraged to administer their own medication under staff supervision. A record of medication taken will be held in school.
11. The School policy is that students do not carry medication in school except students with a long term condition where there is an Individual Healthcare Plan in place.
12. If a student is planned to go on a school trip away from the premises it is the parents/carers responsibility to inform the School of any medication that is taken out of school hours well in advance so relevant arrangements can be put into place by the School in sufficient time.

## **3. Schools Responsibilities**

1. Wood Green School will work in partnership with parents/carers to ensure the well-being of all students.
2. Other than medication supplied by the parents/carers the School does keep a supply of paracetamol. These will only be administered with written consent or verbal consent and a follow up email from the parents/carers.
3. Medication will be kept in a secure place, out of the reach of students. Unless otherwise indicated all medication to be administered in school will be kept in a locked medicine cabinet.
4. If students refuse to take medicines, staff will not force them to do so, and will inform the parents/carers 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.
5. The school will not make changes to dosages without parental/carer consent. If dosages change new paperwork is required.
6. In the event that a student requires more specialised ongoing or complex medical treatment within school, parents/carers should contact the School where each case will be assessed individually and guidance taken from specialist health professionals, including the School Health Nurse who will ensure that an Individual Healthcare Plan and is drawn up in accordance with our Supporting Pupils with Medical Conditions policy.
7. Only qualified staff will assist in the administration of medication. They will receive appropriate training/guidance through arrangements made with the School Health Service. This provision is co-

ordinated by the identified Lead First Aid. All other staff will be informed of their responsibility to ensure medicines are only issued by a qualified First Aider and to report any concerns immediately.

8. The School will make every effort to continue the administration of medication to a student whilst on trips away from the School premises, even if additional arrangements might be required. The School should be informed by the parents/carers of any medication that is taken by a students out of school hours well in advance of the trip so relevant arrangements can be put into place by the School in sufficient time. However, there may be occasions when it may not be possible to include a student on a school trip if appropriate supervision cannot be guaranteed.

#### **4. Medication Storage and disposal**

1. Safe storage – emergency medication (i.e. Epipens)

The School will ensure that:

- i. Emergency medication is readily available to students who require it at all times during the school day.
  - ii. All students should carry their own Epipens at all times and a spare is kept in Reception with instructions for use.
  - iii. Medication will be kept in a secure place, out of the reach of students. Unless otherwise indicated all daily medication to be administered in school will be kept in a locked medicine cabinet. Keys are available to all First Aiders in Reception.
2. Safe storage – non emergency medication
    - i. All non-emergency medication is kept in a lockable cupboard in the School Sick Bay or in a secure fridge if required. Students with medical conditions know where their medication is stored and how to access it under the direction of a qualified member of staff
    - ii. School staff ensure that medication is only accessible to those for whom it is prescribed.
  3. Safe storage responsibilities
    - i. The Lead First Aider ensures the correct storage of medication at school and records all forms relating to medication.
    - ii. Three times a year the Lead First aider checks the expiry dates for all medication stored at school.
    - iii. The Lead First Aider on duty ensures that all emergency and non-emergency medication handed in at Reception is clearly labelled with the students name, the name and dose of medication and the frequency of dose and is accompanied by an Administration of Medicines form Appendix 1.
  4. Safe disposal
    - i. **Wood Green School will not dispose of medicines.**
    - ii. Medicines, which are in use and in date, should be collected by the parents/carers at the end of each term.
    - iii. Parents will be asked to collect out of date medication. Date expired medicines or those no longer required for treatment will be returned immediately to the parents/carers.

## Appendix 1: parental agreement for setting to administer medicine

The school will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by

Name of school

Name of child

Date of birth

Group/class/form

Medical condition or illness


### Medicine

Name/type of medicine  
*(as described on the container)*

Expiry date

Dosage and method

Timing

Special precautions/other instructions

Are there any side effects that the school needs to know about?

Self-administration – y/n

Procedures to take in an emergency


**NB: Medicines must be in the original container as dispensed by the pharmacy**

### Contact Details

Name

Daytime telephone no.

Relationship to child

Address

I understand that I must deliver the medicine personally to

[agreed member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) \_\_\_\_\_

Date \_\_\_\_\_