



Holte School

Medication Policy

Lead member of staff:	Sohail Ahmed
Legislation Status: (Statutory/Non-Statutory)	Statutory
Local Authority Model Policy or School Written Policy:	School Written Policy
Required on school website:	Yes
Revision Date:	September 2022
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Signed by Chair of Governors:	C. Hardy

MEDICATION POLICY

Policy Statement

- The provision of medication within the school will be in accordance with the Health and Safety Policy and the Medication Policy.
- There is no requirement for any member of the school to administer medicines. However if it becomes necessary for the welfare of the pupils to have a medicine administered to them, (e.g. a long term or complicated medical condition) the Headteacher must be consulted. She/he will then make a thorough risk assessment in every case where a parent has requested that they need medicines to be administered to their children. Such decisions should as far as practicable encourage regular attendance and full participation in school life. There will be a need for a detailed written agreement to be drawn up between the school, parents and medical specialists indicating the support available and the staff should be trained to undertake the administration.
- We would ask parents to request that their doctor, wherever possible, prescribe medication, which can be taken outside the school day.
- However, we as a school recognize that there are times when it may be necessary for a pupil to take medication during the school day.
- We are prepared to take responsibility for these occasions in accordance with the guidelines laid down in this Policy. i.e. we will only administer PRESCRIBED medication in line with the procedures detailed in the First Aid Policy.

Children with Special Medical Needs

- Should we be asked to admit a child to school with medical needs we will, in partnership with the parents/carers, School Nurses and our Medical welfare officer, discuss individual needs.
- Where appropriate an individual alert card will be developed in partnership with the parents/carers, School Nurse and/or Medical welfare officer.
- Any resulting training needs will be met.

1. On Admission to School

All parents/carers will be asked to complete an admissions form giving details of child's medical conditions, regular medication, emergency medication, emergency contact numbers, name of family doctor, details of hospital Consultants, allergies, special dietary requirements etc.

2. Administration & Storage Medication in School

- 2.1 Should a pupil need to receive medication during the school day, parent/carers will be asked to come into school and personally hand over the medication to the Headteacher or the Medical welfare officer.

- 2.2 The medication should be in the container as prescribed by the doctor and as dispensed by the pharmacist with the child's name, dosage and instructions for administration printed clearly on the label.
- 2.3 The form 'School Medication Consent Record' should be completed by the parent/carer. This will be kept by the Medical welfare officer.
- 2.4 A record of the administration signed by the member of staff who administered the medication of each dose will be kept in the first aid book kept in the first aid room.
- 2.5 Reasons for any non-administration of regular medication should be recorded in the first aid book, kept in the first aid room and the parent/carer informed on the day. A child should never be forced to accept a medication. "Wasted doses" (e.g. tablet dropped on floor) should also be recorded.
- 2.6 Should the medication need to be changed or discontinued before the completion of the course or if the dosage changes, school should be notified in writing immediately. A fresh supply of correctly labeled medication should be obtained and taken into school as soon as possible.
- 2.7 If medication needs to be replenished this should be done in person by the parent/carer.
- 2.8 Should the child be required or is able to administer their own medication e.g. reliever inhaler for asthma, we will want to ensure they understand their responsibilities in this area. We may want to ask the School Nurse to check the child's technique before accepting full responsibility.

3. Storage & Disposal of Medication

- 3.1 All medication will be kept in the First Aid Room. Our Medical welfare officer will be responsible on half term basis for ensuring that pharmaceutical medication are in date and are kept in accordance with guidelines listed on the external packaging of the medication.

If parents/carers do not collect this medication it will be taken to the local pharmacy for disposal.
- 3.2 Sharps boxes should always be used for the disposal of needles or glass ampoules. Sharps boxes can be obtained by parent/carer on prescription from the child's GP or Consultant. Collection and disposal of the boxes should be arranged with the Local Authority's environmental services.

Reviewed by: SOA September 2022
Ratified by