

Date Adopted	Spring 2022
Review Date	Spring 2025



ADMINISTRATION OF MEDICATION	Non-Statutory
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1. POLICY STATEMENT

The policy aims to provide clear guidance and procedures to staff and parents/carers. It forms the basis of a supportive environment in which students with medical needs may receive suitable medical care enabling their continuing participation in mainstream schooling.

2. SCOPE

This policy describes the school's approach and guidance to the administration of medication.

- 2.1 Each request for administration of medication to a student in school will be considered individually.
- 2.2 The Headteacher is responsible for deciding, in consultation with staff, parents/carers, health professionals and the LA whether the school can assist a student with medical needs.
- 2.3 No medication will be held or administered (either by school staff or self-administered) without prior consultation with, and written permission from the parent/carer. (In addition, a note from the family GP confirming the child is fit to attend school and the necessity for the child to take medication during school hours may be required.)
- 2.4 Medicines will only be administered by staff willing and suitably trained to do so, and then only under the overall direction and responsibility of the Headteacher.
- 2.5 Specific cultural and religious views on a student's medical care will be respected but must be made known to the school in writing.
- 2.6 Medical Health Care Plans will be drawn up in consultation with the school, parents/carers, student (where appropriate) and medical professionals.
- 2.7 A minimum amount of medication, required by the student, will be held in school to accommodate the needs of that student. Parents/carers are responsible for replenishing any medication when required.
- 2.8 Medication must be delivered to school by the parent/carer or escort (not sent to school in the student's bag) and given to the school's First Aider.
- 2.9 Medicines brought into school should be clearly marked with:-
 - the name of the medicine
 - the student's name
 - dosage (including method of administration and times)
 - special storage requirements
- 2.10 Parents/carers are responsible for collecting medication at the end of an academic year and replacing it at the start of September, dated appropriately, to cover the whole academic year.
- 2.11 Medicines received will be logged onto the school's drug file and held securely within the school. All essential staff will be able to access medicines in case of emergency.
- 2.12 Some students carry their own medication, eg inhalers. This decision is based on the wishes of parents/carers, age, maturity and ability of individual child.
- 2.13 The school recognizes that immediate access to asthma inhalers is vital, therefore students who hold medication for asthma are encouraged and expected to carry and administer their own relievers.
- 2.14 School will hold a spare EpiPen in the Student Centre for those students who have one. This will be in addition to the EpiPen that those students who may require one, will have in their bag.
- 2.15 The school recognizes that immediate access to an EpiPen is vital and therefore students who hold EpiPens

are expected to carry and self-administer.

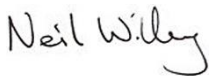
- 2.16 If a student is not in a position to self-administer an EpiPen, they will be assisted by a First Aider, trained to administer an EpiPen.
- 2.17 The school uses a medication chart. Persons administering medication will check medication type is correct then log the time and date, the dosage, batch number and expiry date, and sign any relevant log.
- 2.18 During residential school trips and off school site visits, sufficient essential medicines and medical forms charts/health care plans will be taken and controlled by the member of staff leading the trip/visit. If additional supervision is required during activities such as swimming, the parent may be required to assist by escorting their child.
- 2.19 The school will provide training for staff in order that they are equipped to administer medical treatment to students with medical needs e.g. administration of rectal diazepam, EpiPen etc. Maintenance of staff training records and annual reviews will be the responsibility of the Headteacher.
- 2.20 The Headteacher will ensure all staff are aware of:-
 - The planned emergency procedures in the event of medical needs
 - Designated persons with responsibility for medical care
 - o Headteacher
 - o Deputy Headteacher (Pastoral)
 - o Business Manager
 - o First Aider
 - o School Nurse
 - The 'stand-in' person in charge should be the designated person available/in the event of absence.
 - o Student's Tutor
- 2.21 All staff must be aware of the school's procedure for calling the emergency services (999) and conveyance of students to hospital by the safest and quickest means available as directed by the emergency services (car/ambulance). If students are conveyed by car, a trained member of staff will attend to escort the child.

3. POLICY REVIEW

This policy will be reviewed every 3 years. It is next due for review in March 2025.

Date Policy adopted:

.....7th March 2022.....



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Chair of Governors



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Headteacher