



# Medication Policy

## and management procedures

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Head Teacher

**Dr A. Johnson**  
Chair of Governors

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This document is produced in conjunction with the Leicestershire Partnership Trusts. We would like to acknowledge input from professional bodies and services with Leicestershire County, City and Rutland.

## MEDICATION POLICY

The Board of Governors and staff of Thorpe Acre Infant School wish to ensure that pupils with medication needs (over a short period of time or more long-term) receive appropriate care and support at School. The Headteacher will accept responsibility for members of the school staff giving or supervising pupils taking prescribed medication during the School day. **Where possible, pupils will be encouraged to self-administer under supervision.**

It must be stressed that where parents have requested that prescription drugs are administered, this will be fulfilled by those members of staff that have volunteered (unless medically trained staff are employed at site). It should not automatically be assumed that a qualified First Aider will undertake this role.

In line with current Local Authority guidance:

- Staff will not give medicine or specified medical care unless there is specific written consent from parents (forms are available from the main office);
- Where treatment and support will be required over a period of more than 2 weeks, an **individual care plan** should be drawn up for the pupil;
- A secondary check must be made prior to medication being taken / given;
- Owing to new Local Authority guidance, **the School is not able to accept items of medication in unlabelled containers** - i.e. boxes, bottles, etc **must have** a visible printed label detailing the prescription.

*This document is revised in line with the current Department for Education 'Supporting pupils at School with medical conditions' 2014, which replaces the previous Managing medicines in Schools and early years settings 2005.*

## PROCEDURES

- In the first instance, the Head Teacher (or DHT in his/ her absence) should be informed of an individual's diagnosis and *prescription medication*;
- An appropriate member of staff/ carer will meet and discuss the issues with the parents/ carer of the pupil;
- Where necessary, the member of staff volunteering, will be offered professional training and support in relation to the needs of the individual by a suitably competent person - this may be by a qualified trained nurse;
- In the cases of a pupil(s) needing longer-term support, there will be regular review meetings scheduled to monitor the treatment/ care required.

## RESPONSIBILITIES

### Parents/Carer

- Information specifically relating to a pupil's condition and medication must be recorded;
- Notification of changes in prescription drug issued by a GP must be directly given to School by the parent/carer;
- Where necessary, parents/Carers collect and restock medication from School at the end and start of every term in a secure labelled container as originally dispensed.
- Only reasonable quantities of medication should be supplied to the School (e.g. a maximum of 4 weeks at any one time)
- Where pupils travel by school/ organised transport with an escort, parents/carers should ensure that the escort has a copy of written instructions relating to medication of the individual.

### School Responsibility

- Medication will be kept in a known safe, secure place (not necessarily locked away) and some drugs may require refrigeration;
- Where emergency medication is prescribed, this must be kept within the pupil's classroom at all times, e.g. Epipen, Asthma inhalers – *in the case of school trips, the emergency medication will be kept and carried by a designated member of staff moving with the child's group/ class;*
- To maintain and record the dosage prescribed/administered;
- Identify if additional training needs are required for staff and as needed, source and arrange training;
- Locate and record care plans for individual pupils, identifying supporting staff.
- **If a medical emergency develops the relevant procedures will be activated and 999 called.**

### G.P/Consultant/Medical Professional Responsibility

#### Prescriptive labelled drugs must contain:

- Pupils name
- Name of medication
- Dosage
- Frequency of administration
- Date of dispensing
- Storage requirements (if important), i.e. refrigeration
- Expiry Date