



HEARTS ACADEMY TRUST

POLICY FOR THE ADMINISTRATION OF MEDICATION IN SCHOOL

Agreed: October 2018

To be reviewed: may 2021

PLEASE NOTE THAT SCHOOLS DO NOT HAVE TO ADMINISSTER ANY MEDICINE IF THEY CHOOSE NOT TO. OUR POLICY IS THAT WE DO WITHIN REASON

The Trustees and staff of the Hearts Academy Trust Schools wish to ensure that pupils with medication needs receive appropriate care and support at school. The Head of School will accept responsibility in principle for trained 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.**

Please note that parents should keep their children at home if acutely unwell or infectious.

Parents are responsible for providing the Head of School with comprehensive information regarding the pupil's condition and medication.

Prescribed medication will not be accepted in school without complete written and signed instructions from the parent. Where prescribed medication is held for administering on a 'when required' basis, the parents/carers will be contacted prior to administering the medication.

Staff will not give a non-prescribed medicine to a child. Travel sickness pills may be given but only if they are in their original container and the expiry date/dosage/age appropriateness is clear. Parents must complete a permission form.

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

Where the pupil travels on school transport with an escort, parents should ensure the escort has written instructions relating to any medication sent with the pupil, including medication for administration during respite care.

Each item of medication must be delivered to the Head of School 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.
- Adrenaline pens include manufacturers' instructions.

The school will not accept items of medication in unlabelled containers.

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.

Only medication which requires 3 times administration can be given, unless the pharmacy label clearly states specific times i.e before food.

Medication should be administered in the office and recorded in the medicine book which is held in the office.

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.

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

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.

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

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.

For each pupil with long-term or complex medication needs, the Head of School, will ensure that a Care Plan is drawn up, in conjunction with the appropriate health professionals.

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

Staff who are trained to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Health Service.

Where possible, reasonable adjustments will be made to accommodate a pupil's medical needs when away from the school premises. A full meeting with parents/carers will be held to discuss a child's needs at least one week prior to the visit. Refer to the SEN code of practice re the reasonable adjustments.

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

As far as possible medication should never be taken on trip[s] unless there are long term medical needs, in which case copies of medical protocols should be taken by the visit leader and emergency procedures followed if necessary.

Protocols for children should be taken on trips.

Medication given at lunchtime can be administered by the trained office staff or admin midday. All staff administering medicine must follow the guidelines. If you are unsure, always ask a senior member of staff.

Parents are able to come into school and administer medicines themselves if they prefer.