





**MEDICATION IN SCHOOLS POLICY**

| **Date updated by staff** | July 2024 |
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| **Date approved by Governors** |  |
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**School Policy on Medication in School**

Castle View Primary Academy adopts the best practice guidance and procedures offered by the Department for Education, specifically:

* DfE Supporting pupils at school with medical conditions
* DfE Supporting pupils with medical conditions – templates
* DfE Gov.uk Supporting pupils with medical conditions – links to other useful resources

It may also be necessary to refer to:

* The school’s Asthma Policy
* A child’s individual health care plan
* A child’s individual Education and Health Care Plan

At the request of a parent/carer Castle View Primary Academy School, may store prescribed and over the counter medication and administer it to the pupils. Medication will only be stored and administered in school if it is not possible or appropriate to do this at home, and if it would be detrimental to the child’s health not to administer it in school.

Where-ever possible, families should arrange medication doses to be taken outside school hours, for example at breakfast, 3.30 pm and bedtime.

Medication prescribed by a doctor must be in the original container, in date, and with the prescription/pharmacy label on it. Over the counter medication must be in its original container. Aspirin-containing medications can only be administered if prescribed by a doctor.

The school can only store and administer medication if an adult (over 16) brings the medication into school and takes it directly to the School Office, and completes a consent form (as attached) for each medication given to school.

Medication received by the School Office will be checked by office staff; recording on medical tracker in school, and class staff notified.

While in school the medication will be stored in an appropriate place – usually a locked cabinet in the School Office, or a refrigerator in the Staff Room. If taken out of school (e.g. on an educational visit) the medication will be kept in the supervising staff member’s bag, and kept on their person.

In school the person responsible for medication is the Headteacher. Medication will only be handled by staff who have had appropriate training.

When the school gives the medication to a child there will always be one adult to give it to them and another to observe (check that the correct medication and dose is given) and record it.

Any two adults in school may administer medication. If any person feels uncomfortable administering medication they may ask a member of the Senior Leadership Team to take over.

For some medications, at the school’s discretion, the school may request that the parent or carer comes into school to administer to the child, with another adult observing.

When medication is administered it will be recorded on medical tracker.

The family will take responsibility for ensuring that the adequate quantities of in-date medication are provided to the school. If a medication is no longer needed or expires the family will be asked to collect and dispose of it. If the family does not collect it the school will dispose of it appropriately.

The same policy applies to day and residential trips.

Exceptions to this policy are:

* Medications covered by the Asthma Policy
* Insulin pumps
* Glucose testing kits
* Adrenalin pens (Epipens)

Any parent/carer can request a copy of the medication record for their child.

Any queries should be directed to the Headteacher.