

Medication Policy

St George's School: A Church of England Academy.



Approved by:

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Next review due by:

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Medication Administration Policy – Pupil's Own Stock

Purpose

This document outlines the process for:

- Taking receipt of medication
- Dealing with medication requests
- Storing and monitoring medication
- Disposing of medication when no longer required

Key Principles

- **We do not accept or store non-prescribed medication**, including over-the-counter treatments such as paracetamol or ibuprofen.
- If a pupil requires over-the-counter medication during the school day, we ask parents/carers to administer a dose **as close to 8:15am as possible** before school.
- If a further dose is required at lunchtime, **parents/carers may bring the medication to school at 12:50pm**. It will only be administered **if staffing allows**, and the medication will not be stored on site.
- We only hold and administer medication **that is prescribed** and is **required to be administered 4 times per day**. Most medication will not need to be administered during school hours, e.g. Twice daily doses should be given before school and in the evening. Three times a day, doses can normally be given in the morning before school, immediately after school and at bedtime. We also administer prescribed medication **linked to a Health Care Plan (HCP)**.

- Pupils are responsible for carrying their own inhaler on themselves. (A spare inhaler is kept on site as part of our school first aid kit.)
- **Routine or short-term non-prescription medications will not be held or administered** by the school.

1. Taking Receipt of Medication

- All medication stored in school must be prescribed and supported by a completed 'Record of Medicine to be Administered to an Individual Student' form, signed by the parent/carer. Written confirmation must be received before any medication is administered.
- This form must be kept in a plastic wallet with the pupil's medication and filed in alphabetical order in the main office filing cabinet. This cabinet is locked at the end of each day and otherwise is not left unattended.
- All associated documents must be saved in Linked Documents on SIMS once the last dose has been given.

2. Requests for Medication During the School Day

- Requests must be logged by a **teacher or pastoral staff member** using **Class Charts > Sick Pupil - Notify**.
- Pupils will not be given medication if they have not been referred in this way. If a pupil comes directly to the office, they will be redirected to their class teacher or a member of the pastoral team.
- During break or lunch, a member of staff on duty or on-call must record the request.

3. Over-the-Counter Medication (Paracetamol/Ibuprofen)

- These medications **will not be held in school** under any circumstances.

- For minor pain (e.g. headache, period pain), pupils are advised to:
 - Drink water
 - Get fresh air / sit near a window or open door
 - Eat something
- If pain persists and a dose is required at lunchtime, parents may bring medication to the school and administer it personally, or school staff may do so **only if staffing allows. The medication must not remain on site afterward.**

4. Administering Prescribed Medication

- For pupils with prescribed medication listed in an HCP or formally agreed plan, medication can be administered following checks (including whether the pupil has already taken any other medication that day).
- Medication must be taken in front of a staff member, and water offered as needed.
- Staff must record the administration on Class Charts:
 - **Negative > First Aid > Sick Child > Medication Issued**
 - Record the type, dosage, and source of the medication (e.g. "Gave 2 paracetamol from own supply and time given").

Important: Do not administer medication following a head injury without consulting NHS guidance or SLT.

5. Medication Supplies and Monitoring

- Each pupil's medication is stored in a labelled plastic wallet with their permission form.

- Supplies are logged on the **Medication Administration Spreadsheet**. Staff must update this sheet each time medication is given.
- If stock is low, staff should inform the pupil and note this on the spreadsheet (e.g. "Only 5 tablets remaining, informed pupil to request more – date).
- If stock is not replenished and is required, staff will contact home directly.

6. End of Medication Period

- Medication is only held for the **duration of the prescribed course**.
- Once medication is expired or no longer required:
 - The 'Record of Medicine' form should be scanned and uploaded to SIMS (Linked Documents)
 - The entry should be removed from the internal medicines and moved to the **'Removals' tab**.
 - Each September, the previous Year 11 leavers will be removed from the 'removals' tab.
 - Medication will be either **returned to the parent/carer** or **disposed of safely**, based on their preference (to be confirmed by phone)
 - The plastic wallet should be removed from the cabinet and repurposed.