**Administration   
of Medication**

**in School**

**Policy**

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| **Approved by:** | FGB | **Date:** | 9th March 2021 |
| **Last reviewed on:** | October 2017 | | |
| **Next review due by:** | Spring 2023 | | |

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# 1. Rationale

1.1 The Governors and staff of Walton-le-Dale High School wish to ensure that students with medical needs receive proper care and support at school. The Headteacher will accept responsibility in principle for members of the school staff giving or supervising students taking prescribed medication during the school day where those members of staff have volunteered to do so.

# 2. Prescribed medicines

2.1 Parents are responsible for supplying the school with adequate information regarding their child’s condition and medication. This information must be in writing, signed and current so that procedures for each individual student’s medication is known. This information should be updated annually at an agreed time, or earlier, if medication is altered by the child’s GP or Consultant.

2.2 All items of medication should be delivered directly to the school by parents / carers. It is the parent’s responsibility to inform the Lead Adult in writing when the medication or the dosage is changed or no longer required.

2.3 After the first receipt of medication, additional medication of the same may continue to be accepted without further notice, but any changes to the prescribed medication or a change in mediation, must be notified in writing to the school.

2.4 Each item of medication must be delivered to the Lead Adult or Authorised person in a **secure and labelled container** as originally dispensed. Items of medication in unlabelled containers should be returned to the parent. **The school should never accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.**

2.5 Medicines should only be taken to school when essential; that is where it would be detrimental to a young person’s health if the medicine were not administered during the day. The school should only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber’s instructions for administration, the child’s name and date of dispensing. It is helpful, where possible, if medicines are prescribed in dose frequencies which enable it to be taken outside the school’s hours. Parents could be encouraged to ask the prescriber about this. **Medication should never be accepted if it has been repackaged or relabelled by parents.**

# 3. Controlled Drugs

3.1 The supply, possession and administration of some medicines are controlled by the Misuse of Drugs Act and its associated regulations which may be prescribed as medication. Once appropriate training has been received, any member of staff may administer a controlled drug to the student for whom it has been prescribed. Staff administering medicine should do so in accordance with the prescriber’s instructions.

3.2 A student who has been prescribed a controlled drug may legally have it in their possession. However, Walton le Dale has a policy whereby all such drugs are handed to the authorised person and stored in safe custody. However, students could access them for self medication if it is agreed that it is appropriate.

3.3 The school will keep controlled drugs in a locked non-portable container and only named staff will have access. A record should be kept for audit and safety purposes. A controlled drug, as with all medicines, should be returned to the parents when no longer required to arrange for safe disposal. If it is not possible it should be returned to the dispensing pharmacist.

3.4 Staff will be made aware that misuse of a controlled drug, such as passing it on to another student, is an offence. A record book will be kept stating how much medication is stored and the times and dates of dispensing specified.

# 4. Non-Prescription Medicines

4.1 Walton-le-Dale High School has a policy not to accept non-prescribed medication.

4.2 A student under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.

# 5. Long-Term Medical Needs

5.1 The parent/carer is responsible for supplying the school with adequate information regarding their child’s condition and medication. This information must be in writing, signed and current so that procedures for each individual child’s condition and medication are known. The school would need to know about any particular needs and the possible impact on their life and education in school before a child or young person is admitted, or when they first develop a medical need. For students who attend hospital appointments on a regular basis, special arrangements may also be necessary. A health care plan will be required for the student.

# 6. Administering Medicines

6.1 No student under 16 should be given medicines without their parent’s written consent. Any member of staff giving medicines to a child or young person should check:

* the student’s name on the medicine container
* prescribed dose
* expiry date
* written instructions provided by the prescriber on the label or container and within the medication packaging.

6.2 If in doubt about any procedure staff should not administer the medicines but check with the parents or a health professional before taking further action. If staff have any other concerns related to administering medicine to a particular student, the issue should be discussed with the parent.

6.3 The school should complete and sign a record each time they give medicine to a student.

# 7. Self-Management

7.1 If a student can take their medicines themselves, staff may only need to supervise. Where students have been prescribed controlled drugs, staff need to be aware that these should be kept in safe custody.

# 8. Refusing Medicines

8.1 If a student refuses to take medicine, staff should not force them to do so, but should note this in the records and follow agreed procedures. Parents should be informed of the refusal on the same day. If a refusal to take medicines results in an emergency, the school’s emergency procedures should be followed as written in the student’s care plan.

# 9. Record Keeping

9.1 Parents should tell the school about the medicines that their child needs to take and provide details of any changes to the prescription. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber’s instructions. In all cases it is necessary to check that written details include:

* Name of student
* Name of medicine
* Dose
* Method of administration
* Time/frequency of administration
* Expiry date
* Date of dispensing

9.2 Parents/Carers will be asked to sign consent forms allowing their child to take medication. This must be done before the medication is administered.

# 10. Educational Visits

10.1 The school will make every effort to be inclusive in respect of educational visits for students with medical needs. The school will discuss the needs of the child with the parents when preparing for the trip. Adults on the trip will also be advised of any medical issues as part of the school’s EVC policy. If the school is concerned about provision for such students it will seek advice from an appropriate agency.

# 11. Sporting Activities

11.1 The school will take advice from health professionals and parents in respect of students with medical conditions.

# 12. Home-School Transport

12.1 The Local Authority may be required to arrange home-school transport and is responsible for ensuring young people are safe during the journey and liaising with the transport company in respect of the needs of students. The school will work alongside parents, the Authority and other agencies to support this process.

# ROLES AND RESPONSIBILITIES

**The Governing Body** has responsibility for setting, monitoring and evaluation of this policy.

**The Headteacher** has responsibility for putting the Policy into practice and developing detailed procedures. He/She will ensure staff have appropriate training and support and that all stakeholders have access to the Policy.

**School Staff** – All staff have a general duty of care. All staff should ensure that they are aware of any student with medical conditions of a serious nature where an emergency may arise.

**Identified Staff** – Identified members of staff will be given responsibility for the management of medicines within school in the context of this Policy. Such members of staff will manage such procedures voluntarily. Only those identified will be allowed to give medication or supervise students self medicating.

Further information can be found [here](https://www.lancashire.gov.uk/practitioners/supporting-children-and-families/medicine-safety/).