



"A small school with a huge heart."

Policy for Medication in School

Approved by

Last reviewed

Next review due

October 2022

October 2024

Buildwas Academy wish to ensure that pupils with medication needs receive appropriate care and support throughout each day. Overall responsibility for members of staff giving or supervising pupils taking prescribed medication during the day, where those members of staff have volunteered to do so, remains with the Directors of the Trust.

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

Parents/Carers are responsible for providing Buildwas Academy staff 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/carers.

Staff will not give a non-prescribed medicine to a child. Although in exceptional circumstances, medication recommended by a pharmacist with a pharmacy issued label will be given. This will also require complete written and signed instructions from the parent.

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

Where the pupil travels on school transport with an escort, parents/ carers 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 school office, in normal circumstances by the parent/carer, **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

Items of medication in unlabelled containers will not be accepted.

Medication will be kept in a secure place, out of the reach of pupils with the exception of inhalers for asthmatics which will be kept in clear boxes in easy to access areas (adult height within classes with younger children). Unless otherwise indicated all medication to be administered will be kept in a locked cabinet or the staff room fridge with restricted access.

Records will be kept which must be made available for parents/carers on request.

If children refuse to take medicines, staff will not force them to do so, and will inform the parents/carers of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, the emergency procedures will be followed.

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

It is the parents/carers' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.

Medicine will be given by two members of staff. Medicine CANNOT be administered by one member of staff.

Academy staff will not make changes to dosages on parental instructions.

Staff will not dispose of medicines. Medicines, which are in use and in date, should be collected by the parent/carer at the end of each term. With the exception of Adrenaline auto-injectors (EpiPen/ Jext) which should be collected half termly. Date expired medicines or those no longer required for treatment will be returned immediately to the parent/carer for transfer to a community pharmacist for safe disposal.

For each pupil with long-term or complex medication needs, a Medication Plan and Protocol must be drawn up, in conjunction with the appropriate health professionals.

Pupils will not be allowed to administer their own medication or to keep their medication with them.

All staff who volunteer to assist in the administration of medication must be qualified first aiders.

Every effort to continue the administration of medication to a pupil whilst on trips away from the premises, even if additional arrangements might be required.

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