



Holly Grove School

Policy for the Administration of Medicines

Last Updated: Summer 2021

Review Due: Summer 2024

Approved by Governors: June 2021

1. The Governors and staff of Holly Grove School wish to ensure that pupils 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 pupils taking prescribed medication during the school day, where these members of staff have been trained to do so.
2. Medication will only be accepted in school if it has been prescribed by a doctor **including paracetamol and other pain relieving medicines.**
3. Medication will only accepted in school when accompanied by written and signed instruction from the parent. Consent forms must also be completed
4. Only reasonable quantities of medication should be supplied to the school e.g. a maximum of 4 week's supply at any one time.(Unless discussed and agreed by School Nurse / Head Teacher)
5. Each item of medication must be delivered in its original container with the information sheet from the pharmacy included and handed directly to a nominated person authorised by the Headteacher.
6. Where the pupil travels on school transport with a passenger assistant, parents/carers should ensure that the medication is handed to the passenger assistant and **not** the pupil – this also applies to medication for administration during respite care.
7. Each item of medication must be clearly labelled with the following information.
 - ❖ Pupil's name
 - ❖ Name of medication
 - ❖ Dosage
 - ❖ Frequency of dosage
 - ❖ Storage requirements (if important)
 - ❖ Date of dispensing
 - ❖ Expiry date

8. The school will not accept items of medication that are in unlabelled containers.
9. Unless otherwise indicated, all medication to be administered in school will be kept in a locked medicine cabinet or cupboard out of children's reach.
10. HLTA will be responsible for checking that all medication is in date/labelled correctly. Also that there is sufficient medication to last a minimum of a week.
11. Each child's medication will be stored in an individual container clearly marked with the child's name and the name of medication stored in it.
12. Where it is appropriate to do so, pupils will be encouraged to administer their own medication if necessary under staff supervision. Parents/carers will be asked to confirm in writing if they wish their child to carry their medication with them in school.
13. It is the responsibility of parents/carers to notify the school if there is a change in medication, a change in dosage requirements, the discontinuation of the pupil's need for the medication and the expiry date of certain drugs e.g. rectal valium, epi-pens.
14. Staff who volunteer to assist in the administration of the medication will receive appropriate training/guidance through arrangements made with the school health service. Any medication administered at school must be documented on the individual records of a pupil.
15. If staff are taking rescue medication from the Physical Well-Being Room for a school visit they must sign the medication in/out of the cupboard.
16. The school will make every effort to continue the administration of medication to a pupil whilst on trips from the school premises even if additional arrangements might be required.
17. On residential visits school policies still apply as above. If a parent wishes their child to have pain relief medication e.g. Paracetamol whilst on holiday they must send a bottle that has been prescribed for their child with their child's name on from the pharmacy.