



POLICY FOR MEDICAL NEEDS AND THE ADMINISTRATION OF MEDICATION IN SCHOOL

Our vision is to provide every child with an outstanding start to their education which will equip them with the necessary skills to meet future changes and challenges throughout their life.

Reviewed: May 2024

Next Review Date: May 2026

The Governors and staff of **Covingham Park primary school** wish to ensure that pupils at Covingham School with medical conditions will be properly supported so that they have full access to education, including school educational visits and physical education.

This includes ensuring that pupils with medication needs receive appropriate care and support at school. The Headteacher will accept responsibility in principle for members of the school staff supervising pupils taking prescribed medication during the school day **where those members of staff have volunteered to do so.**

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

1. Parents are responsible for providing the School with comprehensive information regarding the pupil's condition and medication.
2. Prescribed medication will not be accepted in school without complete written and signed instructions from parents/carers.
3. Staff will not supervise a child administering non-prescribed medicine unless there is specific prior written permission from parents/carers.
4. Only reasonable quantities of medication should be supplied to school (for example, a maximum of four weeks supply at any one time).
5. 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.
6. Each item of medication must be delivered to the school office, in normal circumstances by parents/carers, **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.

The school will not accept items of medication in unlabelled containers.

7. Medication will be kept in a secure place, out of the reach of pupils. Unless otherwise indicated all medication to be administered in school will be kept in a locked medicine cabinet.

8. The school will keep records, which they will have available for parents/carers.
9. If children refuse to take medicines, staff will not insist that they do so, and will inform the parents of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.
7. It is the responsibility of parents to notify the school in writing if the pupil's need for medication has ceased.
8. It is the parents' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.
9. School staff will not dispose of medicines. Medicines, which are in use and in date, should be collected by the parents/carers at the end of each term. Date expired medicines or those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal.
10. For each pupil with long-term or complex medication needs, the Headteacher and school nurse, will ensure that an Individual Health Care Plan is drawn up, in conjunction with the appropriate health professionals and parents.
11. Pupils will be supervised to administer their own medication. Parents/carers will be asked to confirm in writing if they wish their child to carry their medication with them in school.
12. Staff who volunteer to supervise the administration of medication will receive appropriate training/guidance through arrangements made with the School Health Service.
13. All staff will be made aware of the procedures to be followed in the event of an emergency.

This policy must be read alongside: **Supporting pupils at school with medical conditions**