



**The Telford Langley School**  
**ENSURING EXCELLENCE**

## **Medication Policy**

Approved: Summer 2023

# Medication Policy

<b>Policy Name:</b>	Medication Policy
<b>Policy Owner:</b>	Mrs G Lander, School Business Manager
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## **1. Introduction**

The purpose of this policy is to put in place effective management systems and arrangements to support children and young people with medical needs in our school. Additionally, this policy provides clear guidance for staff and parents/carers on the administration of medicines. This policy statement must be considered in conjunction with other relevant policies such as the Health and Safety policy and the medication in schools' guidance from the local authority which staff will follow.

## **2. Roles and Responsibilities**

### **School Staff**

All members of staff have a duty to maintain professional standards of care and to ensure that students are safe. Our school will monitor and review individual needs and supervise the administration of medicines in order to meet the all-round needs of the student. There is no legal duty requiring staff to administer medication or to supervise a student when taking medicines. This is a voluntary role.

In response to the Equality Act 2010, we make reasonable adjustments for disabled school users, including those with medical needs, and we plan strategically to improve access over time. We also make reasonable adjustments to enable students with medical needs to participate fully in all areas of school life, including educational visits and sporting activities. For each student with long-term or complex medication needs, the school, will ensure that a Medication Plan and Protocol is drawn up, in conjunction with the appropriate health professionals.

The Headteacher or Business Manager, in consultation with the school standards committee, staff, parents/carers, health professionals and, where applicable, the local authority will decide how our school can assist a student with medical needs.

The Headteacher is responsible for:

- Implementing the policy on a daily basis
- Ensuring the procedures are understood and implemented
- Ensuring appropriate training is provided
- Making sure that there is effective communication with parents/carers,
- Students', staff and all relevant health professionals concerning student's health needs.

Staff will be informed of any student medical needs where this is relevant and of any changes to their needs, as and when they might arise.

Staff who volunteer to assist in the administration of medication will follow the Medication in School's guidance a day-to-day basis. This is provided by Telford &

Wrekin Council, via the Health & Safety service level agreement which the school buys into.

## **Parents and Carers**

Parents should keep their children at home if acutely unwell or infectious and should follow national guidance in the event of any health crisis, such as a pandemic.

Prescribed medication will not be accepted in school without complete written and signed instructions from the parent.

Staff will not give a non-prescribed medicine to a student unless there is specific prior written permission from the parents.

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

Where the pupil travels on school transport with an escort, parents should ensure the escort has written instructions relating to any medication sent with the pupil.

It is the responsibility of parents/carers to provide the school with comprehensive information regarding a pupil's condition and medication, parents must:

- Inform the school of their child's medical needs
- Complete a consent to allow school to supervise the administration of medicine.
- Provide any medication in a container clearly labelled with the following:
  - ✓ Student's name
  - ✓ Name of medication
  - ✓ Dosage
  - ✓ Frequency of administration
  - ✓ Storage requirements (if important, e.g., refrigeration)
  - ✓ Expiry date
  - ✓ Medication must be brought in the original box and contain patient information
  - ✓ Prescribed medication must be in the original box with a dispensing label
- Collect and dispose of any medications held in school at the end of each term which have reached their expiry date. If these are not collected when requested, school will dispose of them via a community pharmacist.
- It is the responsibility of parents to notify the school in writing if the pupil's need for medication has ceased.
- 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.

***The school will not accept items of medication in unlabeled containers.***

### **3. Student Information**

At the start of each school year, parents/carers must provide the following information about their child's medical needs. This information will be updated on the school MIS system on an annual basis:

- Details of student's medical needs
- Medication including and side effects
- Allergies
- Name of GP/Consultant
- Special Requirements such as dietary needs
- What to do and who to contact in an emergency
- Cultural and religious views regarding medical care

Parents are responsible for informing the school of any changes to these needs during the year.

### **4. Supervising the Administration of Medication**

We expect parents/carers to administer medication to their children at home. No medication will be administered without prior written permission from the parents/carers including written medical authority if the medicine needs to be altered (e.g., crushing of tablets) a 'Request to Administer Medication' form must be completed. Staff members are not legally required to administer medicines or to supervise a student when taking medicine. This is a voluntary role.

The School Business Manager will determine if medication is to be administered in school, and by whom, following consultation with staff. All medicine will normally be administered during break and lunchtimes. If, for medical reasons, medicine has to be taken during the school day, arrangements will be made for the medicine to be administered at other prescribed times whenever possible. Where it is appropriate to do so, pupils will be encouraged to administer their own medication, under staff supervision

Any member of staff, giving medicine to a student, must check on each occasion.

- Name of student
- Written instructions provided by the parents/carers or doctor
- Prescribed dose (the school will not make changes to dosages on parental instructions)
- Expiry date

The school will keep records, which they will have available for parents on request.

## **5. Carrying Medicines**

For, safety reasons, students are not permitted to carry medication unless specified by an appropriate medical authority. All other medicines must be handed into the main office, students are allowed to carry their own inhalers and severe anaphylactic may carry their own epi-pens.

## **6. Storage and Disposal**

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.

All normal medication in the care of the school is kept locked at main office, the controlled medication is in the first aid room in a locked container. Controlled medication is double locked at all times. All medication will be logged on student records.

School staff will not dispose of medicines. Medicines, which are in use and in date, should be collected by the parent 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

## **7. Records**

Each time medication is given to a pupil, a member of staff will complete and sign the records kept at point of administration. These will be available for parents to view on request.

## **8. Refusing Medication**

If a student refuses to take their medication, no member of staff will force them to do so. Parents/carers and the students' Head of House will be informed as a matter of urgency and on the same day. Refusal to take medication will be recorded and dated on the student's record sheet. Reasons for refusal and any action taken by the staff member will also be recorded. The parents will be contacted on each occasion. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.

## **9. Training**

Training and advice will be accessed from health professionals for staff involved in the administration of medication where necessary. Training for all staff will be provided on a range of medical needs, as and when appropriate.

## **10. Health Care Plan**

When appropriate, a 'Personal Health Care Plan' will be drawn up in consultation with school, parents/carers and health professionals. The Health Care Plan will outline the student's needs and the level of support required in school. Health Care Plans will be reviewed annually.

## **11. Educational Visits**

To enable, as far as possible, for all students to have access to all activities and areas of school life, a risk assessment will be undertaken to ensure the safety of all participants in educational visits. The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises, even if additional arrangements might be required. No decision about a student with medical needs attending/not attending a school visit will be taken without prior consultation with parents/ carers.

## **11. Residential Visits**

Sufficient essential medicines and appropriate health care plans will be undertaken and controlled by a member of staff supervising the visit. If additional supervision is required for activities e.g., swimming, we may request the assistance of a parent/carer.

## **12. Emergency Procedures**

Sufficient essential medicines and appropriate health care plans will be undertaken and controlled by a member of staff supervising the visit. If additional supervision is required for activities e.g., swimming, we may request the assistance of a parent/carer.

## **13. Links with other School Policies**

This policy links to the following policies and procedures:

- Health and Safety Policy
- Medication in Schools Guidance (Telford & Wrekin Council)

