

# Administration of Medication Policy

**This policy was reviewed and ratified by  
Management Committee**

Denewood Learning Centre endeavours to ensure that all its pupils achieve success in their academic work, in their relationships and in their day to day experiences at school.

Some of our pupils are likely to have medical needs which mean that additional measures are required to ensure that they are enabled full access to the curriculum, that the impact of their medical difficulties upon their life in school is minimised as far as possible, and that all staff who work with the pupil understand the nature of their difficulties and how best to help them.

There is no legal duty on school staff to administer medicines to pupils, and the prime responsibility for a pupil's health lies with the parent/carer who is responsible for the pupil's medication and should supply the school with any relevant information. Nevertheless we would wish to support our pupils wherever possible, and where parents/carers feel that it is absolutely essential that medication takes place during school hours.

### Aims

Denewood aims to;

- Ensure that pupils with medication needs receive appropriate care and support at school.
- Assist parents/carers in providing medical care for their children where necessary.
- Educate staff and pupils in respect of medical needs.
- Arrange training for staff who agree to administer medication to pupils.
- Maintain appropriate records of medication administered.

### Parents/Carers' Responsibilities

Parents/carers are responsible for their child's health and must observe the following when requesting medication to be administered in school.

- A Medication Consent form must be completed by the parent/carer, detailing medication to be given, times, dosage and any known side effects. Emergency contact details must also be given.
- Only medicines prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber will be accepted.
- Medicines must always be provided in the original container as dispensed by a pharmacist and must include details of the patient and the prescriber's instructions for administration (ie. the leaflet enclosed in the box). **We will not administer any medication that is not presented in its original container.**
- Parents/carers must notify the school immediately of any changes to medication. In such instances, it will be necessary for parents/carers to sign an "Amendment to Medication" instruction.
- Parents/carers are responsible for renewing supplies to ensure that medication is available in school at all times where necessary. Should the school not be

supplied with the necessary medication, this may result in a pupil being sent home until medication can be provided.

- Parents/carers must advise us when any medication is ceased and are responsible for coming into school to collect any remaining medication stored there.
- Parents/carers are also responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal.

### Procedure for Administration of Medication in School

When a parent/carer requests that we administer medication in school, we will;

- Ensure that the medication is kept in a secure, lockable cupboard.
- Ensure that medication is administered by a first-aid trained identified person, who will check the medicines for the child's name, prescribed dose, expiry date and written instructions. If they have any doubts, they will check with the parent/carer before administering medication.
- Ensure that a daily Medication Log is kept of medicines taken.

### Educational Visits/Off-site Activities

It is acknowledged that it is good practice for pupils with medical needs to have full access to The Denewood curriculum.

As such, where pupils are participating in off-site activities at a time when they should receive medication, the member of staff leading the activity will take the pupil's medication with them in a sealed container. The Medication Log will be completed in the usual way.

Sometimes, additional safety measures may need to be taken for outside visits. The school will complete risk assessments and ensure that all reasonable steps are taken to minimise risk.

### Non-Prescribed Medicines

Denewood will never give a non-prescribed medicine to a pupil unless the Headteacher agrees that this is necessary and where there is specific permission from parents/carers.

### Refusal to Take Medication

If a pupil refuses to take medicine, we will not attempt to force them to do so, but will inform the parents/carers as a matter of urgency and note this on the Medication Log.

Should pupils be considered to be a danger to themselves or others because of refusal to take medication, parents/carers may be asked to collect them from school.

If refusal to take medication results in an emergency, the school's emergency procedures will be followed.