

## **Maple Medical PRU**

### **Medication Policy**

#### **Medication**

The school expects that normally parents/ carers will administer medication to their child out of school hours. However sometimes medication may be needed in school, particularly where pupils have on-going illnesses or treatment.

Any requests for medicine to be administered must come from a parent/ carer in writing on the school's Request to Administer Medication Form, and each request will be considered on an individual basis.

We will rarely administer aspirin or Paracetamol based medication unless it has been prescribed by a doctor. Sometimes pupils may ask for pain relief (analgesics) at school e.g. Paracetamol.

School staff will generally not give non-prescribed medication to pupils. This is because they may not know whether the pupil has taken a previous dose or whether the medication may interact with other medication being taken. In extreme cases of pain however we may ring parents/ carers for permission and make a note in the pupil's file of the dosage and time the paracetamol was given.

Staff working with pupils are not legally obliged to administer medication and therefore it may be the Head of Centre or Deputy Head giving the pupil medicine. Whilst staff will make every effort to administer medicine at the required time secondary aged pupils have a joint responsibility to remind staff of their medication when it is due. If a pupil refuses to take prescribed medication staff will ring parents/carers to inform.

Each pupil requiring medication will be allocated a nominated member of staff who will ensure the medication is stored safely, will oversee administration of the correct dosage as shown on the original container and will record the pupil having taken the medication. If the nominated member of staff is absent, there will be a deputy nominated member of staff allocated to the pupil.

When medicines are administered, at least two members of staff will be present to ensure the correct amount is given at the correct time. All prescribed medication must be in the original packaging and clearly labelled and dated.

If we have reason to believe that any pupil is suffering from a notifiable disease identified as such in the Public Health (Infectious Diseases) Regulations 1988 we will inform the Health Protection Agency and act on any advice given.

If pupils can take their medicines themselves, staff may only need to supervise.

Where pupils have been prescribed controlled drugs these will be kept in safe custody. Pupils could access them for self medication if it is agreed that it is appropriate.

## **DISPOSAL/RETURN OF MEDICATION**

Parents/carers are responsible for ensuring that any medication no longer required is returned to a pharmacy for safe disposal.

Medications will be returned to the pupil's parent/carer:

- when the course of treatment is complete
- when labels become detached or unreadable
- when instructions are changed
- when the expiry date has been reached

At the end of every term a check of all medication storage areas will be made.

Any medication which has not been collected by parents/carers and is no longer required will be disposed of safely by returning it to a community pharmacy.

All medication returned or disposed of, even empty bottles will be recorded.

Sharps boxes will always be used for the disposal of needles or glass ampoules. Sharps boxes can be obtained by parent/carer on prescription from the pupil's GP or Consultant. Collection and disposal of the boxes should be arranged with the Local Authority's environmental services.

We have an asthma kit on site in case of any asthmatic emergencies.

**Date of Policy** May 2019

**Date of Review** May 2021

**Signed**

**Management Committee Chair**.....

**Head Teacher**.....

**Maple Medical PRU**

**Parental agreement for the school to administer medicine**

Pupil's name:.....Date of birth.....

Medical condition/ illness.....

Medication (as described on the container).....

Date dispensed.....Expiry date.....

Dosage and method.....

Timing.....

Are there any side effects the school should know about?

.....  
.....

Self administration Yes/ No (Delete as appropriate)

Prescribed/ non prescribed Yes/ No (Delete as appropriate)

I understand that I must deliver the medicine personally to  
.....(agreed member of staff)

I accept that this is a service that the school is not obliged to undertake. I understand that I must notify the school of any changes in writing.

Signed..... Date .....



**Maple Medical PRU**  
**Record of Administering Medicine**

Pupil's name .....Date of Birth.....

Address.....

Date	Name of person who brought it in	Name of medication	Amount supplied	Form supplied	Expiry date	Dosage regime	Batch Code

I have checked the pharmacy label for the expiry date, name and date of birth of the pupil

Signed..... Print name.....Date.....

### Register of Medication Administered

Date	Medication	Amount given	Amount left	Time	Administered by	Witness	Comments/ Action