



*Total Education Services - Total Tuition Alternative Provision - Rosewood Independent School  
Subsidiaries of JWA Holdings Limited*

## **Prescribed Medication Policy**

### **Introduction**

The aim of this policy is to effectively support individual children with medical needs and to enable pupils to achieve regular attendance. Parents retain the prime responsibility for their child's health and should provide the school with information about their child's medical condition. Children should be kept at home if they are acutely unwell and in the case of contagious diseases only return when they are no longer infectious.

### **The Role of Staff**

Teaching staff are not required to administer medicines to children but for those members of staff who volunteer to administer medicines or administer medicines as part of their role within school appropriate training in medicine administration is provided.

### **Prescribed Medicines**

Medicines should only be brought into school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school day. The school will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration and dosage. All medicines provided by parents will be securely stored in a locked medicine cabinet. There are two cabinets; one located on the YMCA site and the other at the Stannington site. YMCA site's medical cabinet is located in the medical room. The Stannington site medical cupboard is located in the kitchen.

### **Controlled Drugs**

The school will not look after prescribed medicines that are scheduled under the Misuse of Drugs Act. Children who require a controlled drug must be prescribed one that does not require administration during the school day. In the case that a child is required to take medication during the school day, the medication must be signed in by two members of staff. Both members of staff must check the dosage and witness the child taking the medication. All medications are kept in locked medicine cabinets as described above. Medication must be administered by a trained member of staff and quantity, dosage, and tablets left are recorded in the medication folder. As part of the induction process, all staff complete an Administering Medication course.

### **Non-prescribed Medicines**

Staff should never give non-prescribed medicine e.g. paracetamol to a child unless there is

specific prior written permission from the parents. Parents must complete the form, Parental Agreement to Administer Medicine (available as a download on website) prior to any medicine being administered by school staff. In such cases only one dose should be given to a child during the day. Details of the medicine administered must be recorded. We consider it good practice to contact the parents/carer even if consent has been given to inform them the medication has been administered.

A child under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.

### **Administering Medicines**

Normally medicines will be kept in a securely locked medicine cabinet unless other arrangements are made with the parent. The Form Record of all medicines administered to children by staff will be kept in the same area as the medicine cabinet. At the YMCA site this is in the medical room. On the Stannington site this is in the kitchen area. The sheets must be completed on each occasion that medicine is administered to a child. When a child refuses medicine the parent should be informed, if practical, the same day.

School keep a supply of Calpol/paracetamol in the medicine cabinets. Parents provide permission for such medication to be administered to a child when necessary. However, staff must make a phone call home to confirm this arrangement with the parent/carer and the dosage, time etc must be recorded on the child's medical sheets.

Where children request ibuprofen, school are unable to administer this medication. Any ibuprofen which needs to be administered to a child must be sent into school with a medical form from the parent and in a clearly labelled box from a pharmacy.

**Staff are unable to administer ibuprofen and paracetamol together unless this is directed by a GP/Doctor.**

### **Administration of Medicines on Trips and Visits**

We will make all reasonable adjustments to ensure that children may take a full part in all aspects of the curriculum. Where a child requires medication to be administered on a trip or visit it is the responsibility of the trip or visit organiser to assess the practicalities of administering such medicine as is required. Where medication is required to be transported to off-site visits, the medication required for the duration of the visit will be secured in a locked box and will be transported with the student and their responsible staff member.

### **Self-Management of Medicine**

Children are supported and encouraged to take responsibility for managing their own medicines from an early age. Children may carry medicine e.g. epipens and carry and administer e.g. asthma reliever where appropriate, parents must in these circumstances complete the form Request for child to carry his/her own Medicine (available as a download on website).

### **Children with Long-Term or Complex Medical Needs**

Where a child has a long-term or complex medical need the school will draw up a health care plan in consultation with parents and relevant health professionals.

### **Staff medicines**

All medication required by staff during the school day must be kept in a clearly named box and must be stored, where practical, in the locked medicine cupboards located as above. Staff may also store their medication in their lockers if the locker is in a secure area. If the locker is not in a secure area, the medication must be kept in the locked medicine cabinet. If staff have medication which need to be kept on their person, a discussion must take place with the Executive Headteacher and an appropriate risk assessment and necessary arrangements put in place.

### **Further Information and Guidance**

Further information and guidance are contained within the DfES and Department of Health guidance: Supporting pupils at school with medical conditions (December 2015)  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf)

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