



Medicines in School Policy

Responsible Board/Committee	Welfare
Policy Type	School
Policy Owner	School Business Manager
Statutory	
Publish Online	
Last Review Date	May 2024
Review Cycle	2 years This policy will not expire but will be reviewed as per its designated cycle. This policy remains effective whilst the review is taking place and will only become non-applicable once the updated version has been approved.
Next Review Date	May 2026
Version	
Date Agreed: May 2024	Date for review: May 2026
Chair of Governing body: <i>Nicola Gattie</i>	Date signed: May 2024

King Edward VI Northfield School for Girls

Medicines in School Policy

1. The purpose of this policy is to ensure the safe storage, administering and administration of medicines use by the pupils of the school.
2. It is recognised by the school that some of its students may, from time to time, be required to take medicines to control, cure or alleviate the symptoms of a medical condition.
3. This policy has been drawn up to conform to all relevant legislation of the control and use of medicines in schools.

Classification of Drugs and Medicines.

Some medicines are classified as controlled drugs. It is possible that for some conditions medication that falls into one of the five schedules of controlled drugs could be prescribed by a medical practitioner for a student at school. However, it is recognised that the vast majority of medications used by students in this school will fall into the category of Non-Scheduled medicines. These can be categorised into three groups.

Prescription Only medicines (POMs). These may only be prescribed to a particular patient by a medical practitioner and can only be obtained from a licenced pharmacy. Some of these medicines may fall into schedule two or five of the controlled drugs lists. However there are a large number of these medicines that are not 'scheduled'.

Over The Counter Medicines (OTCs). These are medicines that can only be sold over the counter at a pharmacy as they are considered to have the potential for abuse or to be harmful if misused. e.g Nurofen Plus.

General Sales List (GSL). These are medications that can be purchased from unlicensed retail outlets such as shops and supermarkets e.g. Paracetamol.

Medicines should only be taken into school when essential; that is where it would be detrimental to a child's health if the medicines were not administered during the school 'day'.

It is recognised that due to the age of our students many of them will be able to carry with them and organise the administering of their own medication during the school day. This may be without the supervision or assistance of a member of the school staff. If this is the case then parents should be reminded that their child should only bring into school a sufficient quantity of the medication to last them for that day.

However it is also recognised that for some students or the type of their medication it will be necessary for the school to assist in their storage and administering.

For residential trips, it may be necessary for the school to hold (GSL) medication such as Paracetamol and Ibuprofen as long as parents/carers consent has been provided.

The school can, at the parents'/carers' requests, accept responsibility for the storage and supervision of administering medications to students. If such a request is received the following paragraphs apply:

1. The school can **only** accept medicines that have been **prescribed** by a medical practitioner.
2. The medicines should **always** be provided in their original container which details the name of the child and the dosage requirements.
3. Where possible, the parent/carer should personally deliver the medication to school and the relevant parts of form **Medicines 1** are completed at that time. If a parent/carer is unable to deliver the medicines to school then it is permissible for the medicine to be brought in by the child. However the medicine must be accompanied by a form Medicines 1 with part a complete. These forms will be available from the school office or may be downloaded and printed from the school website. In this event medicines will be counted/measured on receipt by **two** members of staff and form Medicines 1 will be signed by both.
4. At the end of the medication period the parent/carer is responsible for the collection from school of any unused medicines and the completion of the relevant part of form **Medicines 1**. Any uncollected medicines will be disposed of appropriately by the school once their shelf life expiry date has been reached.
5. The school shall store the medicines in an appropriate way. This includes secure storage in a locked steel cabinet. Some medicines may require refrigerated storage whilst emergency medication such as epipens will need to be stored in easily accessible but moderately secure locations.
6. Some pupils may be required to carry their medications with them. This may include epipens or buccal midazolam. This would be identified within the child's individual health care plan and discussed with the relevant medical professionals as well as parents/guardians.
7. The member of staff administering the medicine will complete the record section of form **Medicines 1** each time a dose of the medication is given to the student.
8. Some medications may require some staff training before they can be administered. The majority of school staff are regularly trained on the administering of epipens. There may be other medications where staff may require either informal or formal training before they can be administered. This will be undertaken as required.
9. All current **Medicines 1** forms will be kept in a location close to the place of storage of the medicines so that they can be checked and kept up to date. These are kept in a folder in the main office next to the medicines storage cabinet.
10. All completed **Medicines 1** forms will be filed and the file kept available for inspection.

If a member of staff makes an error in administering the medicine or the pupil has an adverse reaction, this must be recorded on the medicines 1 form and reported to a member of SLT immediately. The member of SLT will contact parents/guardians as well as the appropriate medical professionals.

Reviewed: February 2024

To be Reviewed: May 2026

Signed _____

(Chair of the GB)

Form. Medicines 1

Parental/Carer agreement for the school to administer medicine King Edward VI Northfield School for Girls



Part a. Receipt of medication into school.

Name of Child Form

Date medicine provided by parent/...../.....

Name, strength and type of medicine

.....
Quantity/Amount received

Expiry date of medicine/...../.....

Dose and frequency of medicine

Duration of medication (date when medication should cease)

Any other instructions

.....
Daytime phone number of parent/carer or other adult contact

Name and telephone number of GP

Please read before signing: *The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to the staff of King Edward VI Northfield School for Girls administering medicine in accordance with the school's policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medication is stopped.*

Signature of parent/carer..... Date.....

Signature of staff accepting medicine on behalf of the school

Part b. Return of unused medicine to parent/carer.

Quantity of medicine returned

Signature of staff returning medicine.....

Signature of parent/carer receiving medicine.....

MEDICINES IN SCHOOL – REGISTER OF MEDICATION OBTAINED AND ADMINISTERED

REGISTER OF MEDICATION RECEIVED

Date	Name of Person who brought Medication in	Name of Medication	Amount Supplied	Form Supplied	Expiry Date	Dosage Regime	Rec'd by

REGISTER OF MEDICATION ADMINISTERED