

## **POLICY FOR THE STORAGE/ADMINISTRATION OF MEDICATION IN SCHOOL**

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**This policy follows the guidelines and recommendations of the Cheshire West and Chester document THE ADMINISTRATION OF MEDICINES IN EDUCATIONAL ESTABLISHMENTS 2002 (revised 2011).**

- Parents/Guardians should be aware that there is no legal duty that requires school staff to administer medicines, but that each request for medicine to be administered will be considered on its merits.
- Where possible, it is preferable for medicines to be prescribed in frequencies which allow students to take them outside of school hours.
- Staff should only administer medication if they feel confident or appropriately trained to do so.
- Prior to the administration/storage of medication in school, parents must complete and return a **REQUEST FOR THE SCHOOL TO GIVE MEDICATION** consent form (obtained in the medical room) detailing student's condition, prescribed medication, and clear instructions about required dosage.
- School will only accept medicines that have been prescribed by a doctor, dentist or nurse prescriber. Any non-prescribed medication must be accompanied by a health professional's note (ie from a doctor, dentist or nurse prescriber) explaining why the medication needs to be taken during school hours.
- All medication should be provided in the original container dispensed by a pharmacist clearly showing the student's name and instructions for administration.
- All administered medication must be recorded in the **RECORD OF MEDICINES ADMINISTERED IN SCHOOL** file.
- Paracetamol or any other analgesics will not be given unless prescribed by a healthcare professional specifically for that student.
- No student under 16 years of age will be given medication containing aspirin without a Doctor's prescription.

- Neston High School cannot be held responsible for side effects that occur when medication is taken correctly.
- Students who have been prescribed with controlled drugs can legally have them in their possession; however parents are advised it preferable to store the controlled drug in the school medical room. Students should be aware that passing such drugs to others is an offence which will be dealt with under our Drug and Alcohol policy.
- All medication (including controlled drugs) that parents have arranged to be kept in school will be stored in a locked non-portable container to which only named staff has access.
- All emergency EpiPen auto injectors are stored in a clearly marked drawer in the medical room. The drawer should be unlocked during school hours. A spare key for the drawer can be obtained from school reception desk.
- Students should not be in possession of large quantities of medication on school premises – only the required medicine for the school day.
- If a student brings in to school any medication for which the medical room has not received any written notification, staff will not be responsible for that medication.
- Pupils are never prevented from accessing their medication.
- Parents/Guardians are responsible for ensuring their child’s medication is within the expiry date.
- Parents/Guardians are responsible for the safe disposal of their child’s expired / no longer required medication.

Name of Policy	Medication Policy
Name of lead member of staff	Julie Carroll
Committee & Date of Review	Buildings and Accommodation 6.5.15
Date of next planned review	2018
Chairs Signature	