



## Supporting pupils with medical conditions and administration of medicines policy

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### 1. Introduction

- 1.1 The Governing Body and staff of Fortismere School wish to ensure that pupils with medical conditions and/or short or long term medication needs are not excluded but receive appropriate care and support. The CoHeadteachers will accept responsibility in principle for members of staff giving or supervising pupils taking prescribed medication or need support due to their medical conditions during the day where those members of staff have volunteered to do so.
- 1.2 Fortismere School will identify a person responsible for supporting pupils with medical conditions and/or a requirement for the administration of medicines in situations where other members of staff do not volunteer to carry out the task

Detailed information and guidance is contained in **Supporting Pupils at School with Medical Conditions** issued by the Department for Education

### 2. Parent/Carer Responsibilities

- 2.1 Please note that parents/carers should keep their children at home if acutely unwell or infectious.
- 2.2 Parents are responsible for providing the CoHeadteachers with comprehensive information regarding their child's condition and/or medication requirements.
- 2.3 It is the responsibility of parents to notify the school in writing if the pupil's need for medication has ceased.
- 2.4 It is the responsibility of parents to notify the school in writing if there are any changes to dosage requirements. The school will not make changes to dosages on verbal parental instructions.
- 2.5 Prescribed medication will not be accepted in school without complete written and signed instructions from the parent.
- 2.6 Only reasonable quantities of medication should be supplied to the school for administration by staff (a maximum of four weeks supply at any one time).
- 2.7 Where the pupil travels on school transport with passenger assistants, parents should ensure they have written instructions relating to any medication sent with the pupil, including medication for administration/self-administration during respite care.
- 2.8 It is the parents' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.
- 2.9 Expired medicines or those no longer required for treatment must be collected from the school by the parent for safe disposal.
- 2.10 For staff administration each item of medication must be delivered to the Authorised Person, in normal circumstances by the parent, **in a secure and labelled container as originally dispensed.**
- 2.11 Each item of medication must be clearly labelled with the following information:
  - Pupil's Name

- Name of medication
- Dosage
- Frequency of administration
- Date of dispensing
- Storage requirements (if important)
- Expiry date

### **3. School Responsibilities**

- 3.1 Staff will not give a non-prescribed medicine to a pupil unless there is specific prior written permission from the parents.
- 3.2 The school will only accept medication in containers clearly labelled with the name, medication, date of expiry and dosage requirements.
- 3.3 Medication will be kept in a secure place, out of the reach of pupils. Unless otherwise indicated all medication to be administered in school will be kept in a locked medicine cabinet.
- 3.4 Fortismere has two medical rooms (north wing and south wing) and therefore two supplies of any medication must be given to the school.
- 3.5 The school will keep records, which they will have available for parents.
- 3.6 If the pupil refuses to take their medication, staff will not force them to do so, and will inform the parents, as a matter of urgency, on the same day. In this situation the medication record should note the refusal and the parental contact made.
- 3.7 If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.
- 3.8 Any expired medicines or those no longer required for treatment that have not been collected by parents within 10 school days of notification will be safely disposed of by the school.
- 3.9 For each pupil with a long-term or complex medical condition, the CoHeadteachers, will direct relevant staff to ensure that an individual Healthcare Plan (HCP) is drawn up, in conjunction with the pupil's parents and appropriate health professionals.
- 3.10 Some pupils with a medical condition will also require the administration of medicines. The CoHeadteachers will therefore ensure that all appropriate consent forms are completed and appropriate review periods set.
- 3.11 The school will make every effort to liaise with the school nursing service to ensure that pupils with medical conditions are supported.
- 3.12 Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary under staff supervision.
- 3.13 Staff who assist in the administration of medication will be able to receive appropriate training.
- 3.14 The school will make every effort to continue the administration of medication whilst on trips away from the school site, even if additional arrangements or adjustments might be required. However, there may be occasions when it may not be possible to include a pupil on a school trip if appropriate supervision cannot be guaranteed.
- 3.15 All staff will be made aware of procedures to follow in the event of an emergency.

### **4. Review**

This policy will be reviewed bi-annually by the Governing Body.

Policy date: **September 2019**