



Carleton Community High School
A Specialist Science with Mathematics School

Administration of Medication in School Policy

- The Governors and staff at Carleton wish to ensure that pupils with medical needs receive care and support. Students should not be denied access to a broad and balanced curriculum simply because they are on medication or need medical support, nor should they be denied access to school trips etc.
- Children with medical needs have the same rights of admission to a school or setting as other children. Most children will at some time have short-term medical needs i.e. finishing a course of medicine. Medicines should only be taken to school or settings when essential.
- Carleton will ensure that they have sufficient information about students with long term medical needs. A Health Care Plan may clarify for staff, parents and the child the help that can be provided.
- The Headteacher will accept responsibility for members of school staff giving or supervising pupils taking prescribed medication during the school day.
- Staff who assist in the administration of medication have received appropriate training/guidance where necessary identified by the Headteacher in liaison with Health professionals.
- All medication to be administered will be kept in a locked medicine cabinet.

Prescribed Medication:

- Medicines should only be brought to school when essential; that is where it would be detrimental to a child's health.



Carleton Community High School
A Specialist Science with Mathematics School

- Carleton will not accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions. Alteration to the label is not acceptable. Any alteration to dosage must be accompanied by written instructions provided by the prescriber.
- Medicine can only be accepted at Carleton where it has been prescribed by a doctor, dentist, nurse prescriber or pharmacist and includes the prescriber's instructions for administration.

Non-Prescribed Medication:

- Staff at Carleton are unable to give a non-prescribed medicine to a student unless there is specific prior written permission from the parents. The Headteacher **must** approve the administration of the medicine.

Administering Medicines

No child under 16 should be given medicine without their parent's written consent.

- Any member of staff giving medicines will check:
 - Child's name
 - Prescribed dose
 - Expiry date
 - Written instructions provided by the prescriber on the label or container.
- All staff complete and sign a record each time they give medicine to a child.

Educational Visits:

Carleton will put in place procedures for managing prescription medicines on trips and outings.



Carleton Community High School
A Specialist Science with Mathematics School

Record Keeping

Written details from the parent/carer are kept by Carleton.

The following details are checked:

- Child's name
- Name of medication
- Dose
- Method of administration
- Time/frequency of administration
- Any side effects
- Expiry date

It is the parent/carer's responsibility to monitor when further supplies of medication are needed in school.

Safe Storage and disposal of medicines

All medicines are kept in a locked cabinet and are returned to parents or destroyed at the end of the academic year.

Emergency Procedures

As part of the general risk management processes Carleton has arrangements in place for dealing with emergency situations.

Risk Assessment and management procedures

Individual risk assessments for pupils with long term medical needs can be used in school.



Carleton Community High School
A Specialist Science with Mathematics School

Parental Responsibilities

Parents have a prime responsibility for their child's health and should provide Carleton with information about their child's medical condition. Parents are responsible for making sure their child is well enough to attend school. Where a child is acutely unwell it is advised that the child be kept at home by the parent/carer.

Carleton will not give medicine unless a parent completes and signs the written agreement form.

Self-Administration of Medication

The individual health care plan should detail arrangements for self-administration of medication and the supervision for this.

All individual health care plans will identify whether and at what level the student requires help to take medicines as follows [the 3 A's]: -

- **Advise** – to ask the student if they have taken their medication, and if not to advise them that this is what they need to do. Staff will not be responsible for ensuring students take their medication, this remains with the student.
- **Assist** - to help students who are cognitively able to retain responsibility for management of their medicines but are not able to physically administer their medication. In these circumstances staff will physically assist the student to take their medication **from the original container as instructed on the label**. Staff will not be responsible for ensuring that student take or have taken their medication; this remains with the student.
- **Administer** – where a student is not able to maintain responsibility for managing their own medicines, staff will be responsible for ensuring that the student receives the correct medication at the right time.

Staff Training

- The Head Teacher or her representative will seek the advice of health care professionals on the type of training required for each authorised member of staff and what types of medication that training covers.



Carleton Community High School
A Specialist Science with Mathematics School

- Staff undertaking the administration of medicine are all trained and will ask for advice and information from health colleagues if needed.

Health Care Plans

- In order to ensure that all relevant information about the student's condition is available school may complete an individual Health Care Plan as and whenever necessary.