

POLICY FOR THE ADMINISTRATION OF MEDICATION IN COLLEGE

- 1.1 The Governing Body and staff of Marsden Heights Community College aim to ensure that students with medication needs receive appropriate care and support at college. The Headteacher will accept responsibility in principle for members of the college staff giving or supervising students taking prescribed medication during the college day **where those members of staff have volunteered to do so.**

Please note that parents should keep their children at home if acutely unwell or infectious.

- 1.2 Parents are responsible for providing the Headteacher with comprehensive information regarding the student's condition and medication.
- 1.3 Prescribed medication will not be accepted in college without complete written and signed instructions from the parent.
- 1.4 Staff will not give a non-prescribed medicine to a child unless there is specific prior written permission from the parents.
- 1.5 Only reasonable quantities of medication should be supplied to the college (for example, a maximum of four weeks supply at any one time).
- 1.6 Where the student travels on school transport with an escort, parents should ensure the escort has written instructions relating to any medication sent with the student, including medication for administration during respite care.
- 1.7 Each item of medication must be delivered to the Headteacher or authorised person, in normal circumstances by the parent, **in a secure and labelled container as originally dispensed.** Each item of medication must be clearly labelled with the following information:
- Student's Name
 - Name of medication
 - Dosage
 - Frequency of administration
 - Date of dispensing
 - Storage requirements (if important)
 - Expiry date

The college will not accept items of medication in unlabelled containers.

- 1.8 Medication will be kept in a secure place, out of the reach of students but readily available. Where necessary, medication will be kept in a locked medicine cabinet.
- 1.9 The college will keep records, which they will have available for parents.
- 1.10 If children refuse to take medicines, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, the college's emergency procedures will be followed.
- 1.11 It is the responsibility of parents to notify the college in writing if the student's need for medication has ceased.
- 1.12 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.
- 1.13 The college will not make changes to dosages on parental instructions.
- 1.14 College staff will not dispose of medicines. Medicines, which are in use and in date, should be collected by the parent at the end of each term. Date expired medicines or those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal.
- 1.15 For each student with long-term or complex medication needs, the Headteacher, will ensure that a Health Care Plan and protocol is drawn up, in conjunction with appropriate health professionals. A copy of the Health Care Plan will be stored with the medication in case of removal off-site.
- 1.16 Where it is appropriate to do so, students will be encouraged to administer their own medication, if necessary under staff supervision. Parents will be asked to confirm in writing if they wish their child to carry their medication with them in college.
- 1.17 Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Health Service.
- 1.18 The college will make every effort to continue the administration of medication to a student whilst on trips away from the college premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a student on a college trip if appropriate supervision cannot be guaranteed.
- 1.19 All staff will be made aware of the procedures to be followed in the event of an emergency.

Last Reviewed: October 2014