





Administering Medicines Policy 2023-2025

Guidance for Schools in The FORGE Trust

Reviewed by:	Kelly-Anne Mallinson
Next review:	July 2025
Signed Principal- Reece Davy	
Signed – SENCO Kelly-Anne Mallinson	

Administration of Medicines Policy – 2023-2025

- 1.1 The staff of The Parkgate Academy wish to ensure that pupils with medication needs receive appropriate care and support at school. The Principal will accept responsibility for members of the school staff giving or supervising pupils taking prescribed medication during the school day **where those members of staff have volunteered to do so and are trained First Aiders.**
The school will only issue PRESCRIBED medicines.

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

- 1.2 Parents are responsible for providing the Principal with comprehensive information regarding the pupil's condition and medication on our CONSENT FORM.
- 1.3 Prescribed medication will not be accepted in school without complete written and signed instructions from the parent.
- 1.4 Staff will not give a non-prescribed medicine to a child
- 1.5 Only reasonable quantities of medication should be supplied to the school
- 1.5.6 Each item of medication must be delivered to the school office, 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:
- . Pupil's Name.
 - . Name of medication.
 - . Dosage.
 - . Frequency of administration.
 - . Date of dispensing.
 - . Storage requirements (if important).
 - . Expiry date.

The school will not accept items of medication in unlabelled containers. Medication will only be administered at lunchtime (12.05pm), unless there are exceptional circumstances.

Parents may come into school to give medicines at other times.

- 1.7 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 the school office.
- 1.8 The school will keep records, which they will have available for parents.
- 1.9 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 school's emergency procedures will be followed.
- 1.10 It is the responsibility of parents to notify the school in writing if the pupil's need for medication has ceased.
- 1.11 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.
- 1.12 The school will not make changes to dosages on parental instructions.
- 1.13 School 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.
- 1.14 For each pupil with long-term or complex medication needs, the school will ensure that a Health Care plan is drawn up, in conjunction with the appropriate health professionals.
- 1.15 Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Health Service.
- 1.16 Administering staff must be in pairs and be First Aid trained. Two staff must be in attendance during administration. One member of staff must read aloud the bottle label and name to the receiving child before administering the medicine.
- 1.17 The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises, even if additional arrangements might be required.
- 1.18 All staff will be made aware of the procedures to be followed in the event of an emergency.

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