

The ContinU Plus Academy



2024 - 2027

**Administering
medication at
the CPA**

Administering Medication Policy

Ideally, the administration of medication should be administered by parents. Where possible it is the school's policy to comply with requests from parents to help in administering medicines to children when these are of an essential nature (e.g. epilepsy, diabetes, asthma, anaphylaxis), during the school day.

The Head teacher will accept responsibility in principle 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.

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

Parents are responsible for providing the School with comprehensive information regarding the pupil's condition and medication.

Prescribed medication will not be accepted in school without parental completion of "Request for a School to Administer Medication" form. (Sample attached). Antibiotics should be administered at home where possible.

Staff will not give a non-prescribed medicine to a child unless there is specific prior written permission from the parents.

Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time). Where the pupil travels on school transport with an escort, parents should ensure the escort has written instructions relating to any medication sent with the pupil, including medication for administration during respite care.

Each item of medication must be delivered to the 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 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.

The school will keep records of all medication administered in a folder and on a spreadsheet.

If children refuse to take medicines, staff will not force them to do so, and will inform the parents of the refusal. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.

It is the responsibility of parents to:

Notify the school in writing if the pupil's need for medication has ceased.

- Renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.

For each pupil with long-term or complex medication needs, the Head teacher, will ensure that a Medication Plan and Protocol is drawn up, in conjunction with the appropriate health professionals.

Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary under staff supervision. Inhalers should be kept in the medical cupboard but senior pupils may take responsibility for keeping their own inhalers.

Staff who volunteer to assist in the administration of medication to a pupil with Medical Needs (eg Epi Pen for allergy) will receive appropriate training/guidance through arrangements made with the School Health Service.

The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises. 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.

All staff will be made aware of the procedures to be followed in the event of an emergency.

A copy of the Administering Medication Policy is published in its entirety on the CPA's website (www.continuplus.org.uk).

Date Policy Created:	September 2024
Member of Staff Responsible:	Sara Devo (Headteacher)
Review Date:	June 2027

Signed:  .
(Headteacher)

Signed: 
(Chair of Governors)

The ContinU Plus Academy



Finepoint, Kidderminster, Worcestershire, DY11 7FB
Headteacher: Sara Devo
Tel: 01562 822463
Website: www.continuplus.org.uk

REQUEST FOR _____ TO BE GIVEN BY THE CPA

Name of Student Year Group.....

Home Address

.....

Phone number..... DOB.....

I hereby give/do not give permission for a member of staff at the CPA to give

..... to (Student's Name)

.....(Dose)

Signed (Parent/Carer) Date.....

Name.....Relationship to Student.....

Doctors Information/Contact details

.....

.....