

# Build-a-Future

Main Road, West Ashby, Horncastle, Lincolnshire, LN9 5PT 01507 524015

## Medication Policy



Build-a-Future wants to ensure that learners with medication needs receive appropriate care and support at the School. The Headteacher will accept responsibility in principle for members of staff giving or supervising learners taking prescribed medication during the school day or where those members of staff have volunteered to do so.

### Guidelines

1. Parents/ carers should keep their child at home if acutely unwell or infectious.
2. Parents/ carers are responsible for providing the School with comprehensive information regarding the student's condition and medication.
3. Prescribed medication will not be accepted in the School without complete written and signed instructions from the parent/ carer.
4. Staff will not give a non-prescribed medicine to a student unless there is specific prior written permission from the parent/ carer.
5. Only reasonable quantities of medication should be supplied to the School (for example, a maximum of four weeks' supply at any one time).
6. Each item of medication must be delivered to the School Lead in a secure and labelled container as originally dispensed. Each item of medication must be clearly labelled with the following information:
  - Learners 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.

1. Medication will be kept in a secure place, out of the reach of learners. Unless otherwise indicated all medication to be administered in the School will be kept in a locked safe.
2. If a student refuses to take medicines, staff will not force them to do so, and will inform the parent/carer 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.
3. It is the responsibility of parents/carers to notify the school in writing if the learners need for medication has ceased.

Date: April 2017

Review Date: April 2019

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4. It is the parents/carers responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.
5. The School will not make changes to dosages on parental instructions.
6. School staff will not dispose of medicines. Medicines, which are in use and in date, should be collected by the parent/carer at the end of each term. Date expired medicines or those no longer required for treatment will be returned immediately to the parent/carer for transfer to a community pharmacist for safe disposal.
7. For each student with long-term or complex medication needs, the School Lead, will ensure that a Medication Plan and Protocol is drawn up, in conjunction with the appropriate health professionals.
8. Where it is appropriate to do so, learners will be encouraged to administer their own medication, if necessary under staff supervision. Parents/ carers will be asked to confirm in writing if they wish their child to carry their medication with them in school.
9. All staff will be made aware of the procedures to be followed in the event of an emergency.

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