

<b>Colyton Grammar School</b> <b>MEDICINES POLICY</b>
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### Rationale

Where students with medical needs attend the school, it is vitally important that they receive proper care and attention, and that their medical needs (as far as possible within the school context) are met safely and effectively.

The Headteacher will accept responsibility in principle for staff giving or supervising a young person taking prescribed medication during the school day, or where appropriate on an out-of-school hours activity, where those members of staff have volunteered to do so.

### Principles

1. Only prescribed medicine is covered by this policy. Medication will not be accepted without complete written and signed instructions from the parent/guardian.
2. Only reasonable quantities of medication should be supplied, by agreement between the Senior First Aider and the parent/guardian.
3. Where it is appropriate to do so, young people will be encouraged to administer their own medication, if necessary under staff supervision. Parents/guardians will be asked to confirm in writing if they wish their child to carry their medication with them. In the case of dangerous drugs, such as Ritalin, young people will not be allowed to carry these for the safety of other students.

### Practice

1. Each of item of medication must be supplied in its original dispensed container and handed immediately to the Senior First Aider, together with a letter signed by the parent/guardian.
2. Each item of medication must be clearly labelled with the following information:
  - Student's name
  - Name of medication
  - Dosage
  - Frequency of dosage
  - Date of dispensing
  - Any specific storage requirements e.g. in fridge
  - Expiry date
3. The school will not accept items of medication which are in unlabelled containers or not in their original container.
4. Unless otherwise indicated all medication to be administered within the school will be kept in a designated clearly identified locked cupboard in Resources.
5. It is the responsibility of parents/guardians to notify the school if there is a change in medication, a change in dosage requirements, or if medication is no longer required.
6. Staff who volunteer to assist in the administration of invasive medication (e.g. epipens) will receive appropriate training and/or guidance.
7. The school will make every effort to continue to the administration of medication to a young person whilst on off-site activities. Separate, formally agreed arrangements may be required on educational visits that involve an overnight stay.

### Review

This policy will be reviewed on at least a three yearly basis.