



Policy for the Administration and Management of Student Medication at the Academy

Context

The following policy sets out the procedures to be followed if a student is required to take prescribed medication during the school day. The Policy allows for identified staff to oversee the administration of any medication rather than requiring the parent/carer to attend the Academy or having to send the student home.

Policy

Parents need to contact Student Services if prescribed medication is recommended by healthcare professionals and needs to be taken during the school day. Any medication must be handed in at Student Services in the packaging that it was dispensed in by the pharmacy, with the child's name and the instructions for administration clearly shown. A medication proforma must also be completed with the parent when the medicine is handed in and subsequently collected from the Academy.

Student Services staff will oversee the taking of the medication, as instructed on the packaging, on a daily basis. They will also record when medication was taken as directed in the relevant section of the medication proforma.

Student Services staff who will oversee the administration of medication are all First Aid trained. They regularly support students with a range of conditions and generally know those of them requiring regular medication already.

Spare student inhalers and epi-pens are stored at Student Services. Student Services staff are trained in and are familiar with their use in the event of an asthmatic attack or an allergic reaction.