

# Stevenage ESC

## PUPIL MEDICATION

<b>Headteacher:</b>	<b>Dan Nearney</b>
<b>Chair of Governing Board:</b>	<b>Emma Flawn</b>
<b>Date of Policy:</b>	<b>September 2019</b>
<b>Date of Review:</b>	<b>September 2020</b>

## Prescribed and Non- Prescribed Medicines

It is not the policy of Stevenage Education Support Centre to administer **any** form of medication to pupils whether a simple paracetamol tablet or a prescribed medicine unless in exceptional circumstances.

Parents are required to indicate on the centre's admission form whether the child requires medication for any existing medical problem.

The only exceptional circumstances considered appropriate for the administration of a prescribed medicine are where the medicine or drug required is a life saving or a behaviour-controlling drug where administration is essential under medical diagnosis and instruction.

In these instances, a member of the centre staff will be identified to ensure that the dosage administered is of the correct amount and administered at the correct time of day e.g. Ritalin tablets. This information will also be recorded within the appropriate medicine log.

Any medication administered will be given according to the prescribers' instruction on the package or label; however, prescription medicines should be administered at home wherever possible. Prescription medicines will only be administered by the school where it would be detrimental to a child's health if it were not done.

Pupils are not permitted to self-administer medication whether prescribed or non-prescribed without supervision or to carry any medication with them. The only exception to this being the carrying of Asthma Inhalers but again in exceptional circumstances only. Where non-prescribed medication for period pains or hayfever is required these should be handed to centre staff for secure storage and for monitored administration.

**Parental confirmation in writing is required prior to all medicine administration and this is done through the completion and return of the Pupil Medication Request Form.**

Where medication is required to be stored on centre premises then it must be kept securely, at an appropriate temperature as necessary and in a pupil free room. The staff room fridge can provide a temperature controlled environment and a centre cabinet is used to provide secure storage.

**Staff attention is drawn to the potential for drug misuse and staff are required to report all such incidents to the Headteacher who will then inform the parents or carers of all those involved as to the incident.**



## PUPIL MEDICATION REQUEST FORM

<b>Pupils Name:</b>
<b>Pupils DOB:</b>
<b>Parents Name:</b>
<b>Pupil Address:</b>

Prescribing Doctors Name and Address	Name of Medication	
Dates and Times Medication to be taken	Daily Dosage Required	Signature of staff member receiving medication

Parents Signature ..... Date:.....