

Medicine should only be taken to school when essential: that is where it would be detrimental to a young person's health if the medicine were not administered during the school day.

The only medicines that can be administered at school are:

Medicines prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber (prescription medicines)

Medicines that staff are trained and insured to administer.

A REQUEST TO ADMINISTER MEDICINES FORM MUST BE COMPLETED BY PARENTS/ CARERS BEFORE ANY MEDICINES CAN BE ADMINISTERED WITHIN SCHOOL.

ALL MEDICINES SHOULD BE PROVIDED IN THEIR ORIGINAL CONTAINER AS DISPENSED BY A PHARMACIST AND DISPLAY A PRESCRIPTION LABEL.

This should include:

- Dosage and frequency
- Full name of medicine
- Name of young person
- Duration of course of treatment (if applicable) - wherever possible please consult GP to see if it is essential that doses should be taken at school for example if medicine is to be taken 3 times a day, it may be satisfactory to give it before school, after school and before bed
- Date prescribed and expiry date
- Specific directions for the administration

Whilst every effort must be made to obtain a prescription, there may be situations that arise in our academies where non-prescribed medication, such as paracetamol may need to be administered during the school day, this can be arranged as long as the medication is provided in the original packaging and parents or carers have given written confirmation that the child has used this medication before and did not suffer any allergic or other adverse reaction.

Any controlled drugs that are unused, expired or no longer clearly labelled will be returned to parents/carers for safe disposal. All uncontrolled medication that is unused, expired or no longer clearly labelled is taken to a chemist to be disposed of every half term.

A student under 16 should never be given aspirin or ibuprofen unless prescribed by a doctor.

OFF SITE VISITS / RESIDENTIAL

Before any offsite visit or residential trip, staff will carry out a risk assessment and make arrangements for the administration, storage and transportation of medication. If you have any concerns regarding any trip please do not hesitate to contact any member of staff to discuss your concerns.

UNDER NO CIRCUMSTANCES SHOULD ANY STUDENT KEEP ANY MEDICATION ON THEIR PERSON