



**Transforming  
Futures**  
TRUST

## Administering Medication Policy

Policy Information	
Policy Owner	Trust
Issue Version	1.0
Approving Committee	Education, Safeguarding & Wellbeing
Adopted Date	September 2023
Review Cycle	Annual
Last Review Date	May 2024
Next Review Date	July 2025

### Adoption of the Policy

This Policy has been adopted and reviewed by the Senior Leadership Team and Community Participation Group of ACE Tiverton, part of Transforming Futures Trust.

Signed H C Smart – Executive Headteacher

Date May 2024 (CPG Mtg Jun 24)

Ensure all staff are made aware of the ACE Schools Policy:

### **Medicine & Supporting Pupils at School with Medical Conditions Policy**

The schools policy will set out arrangements for whole-school awareness training so that all staff are aware of the schools policy for supporting pupils with medical conditions and their role in implementing that policy.

All staff who will be administering medicines to pupils must complete appropriate training in supporting children with medical conditions. A first aid certificate does not constitute this. Training will be sufficient to ensure that all staff are competent and have confidence in their ability to support pupils with medical conditions.

Staff to read the ACE Schools Trust Policy

#### **– Medicine & Supporting Pupils at School with Medical Conditions Policy**

- Staff to complete training course - – **Administration of Medication in Schools** via The National College, contact Sarah Dunn or a member of SLT for National College log ins.
- Written parental consent must be obtained before any medicine is administered.
- If a student/parent requires medicine to be administered at school the parent must complete the Parental Agreement form. This includes the child's details, emergency contacts, details of the medication and dosage.
- When the completed & signed parental consent form has been returned with the medication, staff are to complete the Record of Medicine Administered form. This is to be kept with the medication and completed each and every time the medication is administered to the child and must confirm what, how, how much was administered, when and by whom.
- Check that all medication received is in date, labelled, provided in the original container as dispensed by the pharmacist and include instructions for administration, dosage & storage. Medication cannot be accepted without original packaging & labelling.
- If a student requires short term medication or over the counter pain relief. Permission should be in writing by email, letter or text message. This consent must be saved in the students file on Arbor. A Record of Medicine Administered form is to be completed by staff and kept with the medication. The dosage must be in line with the guidance on the packaging and recorded on the record of medicine administered every time the medication is given. The parent/carer of the student should be informed of any medication received in school.
- When no longer required or out of date, medicines should be returned to the parent to arrange for safe disposal.