**CAMBRIDGE HOUSE GRAMMAR SCHOOL**

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**MEDICATION POLICY 2014-2015**

The Board of Governors and staff of Cambridge House Grammar School wish to ensure that pupils with medication needs receive appropriate care and support in school.

Fundamental to Cambridge House Grammar School Medication Policy is the understanding by staff, parents and pupils that no medication, whether prescribed or non-prescribed, should be on the school premises without the school’s knowledge. In accordance with the school’s Drugs Education Policy, all prescribed medicines remain the responsibility of the parent/guardian. Should a pupil need to take any medication on school premises, it is the parent/guardian’s responsibility to provide the Principal with comprehensive information regarding the pupil’s condition and medication. This must be updated on an annual basis or more frequently as needed.

Any pupil found to have medication on school premises that the school has not been award of will be dealt with in accordance with the school’s Drug Education Policy.

Any pupil who is acutely unwell or infectious **should be kept at home**. However, to enable pupils requiring medication to participate as fully as possible in school activities, the school agrees to assist a child with medical needs as set out below.

**PRESCRIBED MEDICATION**

**Short Term Medical Needs**:

Pupils may need to take prescribed medicines during the day for a short period only, e.g. to finish a course of antibiotics. To allow pupils to do this will minimize the duration of an absence. Such medicines should only be taken to school where it would be detrimental to the pupil’s health were it not administered during the school day and only with the school’s knowledge, in accordance with the school’s Drugs Education Policy.

*Procedure to be adopted*:

1. Parent/Guardian must present medication to reception and complete for **MP3A**.
2. Each item of medication must be provided in a secure and labelled container as originally dispensed. The label must indicate the following information:

* Pupil’s name and class
* Name of medication
* Dosage
* Frequency of administration
* Date of dispensing
* Storage requirements (if important)
* Expiry date

The school **will not** accept items of medication in unlabelled containers. Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at a time).

1. When a pupil is due to take his/her medication he/she should in the first instance go the duty First Aider when he/she will be supervised taking the medication
2. The pupil should sign the school’s Medicine Record (Form MP4) after taking the medication.

If a pupil fails to present to take the prescribed medication, the school will notify parent/guardian. Should refusal to take the prescribed medication result in an emergency, the school’s emergency procedures will be followed.

Parents will be expected to collect unused/out of date medicines at the end of each term.

**PRESCRIBED MEDICATION**

**Long Term Medical Needs**:

Some pupils may have a medical condition, e.g. asthma, which requires regular self-administration of medication in order to maintain their access to education. Where this is the case parents/guardians should inform the school annually in writing of the condition. They will then be required to complete **Form MP1 – Request for child to carry his/her own medicine**.

Should the medical needs of a pupil change in the course of an academic year the school must be informed as soon as possible and appropriate procedures will be set in motion. The details of any changes communicated by the parents/guardians to the school will be passed on to staff through the Head of Key Stage.

Should a parent/guardian anticipate a situation where a pupil might require the administration of emergency medication by staff, e.g. in the case of anaphylaxis, a parent/guardian should meet with the Head of Key Stage and First Aider to discuss the child’s condition and needs and a **Health Care Plan (Form MP2) be drawn up**. **Completion of Form MP3A, Request for school to administer medication, will form part of the Health Care Plan**. This request should be passed on to the Principal who, if there is agreement that the school should take on responsibility, will complete **Form MP3B Confirmation of the Principal’s agreement to administer medicine**. The onus will then be on the school to ensure that appropriate training is given to a sufficient number of staff to cover absences. To administer such medication is not part of any member of staff’s contract and such medication will only be administered in cases of emergency. Two members of staff will be required to be present when administering medication to prevent any exposure to staff to allegations of assault or sexual abuse. Information contained in the Health Care Plan which staff should be aware of will be communicated to them by the appropriate Head of Key Stage.

**STORAGE OF MEDICATION**

* No medication should be on the school’s premises without the school’s knowledge
* Any medication presented to the school should be in its original container and labelled with the name and class of the pupil, the name and dose of the medicine and the frequency of administration
* Where a pupil needs two or more prescribed medicines, each should have a separate container
* Where necessary medicines will be stored in a refrigerator in a clearly labelled airtight container
* The parent/guardian of a pupil who is the subject of a Health Care Plan requiring the school to hold medication should provide the school with a medicine container, labelled with the name of the pupil, dose and frequency of administration and any expiry date. This container will be stored in the First Aid Room
* The staff trained in the administration of particular medicines and the pupils whose medication is stored in school, will be informed of the location of such medicines and the names of the keyholders for secured locations by the First Aider to ensure that all medication held is not out of date, e.g. epi-pen. Where medication is deemed to be out of date, parents/guardians will be asked to collect same from the school and arrange for its disposal.
* All medicines should be collected from the school at the end of each term by the parent/guardian.

**SCHOOL TRIPS**

It is the responsibility of the parent/guardian to alert, **in writing and on the Permission Slip** sent by the member of staff organising the trip to any medical needs of their child/ren. Every effort will be made to accommodate those needs but where the needs cannot be met, parents/guardians will be contacted and the matter discussed in a bid to agree mutually acceptable arrangements.

**SCHOOL TRANSPORT**

In the case of pupils with medical needs such that supervision on transport to and from school is required, parents/guardians should make suitable alternative travel arrangements.

**STAFF TRAINING**

* A number of staff have been trained in First Aid and their training will be updated as necessary
* Where the school has, through the Principal, agreed to the administration of emergency medication, suitable training will be sourced for the necessary staff
* All staff will be made aware of the procedures to be followed in the event of an emergency.

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| Signed: |  | | Chair of Board of Governors |
| Signed: | Untitled-1 | | Principal |
| Date | 2 December 2014 |  |  |