

## School Policy on Medications

**Name of school:** The Grange School

**Date of Policy:** **17<sup>th</sup> November 2011**

**Member(s) of staff Responsible:** Mrs J M Thomas

**Review Date:** **November 2013**

The Grange School wishes to ensure that all students requiring medication feel secure in the school's ability to support them, and to administer the medication efficiently and in accordance with relevant instructions.

- In the first instance written authority will be received from the parent/guardian. This will be communicated to the member(s) of staff who will be responsible for administering the prescribed/non-prescribed medication. Precise instructions concerning the timing(s) and exact dosage of the prescribed medication will also be included.
- Labelled medicines will be kept in the locked medicines cupboard in the first-aid room.
- Staff administering the medicine will obtain the key to the cupboard from the main office and log the occasion in the medicines book.
- Students should not carry medicines of any sort around school (including headache tablets). Epi-pens and inhalers are exceptions, providing that the school has received a letter from parents about the situation.

*Signed.....I Walshaw..... on behalf of the Governing Body*

*Date.....17.11.11.....*

*Signed...J M Thomas..... on behalf of the School*

*Date.....17.11.11.....*