

## Medicines in Schools – Lambeth Academy Guidance

We wish to ensure that pupils with medication needs receive appropriate care and support at school. The Academy will support, in principle, with members of the school staff giving or supervising pupils taking prescribed medication during the school day where **those members of staff have volunteered to do so**.

### Self-Management

It is good practice to support and encourage pupils to take responsibility to manage their own medicines from a relatively early age and we encourage this.

As a secondary school, our students are older and anyone with a long-term illness should, whenever possible, assume complete responsibility under the supervision of their parent. There may be circumstances where it is not appropriate for a child to self-manage. Health professionals need to assess, with parents and children, the appropriate time to make this transition.

The academy will support pupils needing to take medication during the school day under the following conditions and by completion of Form **LAMedDoc1**:

- Parents/Carers are responsible for providing the Academy with comprehensive information regarding the pupil's condition and medication.
- Prescribed medication will not be accepted in school without complete written and signed instructions from the parent/carer.
- Staff will not give a non-prescribed medicine to a pupil unless there is specific prior written permission from the parents/carers.
- Only reasonable quantities of medication should be supplied to the school.
- Medication will be kept in a secure place, out of the reach of pupils.
- It is the responsibility of parents/carers to notify the school in writing if the pupil's need for medication has ceased.
- It is the parent/carer's responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.
- The school will not make changes to dosages on parental instructions.
- School staff will not dispose of medicines. Medicines, which are in use and in date, should be collected by the parent/carer at the end of each term. Date expired medicines or those no longer required for treatment will be collected by the Admin Team at the end of each term and given to the parent/carer for transfer to a community pharmacist for safe disposal.
- For each pupil with long-term or complex medication needs, the Academy will request from the parent/Carer that a Medication Plan and Protocol is drawn up, in conjunction with the appropriate health professionals.
- Where it is appropriate to do so, pupils will be encouraged to administer their own medication. Parents/carers will be asked to confirm in writing when their child carries their medication with them in school (Form **LAMedDOC2**)

# Medicines in Schools Policy



- Staff who volunteer to assist in the administration of medication will receive, where appropriate, training/guidance through arrangements made with the School Health Service.

**Please note that parents should keep their children at home if acutely unwell or infectious  
This statement must be read in conjunction with our Inclusion/SEN/Admission Policies**