



Grow Independent School

Medicine Policy

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Approved by: Alice Lee, Chair of Governors

Medicine Policy

Purpose

The purpose of this policy is to ensure the safe and effective administration of medication to students at [School Name], in compliance with UK legislation and best practices. This policy aims to support students' health and well-being, enabling them to participate fully in their education.

Legislation and Guidance

This policy has been developed in accordance with the following legislation and guidance:

- The Children and Families Act 2014
- The Human Medicines Regulations 2012
- Supporting Pupils at School with Medical Conditions (DfE, 2015)
- Managing Medicines in Schools and Early Years Settings (DfE/Department of Health, 2005)

Roles and Responsibilities

Headteacher

- Ensure this policy is developed, implemented, and reviewed regularly
- Delegate responsibility for the management of medicines to a named member of staff
- Ensure all staff receive appropriate training and support

Designated Medicine Lead

- Oversee the storage, and disposal of medicines on the school premises
- Maintain accurate records of all medicines kept in school
- Liaise with parents, healthcare professionals, and the local authority as needed

School Staff

- Supervise students administering their own medication following their completed Parental Agreement for Taking Medication in School
- Report any concerns or issues relating to the management of medicines to the Designated Medicine Lead
- Ensure medicines are stored securely whilst on site.
- Ensure medicines are returned home with students at the end of the day.

Parents/Carers

- Provide the school with up-to-date information about their child's medical needs
- Ensure any medicines sent to school are in the original packaging, clearly labelled, and in date
- Collect and dispose of any unused or expired medicines from the school

Pupils

- Take responsibility for their own medicines, where appropriate and with parental consent
- Inform a member of staff if they are unwell or require medication

Administration of Medicines

- Grow Independent School follows the guidance set out by the DFE (2015) that, where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside of school hours.
- In the case that the medicine must be taken during school hours, students must be capable of administering their own medication. If a student is not capable of administering their own medication, a parent must ensure they are on the premises at the required time to administer the required medicine/s.
- Grow School requires parents of students who require medication in school to consent to their child self-administering the medication on the premises. Medicines will only be accepted onto the premises with written parental consent and a completed individual healthcare plan, where applicable.
- All medicines must be provided in the original packaging, clearly labelled with the pupil's name and the prescribed dosage.

Storage and Disposal of Medicines

- All medicines will be stored securely in a locked cabinet or refrigerator, as appropriate.
- Expired or unused medicines will be returned to the parent/carer for safe disposal.
- A stock check of all medicines will be conducted termly by the Designated Medicine Lead.

Emergency Procedures

- In the event of a medical emergency, the school will follow its established emergency procedures, including calling emergency services if necessary.
- Pupils with specific medical conditions will have an individual healthcare plan that outlines the action to be taken in an emergency.
- All staff will be made aware of the location of emergency medicines and equipment, such as EpiPens or inhalers.

Monitoring and Review

This policy will be reviewed annually by the Headteacher and Designated Medicine Lead to ensure it remains fit for purpose. Any changes will be communicated to all stakeholders.