



## Medication Policy and Procedures

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Date	Version No	Brief detail of change
05.09.2025	1	No changes made.
12.02.2026	2	<b>3. Prescription Medications</b> - acceptable quantities of medication at school <b>3.1 Management of Split Tablets</b>

## **Snowfields Academy Medication Administration Policy**

Purpose: The purpose of this policy is to ensure the safe and effective administration of medications to students during school hours. The health and well-being of our students are paramount, and adherence to these guidelines is essential for maintaining a safe and supportive learning environment.

This policy applies to all medications, both prescribed and non-prescribed, that are brought into Snowfields Academy for administration to students.

Whilst Snowfields Academy will support the administration of medications, where medicines can be administered or accessed outside of school hours these should be.

Procedures and Guidelines:

### **1. Consent Requirements:**

- Prior to any medication being administered, written consent from parents or guardians is required.
- Consent forms must be completed and submitted to the school office and countersigned by a member of staff.
- Medications should ideally be brought into the academy by a parent/guardian or a passenger assistant for students using school transport. If this is not possible then it is the expectation that families notify school in the morning or evening beforehand that medications are in transit ([info@snowfields.latrust.org.uk](mailto:info@snowfields.latrust.org.uk)) so staff can be prepared to receive these and ensure medications are handed in upon arrival. This prior communication is vital at ensuring no medications are forgotten and end up being taken into the main body of the school. The ramifications of this could be extremely significant and pose a serious risk to the health and safety of the Snowfields community.

### **2. Notification and Secure Storage:**

- Parents/guardians must inform the school via email at [info@snowfields.latrust.org.uk](mailto:info@snowfields.latrust.org.uk) if a student is bringing medication into school.
- Unnotified medications brought onto academy premises pose a risk to all students and will not be administered.
- Medication is stored in a secure medication cabinet, the only exceptions are inhalers and epipens that may be kept on the student's person or with the team who is supporting the student.

### 3. Prescription Medications:

- Must be prescribed and within their expiry date.
- Must be labelled with the student's name and date of birth.
- **Must be provided in the original container** dispensed by a pharmacist, with clear instructions for administration, dosage, and storage.
- Medications labelled "as prescribed by the consultant" require a copy of the consultant's letter stating the dosage.
- To streamline administration and minimise lengthy stock checks we only keep a limited stock of controlled medications. The maximum amount we will hold will not exceed a module's worth of tablets (plus 50%) or 50 tablets, whichever is less. Should an excess quantity occur, we will contact the family to agree upon and arrange for the collection of the surplus medication.

#### 3.1 Management of Split Tablets

- To ensure dosage accuracy and student safety, the school strongly discourages the manual splitting of medication on-site. Where possible, staff should collaborate with parents/guardians to arrange for the dispensing pharmacy to either split the tablets prior to delivery or provide the medication in the correct single-tablet strength.
- In instances where splitting in school is unavoidable, a dedicated individual pill cutter must be used for each student and each specific medication to strictly avoid cross-contamination.
- Once split, the remaining portion of the medication must be stored in an individual pill pot, which must be clearly labeled with the student's name and the medication details. All actions, including the remaining half-tablet inventory, must be clearly documented in the student's medication administration record to maintain a transparent and accurate count.

### 4. Non-Prescribed Medications:

- Non-prescribed medications (e.g. Ibuprofen, Paracetamol) can be sent without a prescription but require a completed and signed non-prescribed medication form available from the school office.
- The academy reserves the right to not administer non-prescribed, over-the-counter, or homoeopathic medications at our discretion.
- The school will not administer medications containing aspirin, unless prescribed by a doctor.

- Cough and cold sweets, including Strepsils, Soothers, Locketts and Tunes are not permitted in school. Antihistamines are most effective as a single dose taken before school. Administering antihistamines during school hours should be avoided.

#### **5. Dosage Limits:**

- Academy staff will under no circumstances exceed the recommended dosages on medication labels for the age of the children unless a higher dosage is prescribed by a recognised healthcare provider.

#### **6. Non-Compliance:**

- Medications will not be administered if any of the requirements listed in this policy are not met.
- If a pupil routinely refuses to take medications or behaves inappropriately with their medication the academy reserves the right to deem it unsafe to administer the medication in school.

#### **7. Self administration of an asthma pump:**

- If a doctor recommends that a student self-administers their asthma pump, Snowfield's staff will support the student to do so during the school day.
- Staff will supervise students who self administer inhaler pumps, however there is no guarantee that a member of staff will at all times witness each self administration, as such if more specific information is required around the volume and/or frequency of inhaler administration then a more specific and personalised plan will be implemented to ensure the Academy has and is able to share this level of specific information.
- Snowfields Academy reserves the right to remove medication from a student if the appropriate procedure is not followed. Snowfields Academy also reserves the right to decide which medications are able to be self administered and which students are able to self administer.

#### **Administering medication off-site:**

- When planning for trips and events, staff will consider if any student will require medication to be administered whilst off site and complete a risk assessment accordingly.
- We will ensure trained staff accompany the students on the trip in order to administer the medication.
- Medication will be stored in a portable lockable pouch and held by a member of staff at all times.

- Only the necessary quantity of medication will be transported and the applicable documentation taken to support the administration.

### **Responsibilities:**

- Parents/Guardians: Ensure all consent forms are completed, medications are properly labelled and within expiry dates, and the school is notified of any medications being brought in.
- Academy Staff: Receive and securely store medications, verify consent forms, and administer medications in accordance with this policy.

### **Training:**

- It is the Academy's responsibility to regularly train and maintain staff medication training. Only staff that have received "Administering Medication" training will be able to support a student with taking medication.
- Two trained members of staff must be present when administering medication.

### **Review and Monitoring:**

This policy will be reviewed annually or as necessary to ensure compliance with best practices and regulatory requirements.

### **Contact Information:**

For any questions or further clarification on these procedures, please contact the school office.

Conclusion: Adherence to these procedures is crucial for the well-being and safety of our school community. We appreciate your understanding and commitment to these guidelines.

### **Policy Approval and Implementation:**

This policy has been reviewed and approved by the administration of Snowfields Academy and is effective as of 01.09.2024. All staff members and parents/guardians are expected to comply with this policy to ensure the health and safety of all students.