

This Policy has been adopted and approved by Gippseswyk Community Educational Trust and has been adapted for use by Copleston High School.

PRESCRIPTION AND NON-PRESCRIPTION DRUGS POLICY	
Approved by GCET/Adapted by Copleston High School	1.9.2017
Reviewed/Amended	May 2023
Ratified by Copleston LGB	26.6.23
Date of next Review	Summer Term 2024
Responsible Officer	Facilities Manager – Ms B Savage
Policy Number	ACR5

Definition of a Parent

- All biological parents, whether they are married or not.
- any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative
- any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person.

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

Policy for prescription/non-prescription drug taking on school site

The purpose of this policy is to clarify the legal requirements and responsibilities of the school whilst reinforcing and safeguarding the health and safety of our students.

Prescribed Medications

The school's responsibility:

- Prescription drugs are permitted on the school site but they **must only** be stored in the Admin Office.
- All prescribed long-term medications are kept in a locked cupboard and will **only** be issued to the student stated on the medication by a member of staff.
- Prescription drugs may only be taken in the Admin Office and, in exceptional circumstances, other parts of the school site ie examinations.
- When taking long-term medication, students will be supervised by a member of staff and records maintained. of what medication has been given (Minor Incident Log)
- The Admin office will check termly that all medications are in date and if not they will contact Parents/Carers.

What the Parent/Carer must do:

- Parent/Carer **must** inform the School in writing (or complete the Request for the School to

Administer Medication form (FAC4) if their child is on medication prescribed by a Doctor, outlining the procedure and frequency of administration in accordance with the prescribers' instructions, as displayed on the container/packaging and detail any side effects these may have.

Non-prescribed Medications

The school's responsibility:

- Students requiring additional medication should take the medication to the Admin Office where it will be kept securely. The school does not provide or administer over the counter medications ie. Paracetamol
- Non-prescribed medications may **only** be taken in the Admin Office under the strict supervision of a member of staff.
- If a student arrives at the Admin office requiring medication and we do not hold any for them, Parents/Carers will be contacted to either provide the relevant consent, medication or to take the student home.

What the Parents/Carers must do:

- Parents/Carers must inform the school in writing or complete the Request for the School to Administer Medication form (FAC4) informing the school of the following:
 - * What type of drug and dosage.
 - * All medication must be clearly labelled, with student's name and form.