

This Policy has been adopted and approved by Gippswyk 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 2021
Ratified by Copleston LGB	30.6.21
Date of next Review	Summer Term 2022
Responsible Officer	Facilities Manager – Ms B Savage
Policy Number	CH4

Policy for prescription/nonprescription drug taking on school site

Prescribed Medications

The school's responsibility:

- Prescription drugs are permitted on the school site but they **must only** be stored in the Attendance Office.
- All prescribed 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 Attendance Office and, in exceptional circumstances, other parts of the school site ie examinations.
- When taking medication, students must be supervised by a member of the Attendance Office staff at all times and records maintained. (Minor Incident Log)
- The Attendance 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 if their child is on medication prescribed by a Doctor and what side effects these may have or complete the Request for the School to Administer Medication form (FAC4).

Non-prescribed Medications

The school's responsibility:

- The school will only provide Paracetamol/Calpol in extreme circumstances and with Parental consent. If a student requires these on an on-going basis, the pain relief will need to be provided by the Parents/Carers and again this must be kept in the Attendance Office.
- Non-prescribed medications may **only** be taken in the Attendance Office under the strict supervision of a member of staff and records maintained. (Minor Incident Log)
- If a student arrives at the Attendance 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 complete the Request for the School to Administer Medication form (FAC4) informing the school of the following:
 - * What type of drug.
 - * The amount of medication supplied and the dosage.