



# **Medication Policy**

**Signed:**

**Chair: R. Dutton**

**Head: S. Waterhouse**

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**Review: February 2026**



# Chesterton Community Sports College

## Medication Policy

The Board of Directors and staff of Chesterton Community Sports College wish to ensure that pupils with medication needs receive appropriate care and support at school. The Headteacher and SLT will accept responsibility in principle for members of the school staff giving or supervising pupils taking prescribed medication during the school day.

**Please note that parents should keep their children at home if acutely unwell or infectious.**

- ✓ Parents are responsible for providing the school 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.
- ✓ Staff will not give a non-prescribed medicine to a child unless there is specific prior written permission from the parents.
- ✓ Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).

Each item of medication must be delivered to the school office, in normal circumstances by the parent. Each item of medication must be clearly labelled with the following information:

- ✓ Pupil's Name.
- ✓ Name of medication.
- ✓ Dosage.
- ✓ Frequency of administration.
- ✓ Date of dispensing.
- ✓ Storage requirements (if important).
- ✓ Expiry date.

**The school will not accept items of medication in unlabelled containers.**

Medication will be kept in a secure place, out of the reach of pupils. Unless otherwise indicated all medication to be administered in school will be kept in a locked medicine cabinet.

The school will keep records, which they will have available for parents.

If children refuse to take medicines, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.

It is the responsibility of parents to notify the school in writing if the pupil's need for medication has ceased.

It is the parents' 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 at the end of each term. Date expired medicines or those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal or given to the school nurse.



## Chesterton Community Sports College Medication Policy

For each pupil with long-term or complex medication needs, Headteacher and SLT, will ensure that a Care 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, if necessary under staff supervision.

The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a pupil on a school trip if appropriate supervision cannot be guaranteed.

All staff will be made aware of the procedures to be followed in the event of an emergency.

### **Calpol and paracetamol**

The school will keep a stock of calpol and paracetamol in school. These will be kept in a locked medicines cupboard.

Calpol will be 6+ and 2 x 5ml spoons will be administered with parents permission.

Paracetamol will be 500mg and 1 or 2 tablets will be administered, depending on the age of the child and parental permission.

School will keep clear records of parental permission for administering these medicines.

School will always contact parents prior to administering the medication.

Clear records will be kept of all medicines administered, including the reason, time, dose and name of the parent authorising.