

POLICY

Wirral Grammar School for Boys



Policy	Administration of Medicines (School)
Responsible Manager	P Harrison
Approval Date	June 2026
Review Date	June 2027
Approved by	Headteacher / Deputy H/T – Safeguarding Lead

Wirral Grammar School for Boys wishes to ensure that pupils with any medical medication needs receive appropriate care and support whilst at school. We will accept responsibility in principle for members of school staff giving or supervising pupils taking prescribed medication during the school day. (where those members of staff have volunteered to do so.)

Parental Responsibility

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

- **Short term medication:** Parents/carers are responsible for providing WGSB with comprehensive information regarding the pupil's their condition and details of any medication/s. Prescribed medication will not be accepted in school without complete written and signed instructions from the parent/carer. When a pupil returns to school with medication, parents/carers must download and complete the form entitled '*Request for School to Supervise the Taking of Medicine*'. If it is not possible to complete the aforementioned form, parents/carers should send in both the medication and a letter providing WGSB with as much information as possible about the condition and medication. Once received, the School Office will send home the above form for parents/carers to complete and return the following day. The School Office will contact parent/carers should any information require clarification. WGSB will not give medication to a pupil without prior written consent from parents/carers.

Please Note – All medication/s must be in their original dispensed packaging and in date. Medication/s will not be accepted if decanted into other containers or not in their dispensed packaging. Only reasonable quantities of medication should be supplied to the WGSB (for example, a maximum of four/six weeks supply at any one time.

- **Long term medication:** Parents/carers of pupils who require long term medication may require an Individual Health Care Plan (IHCP) which will be completed by the Special Educational Needs Coordinator (SENCO) and the school nurse. This will include the signing of the school forms entitled '*Request for School to Supervise the Taking of Medicine*'.

Storage of medication

Medication must be handed into the School Office along with the completed '*Request for School to Supervise the Taking of Medicine*' form.

Medication must be supplied in a Tupperware container, clearly labelled with the Pupil's name and Form.

POLICY

Wirral Grammar School for Boys



Medication is stored in a locked cupboard in the School Office. Parents/carers are encouraged to provide an additional spare EpiPen and/or inhaler for storage in the Sports Hall. This is not always possible due to supply issues and a spare is provided by School.

WGSB keep written records of all medication stored and administered to pupils. If pupils refuse to take medicines, staff will not force them to do so, and will inform parents/carers of the refusal, as a matter of urgency, on the same day.

Management of Medication

It is the responsibility of parents/carers to notify WGSB, in writing, if a pupil's medical needs or medication changes. It is the responsibility of the parent/carer to provide WGSB with further medication when supplies are running low and to ensure that the medication supplied is within its expiry date. WGSB will not make any changes to dosages without written parental instructions.

Disposal of Medication

WGSB will not dispose of medicines. Medicines, which are in use and in date, should be collected by the parent/carer at the end of the academic year. Date expired medicines, or those no longer required, will be returned immediately to the parent/carer for transfer to a community pharmacist for safe disposal. Medication that is not collected will be taken to the local pharmacist for safe disposal.

Pupil Control of Personal Medication

Where it is appropriate to do so, pupils will be encouraged to administer their own medication, under staff supervision. WGSB strives to equip pupils with life skills and therefore feel it's good practice, with parental consent, to allow children who are capable to manage their own medication for specific conditions such as asthma and/or anaphylaxis. Parents will be asked to confirm in writing if they wish their child to carry their medication with them in school unless this has been agreed to in the Individual Health Care Plan.

Day or Overnight Trips

WGSB 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 for the safety of them and other pupils.

Emergency Procedures

In the event of a medical emergency, staff will phone for an ambulance using the attached guidelines.

WGSB should ensure that a pupil travelling to hospital in an ambulance will be accompanied by a member of staff who will chaperone the pupil until the parent/carer arrives.

Taking children to hospital in a staff-members vehicle is not permissible. However, in the case of an emergency this may be overridden, with a second member of staff present for the journey, and the correct 'business use' is specified on the driver's car insurance. Failure to have 'business use' on the

POLICY

Wirral Grammar School for Boys



driver's insurance may mean the insurance policy is invalid and in the event of an accident, whilst travelling, may not have appropriate cover.

Pupils under 16 should not be given any treatment or medication without written parental consent. If they refuse medication, they must not be forced but parents should be notified and if necessary, an ambulance called. A pupil over 16 may give, or withhold their consent for any surgical, medical or dental treatment. In the case of younger pupils, obtaining parental consent does not normally cause a problem. However, where the need is urgent, and the parent cannot be contacted, the decision about the competence of the child to give permission for medication to be administered will be made by the staff member attending to the pupil.

POLICY

Wirral Grammar School for Boys



Appendix A

REQUEST FOR SCHOOL TO SUPERVISE THE TAKING OF MEDICINE

The Headteacher has agreed that school staff can supervise the taking of medicine. However, the school, or any of its employees accepts no responsibility for the security or proper use of medicines.

Section A:

- **Please complete this form only if your child takes medication regularly. Please send this completed form, together with the medication, in a small box or Tupperware container, clearly marked with your son's name and form and hand in to the School Office.**
- **If your son does not take medication regularly, please keep this form in case you need us to administer medication at a later date.**

DETAILS OF PUPIL	
Surname:	Forename(s):
Address:	
Date of Birth:	House Group Tutor:
Condition or illness:	
MEDICATION	
Name/Type of Medication (as described on the container)	
For how long will your child take this medication?	
Date Dispensed	

POLICY

Wirral Grammar School for Boys

Full Directions for use: Dosage and method:		
Timing:		
Special Precautions:		
Side Effects:		
Self-Administration:		
Procedures to take in an Emergency:		
CONTACT DETAILS		
Name:	Daytime Tel Numbers	
Relationship to Pupil:	Contact Number 1:	Contact Number 2:
Address at work:		

I understand that this completed form, together with any medication, must be delivered to the School Office in a small box or Tupperware container, clearly marked with my son's name and form and accept that this is a service which the school is not obliged to undertake.

Date	Signature	Print Name	Relationship to Pupil

Medicine will be returned to parents at the end of term or before by arrangement.

POLICY

Wirral Grammar School for Boys



Section B: To be completed by Deputy Headteacher

CONFIRMATION OF DEPUTY HEADTEACHER'S AGREEMENT TO STAFF SUPERVISING THE TAKING OF MEDICINE

I agree that (name of pupil) will receive (quantity and name of medicine) every day at..... (time medicine to be administered, eg lunchtime, break) (name of pupil) will be supervised whilst he takes his medication by a member of the office staff. This arrangement will continue until (either end date of course of medicine or until instructed by parents)

Date: Signed: Print Name:
Deputy Headteacher

FOR SCHOOL USE ONLY: SIMS Record Updated by Data Officer	Yes / No	Signature of Data Officer
Medication received by School Office and retained on site	Yes / No	Signature of School Office Staff Rep:

POLICY

Wirral Grammar School for Boys



Appendix 2

This form is to be kept by the telephone

CONTACTING EMERGENCY SERVICES

To request an ambulance:

Dial 999 and be ready with the following information:

1. Your telephone number
2. Your location (school/setting address)
3. Your postcode
4. Exact location (brief description e.g. next to church)
5. Your name
6. Child's name and brief description
7. The best entrance for ambulance crew and advise crew will be met and taken to child