



# Medication

All medication that comes into the academy, whether it is prescribed by a doctor or an “over the counter” medication **MUST** be handed in to the Academy Matron, Reception or Student Services which will then be passed to Miss Winkfield.

**Prescribed Medication** **MUST** arrive in its original packaging with the pupils name on the dispensary label and a **GREEN** form **MUST** be signed by a parent giving us authorisation, instructions and storage details for us to be able to administer the medication.

Medication that is purchased **Over the Counter** i.e. for hayfever or migraines, must be sent in its original packaging. A **PINK** form **MUST** be signed by a parent giving us authorisation, instructions and storage details for us to be able to administer the medication.

If these forms are not completed the student **WILL NOT** be permitted to have the medication.

**ALL** medication that has been administered will be logged in the medication Administration Record, with the date, time and dosage administered.

**NO** medication is to be carried on a pupils’ person unless it is an inhaler, Auto-Injector or diabetic medication, without prior authorisation. Any medication found will be confiscated for the safety and wellbeing of all of our students.

**ALL** medication brought into the Academy and passed to Miss Winkfield will be kept in individual medi-wallets personalised with the students name, form and description of the meds and a copy of the permission to administer form and be kept in the medicine cabinet in the medical room.