The Kassia Academy
Part of KINGS ACADEMY TRUST

Staff Medication Policy

Last reviewed: September 2025
Next review due by: September 2026

We do things differently……

H.E.R.E

High Standards
Empathy
Resilience
Emotional Response

Contents

Purpose

The purpose of this policy is to ensure the safe and proper handling of medication brought to school by staff members. This policy is designed to protect the health and safety of all staff, students, and the school community while ensuring compliance with legal and health standards.

Scope

This policy applies to all school staff, including full-time, part-time, and temporary employees, who bring prescription or over-the-counter medication to the school premises for personal use during working hours.

General Guidelines

- Staff members are responsible for ensuring their medication is properly labeled and stored in a safe, secure location.
- Medications should be brought in only when necessary for the staff member's health and well-being during school hours.
- Medication must not be shared with other staff members or students.

Storage and Security of Medication

- Medications must be stored in a designated, secure location. This can be a locked cabinet, drawer, or other areas designated by the school administration.
- Medications should not be stored in staff members' desks, classrooms, or common areas without prior approval from the administration.
- Emergency medications (e.g., inhalers, epinephrine) should be kept readily accessible by the staff member, but still secured to prevent accidental access by others.

Administration of Medication

- Staff members must administer their own medication unless otherwise approved by school administration or a healthcare provider.
- If a staff member requires assistance with the administration of medication (e.g., for injectable medications or emergency situations), a designated staff member may assist following written instructions from the healthcare provider.

Record-Keeping

- A log of staff medications brought to school may be kept by the administrative staff. This log should include the staff member's name, the type of medication, dosage, and the times it is taken.
- For emergency medications (e.g., epi-pens, inhalers), the administrative staff should maintain a record of when the medication is used.

Medication Disposal

- Staff should dispose of any expired or unused medications through the proper channels. If a staff member is unsure of how to dispose of medications, they should contact the administrative staff for guidance.

Emergency Situations

- If a staff member experiences an adverse reaction to medication while at work, the school's emergency procedures should be followed, including seeking immediate medical attention if necessary.
- Staff should inform the school nurse or designated staff member if their medication regimen changes or if they experience any side effects that could impact their ability to perform their job.

Confidentiality

- All medical information regarding staff members' medications is confidential and should be handled with discretion. Information about a staff member's medication will only be shared with those who have a legitimate need to know (e.g., school nurse, emergency personnel).

Compliance

- Staff members who fail to comply with this policy may be subject to disciplinary action, as it relates to health and safety standards.
- This policy will be reviewed annually to ensure continued compliance with health and safety regulations.

Policy review and updates

This policy will be reviewed annually and updated as necessary to ensure compliance regulations, as well as to address any changes in school procedures or health guidelines.