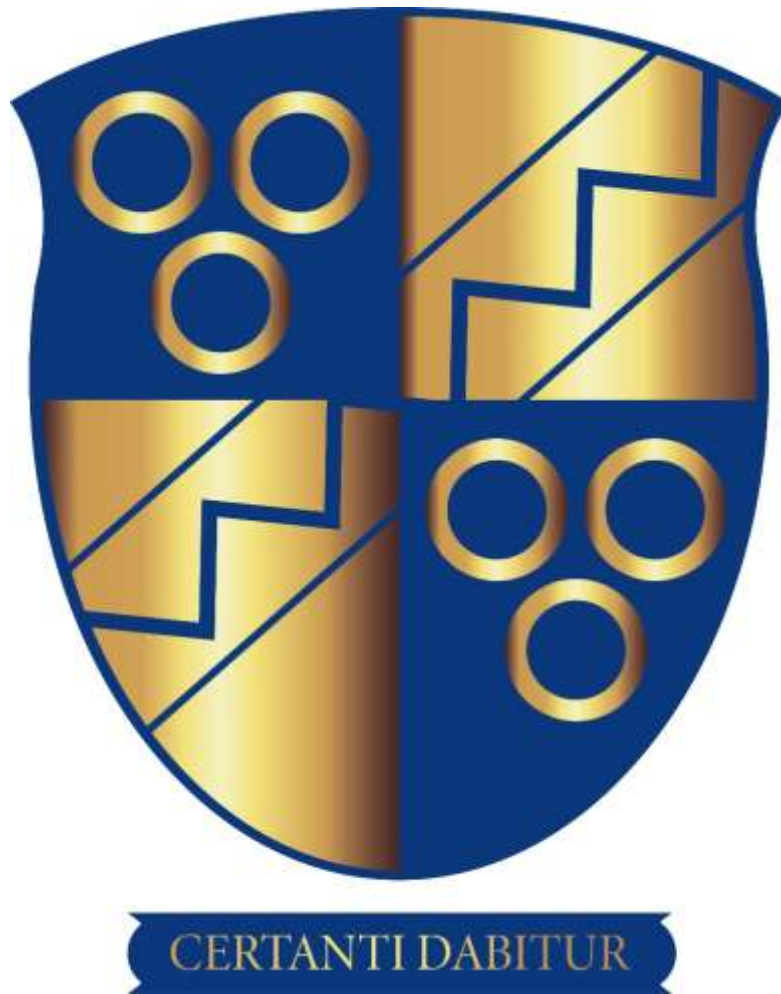


Administration of Medicines

The Oldershaw School



Approved by: Curriculum & Standards Committee **Date:** October 2021

Policy owner: Vice Principal - Inclusion

Last reviewed: August 2021 **Next review due:** August 2022

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1. Introduction

There may be occasions where students require medicines to be administered during school hours, either as part of an ongoing treatment regime or in response to a minor injury or illness during the school day. This document sets out the School's policy for the administration of medicines.

Where relevant, it should be considered in conjunction with the School's Special Educational Needs and Disability Policy.

The School's SENDCO is Ms E Stanley (Vice Principal – Inclusion). The SENDCO has strategic responsibility for the operation of the Administration of Medicines Policy. Should you wish to discuss any aspect of this policy, please contact Ms Stanley, via the School Office.

2. Legislation and guidance

Due regard has been given to the following legislation and guidance:

- Equalities Act (2010)
- Children and Families Act (2014)
- Special Educational Needs and Disability Code of Practice: 0 to 25 Years (2015)

This policy should be considering in conjunction with the following documents:

- Student Medical Information Form
- Parental agreement for the School to administer medicine

3. Aims

This policy aims to ensure that, where necessary, any administration of medicines to students is carried out in a safe and controlled manner and that the relevant information is provided to the School about the medical needs of students. It also ensures that the relevant information is provided to parents in the event of medicines having to be administered to a child.

4. General Health

The School is committed to ensuring that children may return to school as soon as possible after any illness (subject to the health and safety of the School community) and that children with specific health needs are supported at school.

Where children are unwell and not fit to be in school, or where they are suffering from an infection, which could be passed to others, children should remain at home to be cared for. Even if their condition has improved, children should not return to School until their condition is no longer contagious.

Should your child be diagnosed with a notifiable disease, please contact the School Office as soon as possible to enable liaison with relevant medical professionals to ensure the wellbeing of the School community.

Please refer to current COVID19 advice and guidance in relation to self-isolation protocols for children (and household members) who present with COVID19 symptoms: <https://www.gov.uk/coronavirus>.

Parents and carers are asked to complete a detailed medical questionnaire before their child joins the School so that the School is fully informed of the child's long-term medical needs before admittance. It is essential to have detailed information in order for the child's medical needs to be adequately supported. Parents and carers are asked to keep the School informed of any changes to their child's health. Every effort is made to ensure confidentiality around student's medical needs. Information will be shared with relevant staff to help ensure the safety and wellbeing of the students.

In the case of ongoing medical matters, parents are asked to provide treatment plans from the prescribing doctor and details of any changes. It is the responsibility of the parent/carer to ensure that the School has adequate quantities of prescribed medications in order to administer them to the child during school hours.

Should your child be diagnosed with a long-term medical condition, please contact the School SENDCO, Ms Stanley, to discuss how the School can support your child and whether an Individual Healthcare Plan is required.

5. Medicines

Usually, only prescription medicines will be administered. Prescribed medicines will be administered by the following named staff in The Learning Centre:

Mrs Angela Bailey
Mrs Lisa Heenan
Ms Rachel Jones
Ms Corinne McCoy (Support for Children with Insulin-Dependent Diabetes)
Mrs Jen Milward
Mrs Joanne Robinson
Ms Emily Stanley

In exceptional circumstances, medication may be administered by members of the School's Senior Leadership Team, in accordance with the protocol outlined in this policy.

We make every effort to ensure medicines are stored and administered safely. Prescribed medicines can only be administered if we have parental/carer consent. Medication must be provided to the School in its original packaging.

We cannot accept responsibility for a child declining or refusing to take their medication. We will contact home at the earliest opportunity should this occur.

6. Administration Procedures

It is essential that staff understand their roles and responsibilities in administering medicines and that parents understand their responsibilities in respect of their children's medical needs:

- Prescribed medicines are locked away in a designated place within the Learning Centre Office, in their original containers. Only the above-named staff hold keys and have access to this cupboard.
- Where the School is asked to give prescribed medications during the school day, parents/carers are asked to complete and sign a pro-forma (available in the Appendices section of this policy) detailing the following:
 - Dose
 - Method of administration
 - Time and frequency of administration
 - Any known side effects of the medication
 - Name address and date of birth of child
 - Contact details of parents
 - Name of medication
 - Consent

Before administering any medication, staff will check the following:

- Medicine is in the original container - medicines will not be accepted that are not in the container as originally dispensed
- The child's name
- Prescribed dose - dosages will not be changed on parental instructions
- Expiry date

Having administered medication in accordance with parental wishes, a record is kept of the following:

- Name and date of birth of child
- Name of medication prescribed
- Dosage and time that it was administered
- Signature of person responsible for administering medication

Where children are going out on a school visit, any medicines required by children on visits will be considered as part of the overall risk assessment of the trip. Under these circumstances the administration of medication will become the responsibility of a named member of staff, or the student themselves, depending on their age, their maturity and the nature of the medication.

If medications are needed to be disposed of, due to them being out of date, or parents/carers informing the School that they are no longer necessary, they will be returned to the parents/carers. It will be the parents/carers' responsibility to return them to the pharmacy for safe disposal. If for any reason, the School has medication that is no longer needed and the student has now left the School, medicines will be taken to a local pharmacy to be disposed of safely.

The Oldershaw School works closely with the 0-19 Nursing Team and the Community Paediatric Team to support the health and wellbeing of children in our care. If required, the relevant medical professionals will be contacted for additional advice and guidance regarding the administration of medicines.

7. Monitoring requirements

This policy will be reviewed annually and approved by the Trust Board.

8. Links to other policies

- Supporting Pupils with Medical Conditions Policy 2021-22
- SEND Information Report 2021-22
- SEND Policy 2021-22
- Statement on Supporting Pupils with Asthma & Prescribed Inhalers 2021-22
- Statement on Supporting Pupils with Severe Allergies & Prescribed AAls 2021-22

9. Appendices

- Student Medical Information Form
- Parent/Carer Agreement for the School to Administer Medicine
- Medication Log

Student Medical Information Form

It is very important for the safety and wellbeing of your child that our staff are aware of any medical condition(s) that they may have. We would appreciate your help in this matter and all information will be treated in the strictest confidence.



Student's Name _____ **Year Group** _____ **DOB** _____

	No	Yes	Further Details (including medication)
Heart Condition			
Asthma or other respiratory problems			
Diabetes			
Epilepsy			
Hayfever			
Any known allergy to medicine e.g. penicillin			
Any other known allergies			
Does your child have any other medical conditions not listed above? Please give further details, including medication.			
Could your child's condition ever require emergency medical attention during the school day? Please give additional advice.			

Please note that any medication held by the School for students must be prescribed by a doctor, in the original container, and clearly marked with the child's name. Parents/carers must ensure medication is in date. Parents/carers will have to sign medication form and also need to dispose of medication after the prescribing period is complete.

It is the responsibility of the parent/carer to inform the School of any changes to the above information, whether temporary or permanent.

I, as the parent/carer of the above student, acknowledge that the information given is true and correct and take full responsibility for any incident arising where information has been inaccurate/withheld.

Signed (Parent/Carer) _____ **Print Name** _____
Relationship to Child _____ **Date** _____

Parental Agreement for The School to administer Medicine



The Oldershaw School **will not** administer medication to your child unless you complete and sign this form

Student Information

Name of Child	
Date of Birth	
Year Group	
Medical Condition / Illness	

Medicine Information

Name & Type of Medicine (e.g. tablet / liquid)			
Expiry Date			
Dosage & Instructions		Time	
Student to self-administer? (please circle)	YES		NO
Are there any known side effects the School should be aware of? If yes, please give details.			
Any Special Instructions			
Any emergency procedures?			

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to School staff administering medicine in accordance with School's policy.

I will inform the School immediately, both verbally and in writing, if there is any change in dosage or frequency of the medication, or if the medicine is stopped.

Signed (Parent/Carer) _____ Print Name _____

Relationship to Child _____ Date _____