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Person Responsible	Headteacher
Approval/Review Body	Governance Committee
Frequency of Review	Policies will be reviewed at 12 months or more frequently if legal changes or good practice require

Purpose

Staff of Oracle school wish to ensure that pupils with medication needs receive appropriate care and support at school.

A locked medication cabinet and locked fridge for the storage of all medication brought into school is provided. The Head/Authorised Person has oversight of all medication and its administration. Only members of staff trained in the administration of medication at school are able to administer.

Principles

Oracle pupils

Oracle school will provide secure storage for medication brought into school for all students within Oracle.

The Head/Authorised Person will accept responsibility for members of the school staff administering medication to, or supervising pupils taking prescribed medication during the school day

Where a day pupil travels to school with an escort, parents/carers should ensure the escort has written instructions relating to any medication sent with the pupil.

The school will keep records of all medication administered to a day pupil, which will be available for parents/carers to view.

Procedure

Parents/carers are responsible for providing the Head/Authorised Person 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/carer.

Staff will not give a non-prescribed medicine to a young person unless there is specific prior written permission from their parent/carer and they provide written instructions about when the young person should take the medication. Eg

Administration of Student Medication Congleton - 036

paracetamol. (Please see Consent Form - Medical First Aid, Medical and Dental Treatments form.)

To ensure safe administration, if medication is prescribed to be taken more than once a day and has to be spaced throughout the day a parent/carer must make the school aware of when the last dose was given.

Medication is to be booked in and out of school for each young person using the Record of Medicine administered to an individual child form. Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time, if dosage is one at lunchtime there should be no more than 20 held in school).

Each item of medication must be delivered to the Deputy Headteacher, Head/Authorised Person, by the parent/carer, in a secure and labelled container as originally dispensed with the patient information leaflet (if supplied). Each item of medication must be clearly labelled with the following information:

- Pupil's Name
- Name of medication
- Quantity and strength
- Dosage
- Frequency of administration
- Route of administration/how to be used
- Date of dispensing
- Name and contact details of dispensing chemist
- Storage requirements (if important)
- Expiry date
- Any cautions or warning messages that apply to the medication

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

Unless otherwise indicated all medication to be administered in school will be kept in a locked medicine cabinet or fridge.

If a child refuses to take their medication, staff will not force them to do so, and will inform the parent/carer 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/carers to notify the school in writing if the pupil's need for medication has ceased.

It is the parents'/carers' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.

Administration of Student Medication Congleton - 036

The school will not make changes to dosages on parental/carer instructions, new administration instructions will be needed from the pharmacist.

School staff will not dispose of medicines. Medicines, which are in use and in date, should be collected by the parent/carer at the end of each term. Date expired medicines or those no longer required for treatment will be returned immediately to the parent/carer for transfer to a community pharmacist for safe disposal.

For each pupil with long-term or complex medication needs, the Head/Authorised Person will ensure that a Medication Plan and Protocol is drawn up, in conjunction with the appropriate health professionals and an IHP (Individual Health Plan) will be in place.

Where it is appropriate to do so, pupils will be encouraged to administer their own medication, under staff supervision.

All medication must be recorded on the child's medication form with the time, dosage and staff members' signature. A witness must also counter sign.

The school will make every effort to continue the administration of medication to a pupil whilst on trips away from 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. A medical risk assessment of need will take place.

Questions:

Please contact the Headteacher with any questions

Appendix 1 - Administration of Student Medication Form - Congleton

Appendix 2 - Administration of Student Medication - Congleton - Transit Record

Administration of Student Medication Congleton - 036

Appendix 1

YP Relating to:	Date:	Time:	Location From:	Location to:	Medication: (Including Measurement)	Quantity:	Signature for release:	Signature for receipt:	Medication Administered:	Administers Signature	Counter Signature

Administration of Student Medication Congleton - 036

Appendix 2

Administration of Student Medication - Congleton - Transit Record

YP Relating to:	Date:	Time:	Location From:	Location to:	Medication: (Including Measurement)	Quantity:	Signature for release:	Signature for receipt:	Medication Administered:	Administers Signature	Counter Signature