

Educate U

Medication Policy

Approved by: Susan Evans Director of Education

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Last reviewed on: 03/02/21 (Susan Evans), 01/09/22 (Susan Evans), 01/09/23 (Sarah Paoletti, Headteacher), 18/02/24 (Sarah Paoletti)

Next review date: 17/02/2025



Medication Policy

Introduction

All Staff will have a basic online first aid certificate. At least one member of staff will have a paediatric first aider qualification. When a young person is placed with us their parents/guardians will be asked to complete a questionnaire on any medical conditions that are relevant for us to keep their child safe. This, and all other medical information, will be kept on the young person's file for access by staff. A written record is kept of all significant illnesses, accidents or injuries to young people while in our care. All information is stored on our Management Information System (MIS) Bromcom.

Confidentiality and Consent

In accordance with the school professional obligations medical information about students, regardless of their age, will remain confidential.

Parents and carers will be informed about illness or accident that occurs while their child is in our care. There is an expectation for parents and carers to keep us updated of any health issues that may affect the young person's engagement at the school.

Within PSHE we will promote healthy lifestyles this will include highlighting the potential dangers to health of alcohol, drugs, healthy lifestyles and smoking. Appropriate information will be provided.

ADMINISTRATION OF MEDICINES IN SCHOOL

Designated person: Sarah Macdonald

Introduction

The aim of this policy is to effectively support individual children with medical needs and to enable pupils to achieve regular attendance. Parents retain the prime responsibility for their child's health and should provide the school with information about their child's

medical condition. Children should be kept at home if they are acutely unwell and in the case of contagious diseases only return when they are no longer infectious.

The Role of Staff

Teaching staff are not required to administer medicines to children. Those members of staff who volunteer to administer medicines or administer medicines as part of their role within school must receive appropriate training. The school fully indemnifies all staff against claims for any alleged negligence, providing they are acting within their conditions of service and following School guidelines.

Prescribed Medicines

Medicines should only be brought into school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school day. Educate U will only accept medicines that have been prescribed by a doctor, dentist, nurse, prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration and dosage. All medicines provided by parents and carers will be securely stored in a locked cabinet in the school offices.

Controlled Drugs

The school will not look after prescribed medicines that are scheduled under the Misuse of Drugs Act. Children who require a controlled drug must be prescribed one that does not require administration during the school day.

Non-prescribed Medicines

Staff should never give non-prescribed medicine e.g., paracetamol to a child unless there is specific prior written permission from the parents. Parents must complete the form, Parental Agreement to Administer Medicine prior to any medicine being administered by school staff. In such cases only one dose should be given to a child during the day. Details of the medicine administered must be recorded. Children in the School should never be given non-prescription medicines. A child under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.

Administering Medicines

Normally medicines will be kept under the control of the school office unless other arrangements are made with the parent. The Form Record of all medicines administered to children by staff will be kept in the appropriate school office. This must be completed on each occasion that medicine is administered to a child. When a child refuses medicine, the parent should be informed, if practical, the same day.

Administration of Medicines on Trips and Visits

We will make all reasonable adjustments to ensure that children may take a full part in all aspects of the curriculum. Where a child requires medication to be administered on

a trip or visit it is the responsibility of the trip or visit organiser to assess the practicalities of administering such medicine as is required.

Self-Management of Medicine

Children are supported and encouraged to take responsibility for managing their own medicines from an early age. Children may carry medicine e.g. EpiPens and carry and administer e.g. asthma reliever where appropriate, parents must in these circumstances complete the form “Request for child to carry his/her own Medicine” which will be held in the medical room.

Children with Long-Term or Complex Medical Needs

Where a child has a long-term or complex medical need the school will draw up a health care plan in consultation with parents and relevant health professionals.

Access to the School’s Emergency Procedures

In the case of an emergency the school’s emergency procedures as outlined in the Health and Safety document will be followed.

Review of Medication

There is an annual check on all medicines. Expiry dates for medications are logged by the office too.

Collection of Medication

Prior to each summer holiday parents with children on medication which are kept by the school, are contacted by the designated medical staff member, Sarah Macdonald. The designated medical staff member will ask that medication is collected by parents or carers or medication will be disposed of.⁶