

Oasis Blakenhale

Administration of Medicines Policy

Introduction

Parents/carers have the prime responsibility for ensuring a child's health and for deciding whether they are fit to attend academy. Parents/carers should also provide all necessary information about their child's medical needs to the academy.

DfE April 2014 – Supporting Pupils At Academy With Medical Conditions.

Key points are:

- Pupils at the academy with medial conditions should be properly supported so that they can have full access to education, including academy trips and physical education.
- The academy council must ensure that arrangements are in place in academies to support pupils at academy with medical conditions.
- The academy council should ensure that academy leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are effectively supported.

This policy may be superseded by a child's EHC plan or Individual Care Plan, or may be used in conjunction with them.

Staff Duties

Academy teachers have no legal obligation to administer medicines to pupils nor supervise them while they take medicine, unless contracted to do so. Staff may volunteer to assist in the administration of medicines but must be given appropriate training and guidance. As an academy, we train specific named staff for the purpose of the administration of medicines; Mrs L Szurminski (in the infant and junior academy). Miss Eadie (member of ALT) can also support in this due to level of training.

As an academy, we have a duty to plan how administering medicines can be accommodated in academy and on educational visits to allow children who have medical needs to attend.

Process for the Administration of Medicines in Academy – short term medical needs

Medicines should normally be administered at home and only taken into academy when absolutely necessary (where it would be detrimental to the child's health, or would greatly impact on a child's academy attendance, if the medicine were not taken during the academy day).

The academy will only accept:

- Medicines prescribed by a medical practitioner.
- Medicines that are in date.
- Medicines that need to be administered in excess of 3 times per day.
- Medicines in their original container, as dispensed by a pharmacist.
- Containers with labelling identifying the child by name and with original instructions for administration, dosage and storage.

The academy will not accept or administer:

- Medicines that are to be administered 3 times per day (unless the child is attending after academy club and will not return home immediately after 3:10pm, or attending a residential visit)
- Pirton.
- Paracetamol e.g. Calpol, or aspirin.

- On accepting medication, the parent must sign a form disclosing all details and giving permission for the medication to be administered by a named person.
- The medicine must be kept in a locked cupboard (except where storage in a fridge is required) and only accessed by named adults, or with the permission of the Executive Principal.
- When administering, the named adult must complete a record showing the date and time and details/dosage of the medication. This must be counter-signed by another adult.
- In the case of the child being allowed to administer their own medication, this must again be added to the record and counter-signed by another adult.

Under no circumstances should a parent send a child to academy with any medicines, eg throat sweets/tablets, without informing the academy. These could cause a hazard to the child or to another child if found and swallowed.

Parents are welcome to come into academy to administer medicines themselves that the academy refuse to administer, for reasons given above.

Process for the Administration of Medicines in Academy – long term medical needs

- Where a child has long-term medical needs, a care plan must be written with the assistance of the academy nurse and in the presence of the parent/carer of the named child. This may also result in an individual risk assessment also being required. The care plan must be followed and reviewed at least annually.
- It is the parent's responsibility to inform the academy of any changes to the child's condition that may require the details of the care plan to be altered.
- The Executive Principal must ensure that named staff are trained to administer or give the level of care required by the details of the care plan.
- As an academy, we try to ensure that we have sufficient information about the medical condition of any child with long-term medical needs and will request meetings with parents and recognised medical practitioners regularly to provide the correct level of training. Training should be specific to the individual child concerned.
- There will also be regular/annual training for all staff on more generalised needs e.g. asthma awareness and epi-pen training, diabetes and epilepsy. The academy is well supported by the Academy Nurse who provides staff with advice and any relevant training on request.

Process for the Administration of Medicines during residential visits– all medical needs.

For the purpose of residential visits, there will be a named person with responsibility for the administration of medicines and care of children as above. Parents/carers will be asked to complete a form and may be required to meet with the named staff to ensure that staff are aware of all medical requirements.

In the case of higher levels of care e.g. intimate care, the named member of staff will also meet with the academy nurse, or other recognised medical advisor to ensure that they are trained in dealing with the level of care required.

Date of the policy that needs to be approved.

Date for review: July 2024