



Oasis Academy Putney

Administering Medicine Policy March 21

OASIS ACADEMY PUTNEY

Supervision and Administration of Medicines Policy

Vision Statement

Together we learn, grow and achieve.

We acknowledge that under the standard terms and conditions for the employment of teachers there is no legal duty for them to administer or to supervise a child taking medication.

Administration of medicines by any member of the school personnel is undertaken purely on a voluntary basis and individual decisions will be respected. However, appropriate training will be provided before any member of the school personnel who has volunteered and accepted this role to be familiar with all administration of medication procedures.

Medicines will only be administered that have been prescribed by a doctor or some other authorised person and where it would be detrimental to a child's health if the medicine were not administered during the day. Non-prescription medicines will not be administered by staff but parents/carers can make arrangements at lunch time to administer the medication to their child. The one exception is the Year 6 school journey. Written consent is obtained from parents for school staff to supervise the administration of Calpol should they deem this necessary. School staff will also supervise the administration of Antihistamines or Travel Sickness medicines upon parents' request subject to written consent being given prior to the trip. Where such medications are administered a written record is kept.

Aim

- To ensure the supervision and administration of prescribed medicines by putting into practice effective strategies.
- To outline the procedures for supervising and administering prescribed medicines to pupils.

Designated Person/s

Oasis Academy Putney School have identified Designated Persons to be responsible for administering or supervising the taking of medication. This role is undertaken by the school office staff or Class Teaching Assistant.

Role and responsibilities of the Designated Persons include:

- Undertaking appropriate training
- Keeping up to date with the Care Plans for pupils with specific medical needs or emergency medication such as asthma inhalers or adrenaline injectors and of symptoms which may require emergency action.
- Follow the procedures for the supervision and administration of prescribed medicines.

Role of Parents/Carers

In most cases, parents will administer medicines to their children themselves out of school hours, but where this is not possible, parents of children in need of medication must ensure that the school is accurately advised about the medication, its usage and administration.

The school will require some medical information on the child's medical condition, for the medication to be provided in its original container, prescribed by a healthcare professional and sufficient medicine for the dosage to be given in school. Where a child has significant or complex health needs parents should give full details on entry to school or as the child first develops a medical need. Where appropriate, a Care Plan may be put in place involving the parents and relevant health care professionals.

Parents must complete the 'Parental Agreement for School to Supervise the Administering of Medicines' form before a medicine can be administered by staff (See Appendix). This must be signed by the parent giving written permission for the medication to be administered.

The following information must be supplied by the parent/carer:

- Name and date of birth of the child
- Name and contact details of the parent/carer
- Name and contact details of GP
- Name of medicines
- Details of prescribed dosage
- Date and time of last dosage given
- Consent given by parent/carer for staff to supervise or administer medication
- Expiry date of medication
- Storage details

For pupils in **Reception and Year 1** school staff will **administer** the medication only upon completion of the 'Parental Agreement for School to Supervise or Administer Medicines'.

For pupils in **Year 2-6** school staff will **supervise** the medication only upon completion of the 'Parental Agreement for School to Supervise or Administer Medicines'. Where a parent requests that staff administer medication to pupils in Years 2-6, the school asks that the parent informs the child of the time of day when the medication is due and that the child visits the Main Office at this time.

Procedures for the Administration of Prescribed Medicines

The Designated Persons will ensure they follow the necessary procedures when administering prescribed medicines:

- Read and check the Medical Consent Forms before administering or supervising the taking of medicines
- Check that the medication belongs to the named pupil
- Check that the medication is within the expiry date
- Always take appropriate hygiene precautions
- Inform the parent if the medication has reached its expiry date
- Confirm the dosage/frequency on each occasion and consult the medicine record form to prevent double dosage
- Record on the medication record all relevant details of when medication was given
- Return medications to the secure cabinet for storage
- Record when a child refuses to take medication

- Immediately inform the parent/carer of this refusal.

Schools staff will not accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.

Storage

The school is responsible for ensuring that all medicines are stored safely:

- All medications are kept in a secure place in the main office and accessible only to the designated persons.
- All 'Parental Agreement for School to Supervise or Administer Medicines' forms are kept in a folder next to the medications. .

Record of Medicines Administered

The Designated Persons will record every time a medicine is administered. A 'Record of Medication Administered' form is attached as an appendix.

Educational Visits and Sporting Activities

The school encourages the inclusion all pupils to engage fully in the curriculum:

- On educational visits a First aider will always be in attendance and will be responsible for administering medications and inhalers.
- We ensure that pupils have immediate access to asthma inhalers during sporting activities in the school day and during extra-curricular clubs.

Monitoring and Evaluation

This policy will be reviewed by every two years by the Principal and the designated persons. Advice from the School Nurse will be sought where necessary and recommendations for improvement will be made to the Principal.

Training is provided by the School Nurse where appropriate. This is monitored and the school is aware that this may change in response to the needs of our pupils. Once trained, it is the responsibility of the Principal to ensure that training is kept up to date and any problems or concerns regarding medicines should be brought to their attention.

Appendix 1

Parental Agreement for School to Supervise or Administer Medicines

Oasis Academy Putney will not give your child medicine unless you complete and sign this form.

Child's Name:

Class:

Name and strength of medicine:

Expiry date:

How much to give (i.e. dose to be given):

Medical condition/illness:

When to be given:

Any other instructions:

Number of tablets/quantity to be given to school:

Note: Medicines must be the original container as dispensed by the pharmacy

Contact:

Daytime Telephone No:

Relationship to Child:

Name and phone no. of GP:

Agreed review date to be initiated by *[name of member of staff]*:

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 the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent's signature:

Print Name:

Relationship to Child:

(If more than one medicine is to be given a separate form should be completed for each one.)

