

Medication policy

Please note that parents should keep their children at home if acutely unwell or infectious.

Aims of the Medication Policy

- > To ensure the safe administration of medicines to children where necessary and to help to support attendance.
- > To ensure the on-going care and support of children with long term medical needs via a health care plan.
- > To explain the roles and responsibilities of staff in relation to medicines.
- > To clarify the roles and responsibilities of parents in relation to children's attendance during and following illness.
- > To outline to parents and staff the safe procedure for bringing medicines into Tubers when necessary and their storage.

Roles and Responsibilities

Tubers acknowledges the common law 'duty of care' to act like any prudent parent. This extends to the administration of medicines and taking action in an emergency, according to the care plan.

Advice and guidance will be provided by the Healthcare Professionals, when needed, to carry out the actions in a care plan. Where a condition is potentially life-threatening, all staff will need to be aware of what action to take.

Specific advice and support from healthcare professionals will be given to staff who agree to accept responsibility, as delegated by the Head of Alternative Provision, for administering medicines and carrying out procedures.

> Head of Operations

It is the responsibility of the Head of Operations to:

- > bring this policy to the attention of Academy staff and parents.
- > ensure that the procedures outlined are put into practice.
- > ensure that there are sufficient First Aiders and appointed persons for the Academy locations to be able to adhere to this policy.
- > ensure that staff receive appropriate support and training.
- > ensure that parents are aware of the Academy's Medicines Policy.
- > ensure that this policy is reviewed annually.

> Employees

It is the responsibility of Tubers staff members to:

- > follow the procedures outlined in this policy using the appropriate forms
- > complete a health care plan in conjunction with parents and relevant healthcare professionals for children with complex or long term medical needs
- > share medical information as necessary to ensure the safety of a child
- > retain confidentiality where possible
- > take all reasonable precautions to ensure the safe administration of medicines
- > contact parents with any concerns without delay
- > contact emergency services if necessary without delay

> Parents/Carers

It is the responsibility of our members' parents and/or carers to:

- > give the Academy adequate information about their children's medical needs prior to a child starting
- > follow Tubers's procedure for bringing medicines into the Academies
- > only request medicines to be administered at Tubers when essential
- > ensure that medicines are in date and that asthma inhalers are not empty
- > notify Tubers of changes in a child's medical needs, e.g. when medicine is no longer required or when a child develops a new need, e.g. asthma

Prescription Medications

Prescribed medication will not be accepted in the Academy without complete written and signed instructions from the parent. A copy of the required form for prescribed medication is available on the website or from the Main reception. (Appendix 1).

Only reasonable quantities of medication should be supplied to Tubers (for example, a maximum of four weeks supply at any one time).

Non-prescription Medicines

Tubers will only administer Calpol or Piriton Syrup when parents have completed the non-prescribed medications form (appendix 2) and have agreed to the following terms:

- > We will only give the dosage that is recommended by Calpol/Piriton manufactures.
- > We will not administer non-prescribed medicine for more than 3 consecutive days and verbal consent will have to be obtained every day the medicine is required.
- > It is the parents'/carers' responsibility to check that their child has the non-prescribed medicine administration slip (appendix 3) at the end of the day.
- > Tubers will not administer non-prescribed medicine without written and verbal consent (appendix 2).
- > It is the Head of Alternative Provision's final decision on whether non-prescribed medicine should be administered or whether the child's

parent/carer should come to Tubers to administer the medication themselves.

- > Only Piriton Syrup or Calpol supplied by the parents will be administered.

Storage of medication

Each item of prescribed medication must be delivered to the main reception of the Academy, in normal circumstances by the parent/carer, in a secure and labelled container as originally dispensed. Each item of medication must be clearly labelled with the following information:

- > Child's full name
- > Name of medication
- > Dosage
- > Frequency of administration
- > Date of dispensing
- > Storage requirements (if important)
- > Expiry date

Non prescribed medicine (Calpol or Piriton Syrup) must be delivered to a member of staff, in normal circumstances by the parent/carer in its original bottle. The parents/carers are also responsible for labelling it with the child's name and checking it is in date.

Tubers will not accept items of medication in unlabelled containers.

Medication, Inhalers and Epipens will be kept in our kitchen area which is a staff only area.

No child should carry medication around with them.

Administering Medicine

Tubers will keep records of when prescribed and non-prescribed medication is taken, which will be available to parents on request. Children receiving non-prescribed medication will be given a slip to take home which indicates the dosage and the time the medicine was administered. It is the parents/carers responsibility to check that their child has this form at the end of the Academy sessions.

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

If children refuse to take medicines, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day.

Tubers will endeavour where possible for another member of staff to be available to witness the administration of medication.

Changes in Medication

It is the responsibility of parents to notify Tubers in writing if the member's need for medication has ceased.

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

Tubers will not make changes to dosages on parental instructions.

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

Major Emergency

In the event of a major emergency *e.g.* the evacuation of the Academy, we would go to a place of shelter and contact the relevant authorities. We will ensure that prescribed medication is with us at all times and is secure.

Appendix 1

Administration of Prescribed Medicines

Child's name: Date:

Address:
.....
.....
.....

Contact:

Medication:

Purpose:

Dose: Frequency:

Name of prescribing doctor:

I confirm that the above medicine has been prescribed by a doctor and that I give my permission for the staff to administer the medicine to my son/daughter during the time he/she is at Tubers.

Signed: Date:

Tubers staff will only administer medicines prescribed by a doctor.

This form should be completed by the parent or guardian of the member and be delivered personally, together with the medication, to the member of staff that is looking after their child.

The medicine should be in-date and clearly labelled with: its contents, owner's name, dosage, and the prescribing doctor's name.

The information given is requested in confidence, to ensure that staff are fully aware of the medical needs of your child.

Appendix 2

Administration of Non-Prescribed Medicines

Child's name: Date:

Address:
.....
.....
.....

Contact:

Medicine:

Purpose:

Dose: Frequency:

Date(s) of administration:

I confirm that I have read the attached terms for administering non-prescribed medicines and I agree with them. I also give my permission for staff to administer the non-prescribed medicine to my son/daughter.

Signed: Date:

This form should be completed by the parent or guardian of the pupil and be delivered personally, together with the medicine, to the member of staff looking after their child.

The non-prescription medicine should be: in its original bottle, clearly labelled with the child's name, in-date and is to be collected by the parent/carer after 3 days.

The information given is requested in confidence, to ensure that staff are fully aware of the medical needs of your child.

Terms for Administration of Non-Prescribed Medicines

As a parent/carer I understand:

Tubers will require completion of this form by a parent/carer to administer the non-prescribed medicine and the parent/carer understands that Tubers will not administer any non-prescribed medicine until we have had this permission.

We will only give the dosage that is recommended by Calpol/Piriton manufacturer and will only administer Calpol/Piriton that is supplied by the parents/guardians.

We will not administer non-prescribed medicine for more than 3 consecutive days and verbal consent will have to be obtained every day the medicine is required. If medicine is needed for more than 3 days, then we would recommend a doctor's appointment is made and any further medication to be prescribed by the GP.

It is the parent/carer's responsibility to check that their child has the non-prescribed medicine administration slip (appendix 3) at the end of their Academy session.

I understand that Tubers staff will not administer non-prescribed medicine without this written and verbal consent.

The non-prescription medicine should be: in its original bottle, clearly labelled with the child's name, indated and is to be collected by the parent/carer after 3 days.

It is the Head of Alternative Provision's final decision on whether non-prescribed medicine should be administered or whether the child's parent/carer should come to Tubers to administer the medication themselves.

The information given is requested in confidence, to ensure that staff are fully aware of the medical needs of your child.

Appendix 3

Administration of Non-Prescribed Medicine

Child's name: Date:

Written and verbal agreement from parent/carer? Yes / No

Medicine:

Dose given:

Time given: :

Administered
by:

Signature: