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TIME

Administration of Medication Policy

August 2023

To be reviewed August 2025

Introduction

There will be an increasing number of children attending This Is My Education (TIME) with medical conditions. This Is My Education, acting in *loco parentis*, have a duty to take reasonable care of children which includes the possibility of having to administer medicines and/or prescribed drugs. This may be required by students for regular medication or those requiring occasional dispensing of medicines. The school will make every effort to safeguard the health and safety of those students who may be more at risk than their peers due to existing medical conditions.

Management and Organisation

When medicines are to be administered in This Is My Education base's it is essential that safe procedures are established which are acceptable to appropriate staff involved. It is essential that clear written instructions are supplied by parents when requesting that medication be administered to their child. Parents should always inform the office, giving the child's name and class, clear instructions on the dose to be administered to the child, the time to be given and for what period. Medication **must** be in its original packaging including the prescriber's instructions. Only the prescribed/recommended dose will be administered, this cannot be changed unless written instructions are given from a medical professional. The form should be signed by the parent or guardian and retained by the office for reference by staff involved. In the event of a paracetamol being given to a student for mild pain relief parental consent must be obtained via a written agreement upon induction.

In cases where the child's medical needs may be greater than those of their peers, the teacher in charge may request that an individual Healthcare Plan be prepared if applicable by practitioners and the parents/guardians. This will also clarify the extent of responsibility taken by the school.

The teacher in charge will be responsible for managing the administration of medicines and drugs with the agreement of named members of staff. Staff should be able to act safely and promptly in an emergency situation, as well as with the routine administration of medicines. Only those members of staff who have current First Aid qualifications will be required to act in an emergency.

Parents and staff should be kept informed of the school's arrangements for the administration of medicines and drugs and will be informed of any changes in these procedures. A record should be kept of all the medicines and drugs administered by the members of staff in the appropriate **Medication File**. All medication administered must be recorded and witnessed by members of staff.

Emergency Procedures

In the case of emergency, the school will call an ambulance and contact the parents. When conditions require immediate emergency treatment, trained staff may volunteer to administer medication or emergency procedures such as resuscitation.

A member of staff should always accompany a child taken to hospital by ambulance and should stay until the parent/carer arrives.

In all cases, administration of medication and/or treatment to a student will be at the discretion of the Managing Director, Head of Education and the This Is My Education Senior Management. However, ultimate responsibility remains with the parents/carers.

Monitoring arrangements

This policy will be reviewed bi-annually.

This policy will be updated if there are any major changes in legislation.

This policy will be ratified by the School Governing Body.