

Medicines Policy

More Than Ed | Independent School

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Responsible Person: Michelle Needham

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This policy sets out how More Than Ed manages the safe administration, storage and recording of medicines for students.

1. Rationale

Legally, schools are not required to administer medication to students because of the risks involved and the possible legal consequences. Where possible, parents and carers should ask their child's doctor for medication that can be taken outside of school hours.

However, where this is not possible, we will work in partnership with parents, carers and students to allow the safe administration of medicines, minimising any disruption to a student's health, attendance and participation.

This policy follows the guidance set out in the SCC document 'Young People's Health and the Administration of Medicines' and has regard to the Department for Education's statutory guidance 'Supporting pupils at school with medical conditions'.

2. Responsibilities

The Headteacher

The Headteacher accepts responsibility in principle for members of staff giving, or supervising students taking, prescribed medication. Staff will not be directed to give medication but must volunteer that they are comfortable to do so. The Headteacher will ensure that all staff who volunteer to administer medicine are supported and trained where necessary.

Parents and Carers

- Provide the Headteacher or Deputy Headteacher with comprehensive information regarding the student's condition and medication.
- Where a student is collected from home by their tutor, provide written and signed instructions relating to any medication sent with the student.
- Contact the school if the student's need for prescribed medication has ceased.
- Renew medication when supplies are low and ensure it is within its expiry date.

Students

Students are expected to take responsibility for visiting the designated member of staff at the correct time for any medication they need.

Staff

All staff who volunteer to administer medication, or to supervise a student taking medicine, should take the same care that a reasonable, responsible and careful parent would take in similar circumstances.

3. Prescribed Medication

No student will be given medication without written consent from a parent or carer.

Each item of medication must be given to the tutor, in normal circumstances by the parent or carer, in a secure and labelled container as originally dispensed. Each item must be clearly labelled with the following information:

- Student's name
- Name of medication
- Dosage
- Frequency of administration
- Instructions for administration
- Date of dispensing
- Cautionary advice
- Storage requirements
- Expiry date

We will not accept items of medication in unlabelled containers.

4. Trips and Visits

Staff will make every effort to continue the administration of medication to a student while away from the More Than Ed premises. However, there may be occasions when it is not possible to include a student on a trip or visit if appropriate supervision cannot be guaranteed.

5. Storage of Medicines

Medication is kept in a secure, locked medication cupboard, out of reach of students.

6. Record Keeping

The school keeps records of all prescribed medication brought into the provision, identifying the name of the student, the date and time given, the name of the medication, the dosage, and the signature of the member of staff administering it. This record is kept in the locked medication cupboard.

7. Disposal

More Than Ed staff will not dispose of medicines. Date-expired medicines, and those no longer required for treatment, will be returned to the parent or carer immediately. If this is not possible, they can be taken to any pharmacy for disposal.

8. Non-Prescribed Medicines

Staff cannot be expected to take responsibility for any non-prescribed medicines that a parent, carer or student may bring into More Than Ed.

A consent form is provided for the parent or carer to complete if a student requires antihistamines. Once consent has been gained, the tablet may be administered.

9. Students Refusing Medication

If a student refuses to take a medicine, they will not be forced to do so. The refusal will be documented and parents or carers informed the same day.

If the medication is prescribed for ADHD, the student will need to go home. If a student is prescribed ADHD medication that is taken at home and they have refused it, they will not be permitted to attend school that day.

10. Related Policies

This policy should be read alongside the school's other policies, including:

- Supporting Students with Medical Conditions Policy
- First Aid Policy (including Accident and Incident)
- Health and Safety Policy
- Safeguarding and Child Protection Policy