

# Medicines Policy



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Responsible Person: Michelle Needham

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## **1. Rationale**

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

However, when this is not possible, we will endeavour to work in partnership with parents, carers and young people by allowing the safe administration of medicines to minimise potential disruption to their health, attendance and participation.

The follows the guidelines set out in the SCC document 'Young People's Health and the Administration of Medicines'

## **2. Responsibilities**

### **2.1 The Headteacher**

The Headteacher will accept responsibility in principle for members of school staff giving or supervising young people taking prescribed medication

Members of 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

### **2.2 Parents / Carers**

Parents are responsible for providing the Headteacher or Deputy Headteacher with comprehensive information regarding the young person's condition and medication

When the young person is collected from home by their tutor, the parent/carer should provide written and signed instructions relating to any medication sent with the young person

It is the responsibility of parents/carers to contact the school if the young person's needs for the prescribed medication have ceased

It is the parent/carers responsibility to renew medication when supplies are low and to ensure it is within its expiry date.

### **2.3 Young People**

Young people are expected to exercise good responsibility to visit the designated member of staff at the correct time for any medication that they need

## **2.4 Staff**

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

## **3. Prescribed Medication**

No young person should be given medication without written consent from the parent/carer

Each item of medication must be given to the tutor, 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:

- Young person'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 young person whilst away from the More Than Ed premises. However, there may be occasions when it may not be possible to include a young person 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 the young people

## **6. Record Keeping**

The school keeps records of all prescribed medication brought into the provision identifying the name of the young person, date and time given, the name of the medication, the dosage and signature of the member of staff administering the medication. This record will be 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 immediately to the parent/carer. If this is not possible it 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 young person may bring into More Than Ed.

## **9. Young people refusing medication**

If a young person refuses to take a medicine they will not be forced to do so and this will be documented and parents/carers informed the same day