

Oaklands Park School



A Policy for the Administration of Medicines On and Off Site

Introduction

Governors, staff and parents agree that some medical conditions cannot be adequately controlled without treatment during school hours. As a residential school, Oaklands Park has a duty to ensure the health, safety and well-being of all pupils, and for many, this will mean the regular administration of medicines.

Prescribed Medication is understood to be :

- Medication which is ongoing and used to maintain a child's well-being
- Medication which is prescribed for a limited period to alleviate illness
- Medication which is used on an 'as required' basis

Non Prescribed Medication is understood to be :

- Any non-prescription medication used to alleviate symptoms. Calpol is a good example of this.

Non-prescribed medicines will be administered for no longer than twenty four hours, depending upon a child's symptoms. Medical advice will be sought if the child has not improved after twenty four hours.

Storage of Medication At School

All prescribed medication that does not require refrigeration is stored in a locked cupboard in or near the user's main living area. 'As required' medication is stored during the day in locked boxes in a locked cupboard in the child's classroom. A lockable fridge has been made available in the main House for the storage of medication. Keys to these storage units are kept by senior members of staff.

The school will store and staff will administer non-prescribed medicines which have been sent in by parents where accompanied by written consent letters.

Recording

A standard format is used at all times, with double signing of controlled medication. The Boots recording programme is used. Records will be checked monthly by a member of the school Leadership Team and/or the school nurse.

Refusal to take Medicines

If a medication is refused, this must be recorded and medical advice sought. If a child spits out medication, the medication should not be given again, rather a record must be made and medical advice sought.

Parents' Roles

At the beginning of each year,(or when a child joins the school) a supply of green medicine permission forms will be sent to parents. These must be sent to school with any prescribed medicines. Medication will only be administered as described on the container.

The administration of non-prescribed medication will only occur when written permission has been provided by parents. On-going consent will be assumed until consent is withdrawn in writing.

Parents must inform the school about changes in their child's medical condition.

Specific Conditions

Medication required for the management of specific conditions, e.g. diabetes and epilepsy, must only be administered by staff who have undertaken specific training from nursing advisers, e.g. the diabetes nurse.

Medical Alert

Medical Alert forms relating to specific conditions are on display in the school office and the house staffroom. Some classrooms and living areas also display this information.

Medication Out of School

Relevant medical information and 'as required' medication must be collected before any school journey. A signed Off-Site form must be completed with a copy left in the school offices. Relevant information pertaining to children's medical conditions should be taken on journeys. The senior member of staff on the journey must take responsibility for the safe storage of medication, and medication must never be left unattended on the minibus or in the car.

Errors

If an error is made in administering medicines, medical advice should be sought as soon as possible and the child's parents should be informed.

Staff Training And Responsibilities

Training programmes will be provided for staff periodically. Health Trust staff will be invited to lead courses at the school, from time to time. A sufficient number of care staff, the pastoral support worker and the school administrator, have been trained by a Boots pharmacist in the use of the administration pack purchased from that company. Occasionally, staff will be asked to attend training programmes away from school, where considered appropriate.

The Four Day First Aid training course will be made available to an appropriate number of staff. A list of First Aiders is on display at various points around the school site.

All residential care staff and an appropriate number of classroom staff have completed the one day First Aid course.

First Aid trained staff will maintain the First Aid boxes which are provided for school and residential use.

The headteacher will assume responsibility for the administration of medicines and will delegate responsibility to named colleagues. No member of staff is obliged to administer medication, and the headteacher will only approach those who have agreed to participate in this activity. Nevertheless, all staff should familiarise themselves with children's medical conditions, and should be aware of where medication is stored and who is prepared to administer.

..... Principal

..... Chair of Governors

Date

October 2013

Appendix I

Staff who will Administer Medicines

Jill Fitch	Kevin Keet
Pam Matson	Lucy Vile
Karen Nicholls	Jackie Corben
Lorraine Rosenbach	Amanda Goodman
Sarah Lang	Frances Pucknell
Rebecca Higson	Melanie Anstead
Paul Carpenter	Lee Campbell
Chris Heard	Penny Combstock

..... under the direction of the Principal

Appendix II

Trained First Aiders (4 Day First Aid Course)

Usually based in the residence
Training programme in place

Usually based in the school

Robert Heard
Lucy Vile
Julia Bradshaw

Malcolm Ross
(works equally in both areas)

This Amendment