



## Oasis Academy Harpur Mount

### Administering Medicines Policy

Oasis Academy Harpur Mount will ensure that policies are clear about the procedures to be followed for managing medicines. *(See government guidance in Appendix: Managing medicines in schools/academies)*

The plans drawn up by the Lead First Aider in liaison with the Principal reflect the advice in the government guidance:

The academy will only oversee the administration of medicines prescribed by a qualified medical practitioner or nurse consultant. The academy will **never** accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.

- medicines will only be administered at the academy when it would be detrimental to a child's health or academy attendance not to do so;
- no child under 16 will be given prescription or non-prescription medicines without their parent's written consent - except in exceptional circumstances where the medicine has been prescribed to the child without the knowledge of the parents. In such cases, every effort will be made to encourage the child or young person to involve their parents while respecting their right to confidentiality;
- a child under 16 will never be given medicine containing aspirin unless prescribed by a doctor. Medication, eg for pain relief, will never be administered without first checking maximum dosages and when the previous dose was taken. Parents will be informed ;
- where clinically possible, medicines will be prescribed in dose frequencies which enable them to be taken outside academy hours
- the academy will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date, but will generally be available to the academy inside an insulin pen or a pump, rather than in its original container
- all medicines will be stored safely in a locked cupboard or fridge in the first aid room. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenalin pens are always readily available to children and not locked away. All relevant inhalers and other medication are taken on trips and carried by a qualified first aider.

All controlled drugs that have been prescribed for a pupil are securely stored in a non-portable container and only named staff have access. Controlled drugs are easily accessible in an emergency. A record is kept for whom it has been prescribed providing they have received specialist training/instruction.

The academy keeps a record of all medicines administered to individual pupils stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at academy are noted.

- when no longer required, medicines are returned to the parent to arrange for safe disposal. Sharps boxes are always used for the disposal of needles and other sharps and returned to the parent for safe disposal.

## **7. Staff Training and Support**

**Any member of academy staff providing support to a pupil with medical needs receives suitable training.**

The Lead First Aider identifies needs with other health specialists, agreeing the type and level of training required, putting this in place.

The Lead First Aider determines how training is provided and liaise with those providing training to ensure that training remains up-to-date.

The training is sufficient to ensure that staff are competent and have confidence in their ability to support pupils with medical conditions, and to fulfil the requirements as set out in individual healthcare plans. They understand the specific medical conditions they are being asked to deal with, their implications and preventative measures.

Staff do not give prescription medicines or undertake health care procedures without appropriate training (updated to reflect individual healthcare plans at all times) from a healthcare professional. Academy staff are aware that a first-aid certificate does not constitute appropriate training in supporting children with medical conditions.

## **11. Record keeping**

The Lead First Aider ensures that written records are kept of all medicines administered to pupils.

The Principal takes into account the requirements and provisions of the Data protection legislation.

Teachers may need to bring their own medication into academy. This should be safely locked away in the individual locker to which every teacher is entitled. It does not need to be stored with pupils' medicines.

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