



HARMONIZE ACADEMY

MANAGEMENT OF MEDICATION POLICY

POLICY WRITTEN BY:	PRINCIPAL
DATE POLICY PREPARED:	JULY 2012
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DATE FOR NEXT REVIEW:	OCTOBER 2024

Trust, Respect, Compassion, Forgiveness

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MANAGEMENT OF MEDICATION POLICY

Rationale:

- The Academy will do everything possible to ensure that any child with medical problems is given access to the curriculum and that they receive as full an education as possible
- Teachers are not obliged to administer/supervise student's medication
- Emergency action may be needed, both in Academy and on outings
- Prime responsibility lies with parent/guardian/carer – main source of information

Aims

- Assist parents with medical care of their children
- Educate staff and children regarding special medical needs
- Adopt and implement DFE and LA guidance
- Arrange training for staff willing to support children with medical needs
- When necessary, liaise with medical services in support of children with medical needs
- Ensure access to broad, balanced curriculum
- Maintain appropriate records

Entitlement

- Students with medical needs have a right to a full education
- Need proper care and support
- Staff can consider
 - whether to be involved with a student's medical care
 - having appropriate training
 - working to clear guidelines
 - legal implications
 - concerns regarding the support of children with medical needs

Expectations

- Staff are not expected to administer medication unless:
 - it is essential that it be taken during Academy hours, and
 - the child is unable to manage his/her own medication
- The pharmacist can dispense the medication in a separate container with the quantity required for use in Academy
 - the prescription and dosage should be printed on the outside
 - the name of the pharmacist should be visible

(ANY MEDICATION THAT IS INCORRECTLY LABELLED CANNOT BE ACCEPTED)

- The Academy will consider each request to administer medication for a student with special medical needs, liaising with the Academy Health Service to seek advice and support.

Practice

When a parent/carers requests that we administer medication we will

- Consider whether the Academy's identified staff are prepared to administer the medication
- If agreed, a risk assessment will be conducted to determine the necessary arrangements
- Work with the parent to set up a Healthcare Plan for the child if required.
- Ensure secure storage for medication in Academy First Aid Room, accessed only by designated staff; and each time it is administered, a record is completed
- At the end of term or end of treatment, any remaining medication is to be handed over to the parent/carers by the designated person
- If the parent/carers fails to collect the medication, it will be destroyed and the details of the action recorded
- When treatment is completed, this will be noted on the care plan, and the record retained as a point of reference.
- No over the counter medication will be administered unless it is deemed necessary in the case of an emergency and parental/carers consent has been given for the student if they are under 16 years old.
- **A REGISTER OF STUDENTS' MEDICAL NEEDS IS TO BE KEPT INDICATING WHETHER A CARE PLAN IS IN PLACE**