



Medication Policy & Procedures

1 Our Aims

- All who need to manage medicines have local procedures in place.
- Employees who are required to administer medication have received suitable instruction and training where necessary.
- Written consents are obtained before administering medicines.
- Assessments have been completed and personal care plans are in place.
- Managers monitor medication arrangements to ensure local procedures are working effectively.
- No adverse incidents have occurred and when they do occur they are reported, suitably investigated and actions taken to prevent reoccurrence.

2 Our Policy

The school has developed a policy that supports pupils requiring assistance with medication during the school day that is reviewed regularly and is readily accessible to parent/carers and school staff.

The nominated person that has overall responsibility for policy implementation is the Deputy Headteacher.

The nominated person will be responsible for:

- That where employees administer or assist with the administration of medicines there is a legal duty to ensure that the activity is carried out safely.
- To undertake an individual assessment to establish the extent of the individual's ability to safely administer their own medication.
- To develop a care plan which identifies and documents the range of support required by an individual and review the plan at regular intervals (at least annually) and communicate any changes to employees and other relevant persons.
- Arrange annual staff training for the administration of inhalers and epi-pens.
- To ensure that medication is adequately signed in and out each day.
- To ensure that medication is stored appropriately.

3 Roles & Responsibilities

The Headteacher should ensure that all staff are aware of the policy and understand their roles in its implementation. They should ensure that sufficient numbers of staff are available to implement the requirements of the individual healthcare plans. They should also make sure staff are appropriately insured to support pupils in this way.

Staff who assist an individual to take or administer any medication in the course of their duties must receive appropriate information, instruction, and where the need is identified, attend training in the completion of such a task.

Staff will only assist or supervise the administration of medicines that have been authorised by the parent/carer on a Parent Request for The Administration of Medicines in School form.

Staff will record any medicines administered in the Medication Administered Log Book located in the First Aid room and ensure that all medication is stored appropriately.

Staff must report any adverse incidents to the Headteacher or nominated person to ensure they are investigated and action is taken to prevent re-occurrence.

These procedures should be read in conjunction with the Supporting Pupils in School with Medical Conditions Policy.

Created By

Name

Sign

Date

Head Teacher Approval

Name

Sign

Date