



IMPACT PUPIL REFERRAL UNIT

MEDICINE POLICY

APPROVED BY GOVERNORS: September 2023
POLICY TO BE REVIEWED: September 2024

MEDICINE POLICY DOCUMENT

LA's Schools and Governing Bodies are responsible for the health and safety of pupils in their care.

Most schools will at some time have pupils on role with medical needs. The responsibility of the employer is to ensure that safety measures cover the needs of all pupils at the school.

Mums, dads or carers are responsible for their child's medication.

School staff should not administer medication without first receiving appropriate information or training.

There is no legal duty which requires school staff to administer medication: this is a voluntary role.

(DfEE circular 14/96)

As IMPACT is a school for pupils with SEMH it is likely that a number of pupils will be prescribed medication to help manage their behaviour and learning ability.

When a pupil is prescribed medication by a medical practitioner the school will endeavour to do all it can to help the pupil.

The pupil's mums, dads or carers must complete the designated form detailing their child's medication, the dosage and the time it is to be administered.

All medication must be brought into school in the correct packaging (i.e. the box or pack it is dispensed in) and handed in at the school office. It will then be placed in a lockable medicines cupboard in the medical room/EWO Office and recorded in the Medication book.

Named Dispensers

1. School first aiders will administer medication.
2. In the absence of a first aider a member of the Senior Leadership Team will administer the medication
4. If a pupil requiring medication is out on a day/residential visit the staff will be asked to administer all necessary medication, provided that the relevant paperwork is completed.

How is Medication Administered?

1. The pupils are told when to go to the room allocated for the storage of medication where a member of staff will give their medication to them.
2. In some cases, the member of staff will bring the medication in a sealed envelope to the pupil. (e.g. medication which is to be taken at an unusual time or if coming to the allocated room has a negative effect upon an individual's behaviour)

The member of staff records the number of tablets the pupils take and adjusts the total of tablets for each pupil on the record sheet. They will inform parents when the pupil requires another prescription.

If a pupil refuses to take medication it will not be forced upon them. Their parents/carers will be notified.

Other Medication

School staff will take responsibility for administering anti-biotics, if they come into school and have the pupils name and dosage on the box. School staff will not take responsibility for administering, headache tablets or any other medication, these must not be brought into school by pupils.

Asthma inhalers are either carried by the pupil or in the case of very young children stored in the child's classroom.

Specific cases will be looked at individually. If a member of staff is willing to administer medication in the form of injection – for example when treating a pupil who has anaphylaxes, the member of staff will receive training from the school nurse. Health and Safety procedures on the safe use and disposal of needles will also be an essential element of the training.

Policy Review

Co-ordination of this policy is the responsibility of Lauren Shields. A copy of this policy will be made available to all visitors on request. This policy will be reviewed annually.