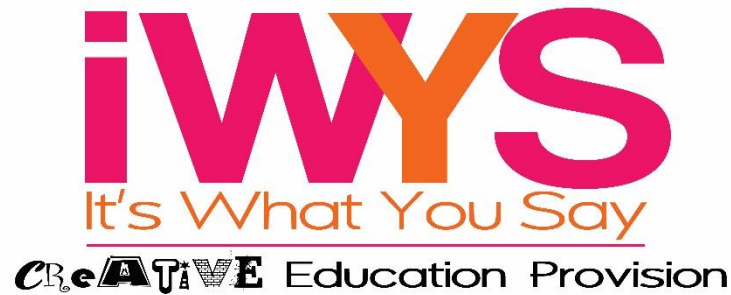


I.W.Y.S

IT'S WHAT YOU SAY - CIC



**A STATEMENT OF POLICY
ADMINISTERING MEDICATION
POLICY**

Contents:

Statement of intent

1. Legal framework
2. Definitions
3. Key roles and responsibilities
4. Training of staff
5. Medication
6. Individual healthcare plans
7. Monitor and review

Appendices

- a) Parental Agreement Form
- b) Individual Healthcare Plan Template

Statement of intent

IT'S WHAT YOU SAY - CIC s will ensure that pupils with medical conditions receive appropriate care and support at IT'S WHAT YOU SAY – CIC I, in order for them to have full access to education and remain healthy.

This policy has been developed in line with the DfE's guidance: 'Supporting pupils at school with medical conditions'.

IT'S WHAT YOU SAY - CIC is committed to ensuring that parents/carers feel confident that we will provide effective support for their child's medical condition, and make the pupil feel safe whilst at school.

This policy will fall within our GDPR policy. Information stored as part of documents required by the policy will be stored securely and used to support individual pupils during their time at IT'S WHAT YOU SAY - CIC. They will be accessible to relevant staff.

These documents will be destroyed;

- Once medication has ceased to be used (in the case of short term illness medication)
- Once the pupil leaves IT'S WHAT YOU SAY - CIC (in the case of long term medication)

Signed by:



Nikki Baines

Proprietor

Date: 27th June 2024

Compliance Officer

Date: 27th June 2024

Legal framework

This policy has due regard to statutory legislation and guidance including, but not limited to, the following:

children and families act 2014

DfE 'supporting pupils at school with medical conditions' 2015

definitions

IT'S WHAT YOU SAY - CIC defines "medication" as any prescribed or over the counter medicine.

IT'S WHAT YOU SAY - CIC defines "prescription medication" as any drug or device prescribed by a doctor.

IT'S WHAT YOU SAY - CIC defines a "staff member" as any member of staff employed at It's What You Say - CiC, including teachers.

For the purpose of this policy, "medication" will be used to describe all types of medicine.

Key roles and responsibilities

Directors

IT'S WHAT YOU SAY - CIC has overall responsibility for the implementation of the administering medication policy and procedures of IT'S WHAT YOU SAY - CIC.

IT'S WHAT YOU SAY – CIC has overall responsibility of ensuring that the administering medication policy, as written, does not discriminate on any grounds, including but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.

IT'S WHAT YOU SAY – CIC is responsible for handling complaints regarding this policy, as outlined in IT'S WHAT YOU SAY - CIC'S complaints policy.

IT'S WHAT YOU SAY – CIC is responsible for ensuring that members of staff who provide support to pupils with medical conditions are suitably trained and have access to information needed.

IT'S WHAT YOU SAY – CIC is responsible for ensuring that relevant health and social care professionals are consulted in order to guarantee that the needs of pupils with medical conditions are properly supported.

IT'S WHAT YOU SAY – CIC will manage any complaints or concerns regarding the support provided or administration of medicine using IT'S WHAT YOU SAY - CIC'S complaints procedure policy.

Directors

The directors are responsible for the day-to-day implementation and management of the administering medication policy and relevant procedures of It's What You Say - CiC.

The directors are responsible for ensuring that appropriate training is undertaken by staff members administering medication.

The directors are responsible for ensuring that staff members understand the local emergency services' cover arrangements and that the correct information is provided for the navigation system.

The directors are responsible for ensuring that all necessary risk assessments are carried out regarding the administration of medication, including for school trips and external activities.

In the case of staff absence, Charmaine Baines is responsible for organising another appropriately trained individual to take over the role of administering medication.

staff;

- All staff, including teachers, support staff and volunteers, are responsible for following the policy and for ensuring pupils do so also.
- staff, including teachers, support staff and volunteers, are responsible for implementing the agreed policy fairly and consistently.
- if a pupil is sent to hospital, at least one member of staff will accompany the pupil until their parent/carer has arrived.

parents/carers;

- parents/carers are expected to keep It's What You Say – CIC informed about any changes to their child/children's health.
- parents/carers are expected to complete a medication administration form prior to bringing medication into It's What You Say – CIC.

- parents/carers are expected to discuss medications with their child/children prior to requesting that a staff member administers the medication.
- It's What You Say - CIC will consider carefully their response to requests to assist with the giving of medication or supervision of self-medication and that they will consider each request separately.
- where parents have asked It's What You Say - CIC to administer the medication for their child they must ask the pharmacist to supply any such medication to be dispensed in a separate container, containing only the quantity required for school use. the prescription and dosage regime should be typed or printed clearly on the outside.
- It's What You Say - CIC will only administer prescribed medicines in which the dosage is required 4 times a day or at a specific time (as directed by the pharmacist) that falls within It's What You Say - CIC day.
- The name of the pharmacist should be visible. Any medications not presented properly will not be accepted by staff.
- Pupils should not bring in their own medicine. This should be brought into It's What You Say – CIC by the parent.
- It is both staff members' and pupils' responsibility to understand what action to take in general terms during a possible medical emergency, such as raising the alarm with It's What You Say – CIC directors other members of staff.

Training of staff

- Teachers and support staff will receive training on the administering medication policy as part of their new starter induction if necessary
- Teachers and support staff will receive regular and ongoing training as part of their development if necessary
- The directors will ensure that a sufficient number of staff are suitably trained in administering medication.
- All relevant staff will be made aware of a pupil's medical condition by the directors / class teacher.
- The directors will ensure that supply teachers are appropriately briefed regarding pupils' medical conditions.
- A first aid certificate does not constitute appropriate training in supporting children with medical conditions.
- It's What You Say – CIC will provide staff members with opportunities and details of cpd.
- It's What You Say – CIC will provide whole-school awareness training so that all staff are aware of the administering medication policy and understand their role in implementing the policy.

Medication

- Prior to staff members administering any medication, the parents/carers of the pupil must complete and sign a medication administration form.
- no pupil under the age of 16 will be given medicines without written parental consent.
- under no circumstance will a pupil under the age of 16 be given aspirin unless there is evidence that it has been prescribed by a doctor.
- medicines must be in date, labelled, and provided in the original container with dosage instructions. medicines which do not meet these criteria will not be administered, with the exception of insulin which is acceptable to use if it is in date but in a different container, such as an insulin pen.
- before administering medicine, maximum dosages and when the previous dose was taken will be checked.
- a maximum of four weeks' supply of medication may be provided to It's What You Say - CIC.
- when medicines are no longer required, they will be returned to the parents/carers of the pupil.
- needles and sharp objects will always be disposed of in a safe way, such as using 'sharp boxes'.
- medications will only be administered at It's What You Say – CIC if it would be detrimental to the child not to do so.
- medications will be stored securely in It's What You Say – CIC office, except for asthma inhalers which will be discussed with parents/carers.
- in the event of a school trip or activity which involves leaving It's What You Say – CIC premises, medicines and devices, such as insulin pens and asthma inhalers, will be readily available to staff and pupils.
- only suitably qualified staff will administer a controlled drug.
- staff members have the right to refuse to administer medication. If a class teacher does refuse, the Charmaine Baines will delegate the responsibility to another staff member.
- any medications left over at the end of the course will be returned to the pupil's parent/carer.
- written records will be kept for any medication administered to pupils.
- pupils will never be prevented from accessing their medication.
- where appropriate, pupils will be encouraged to take their own medication under the supervision of a teacher.
- parents/carers will be consulted before a pupil is given approval to be responsible for their own medication.
- these arrangements will be reflected in their individual healthcare plan.

- if a pupil refuses to take their medication, staff will not force them to do so, and parents/carers will be informed so that alternative options can be considered.
- It's What You Say – CIC cannot be held responsible for side effects which occur when medication is taken correctly.
- where a pupil's medical condition is unclear, or where there is a difference of opinion, judgements about what support to provide will be based on the available evidence, including a consultation with parents/carers.

Individual Healthcare Plans

- for chronic or long-term conditions and disabilities, a care plan will be developed in liaison with the pupil, parents/carers, directors, special educational needs coordinator and medical professionals.

when deciding what information should be recorded on care, It's What You Say – CIC will consider the following:

- medical condition, as well as its triggers, signs, symptoms and treatments
- the pupil's resulting needs, such as medication (the correct dosage and possible side effects), equipment and dietary requirements.
- the specific support needed for the pupil's educational, social and emotional needs.
- the level of support that is needed and whether the pupil will be able to take responsibility for their own health needs.
- the type of provision and training that is required, including whether staff can be expected to fulfil the support necessary as part of their role.
- which staff members need to be aware of the pupil's condition.
- arrangements for receiving parental consent to administer medication.
- separate arrangements which may be required for school trips and external activities.
- which staff member can fulfil the role of being a designated, entrusted individual where confidentiality issues are raised.
- what to do in an emergency, including whom to contact and contingency arrangements.
- what is defined as an emergency, including the signs and symptoms that staff members should look out for.
- It's What You Say – CIC will ensure that care plans are reviewed at least annually.

Care plans will be routinely monitored throughout the year by the multi-agency care team members and directors/class teacher.

MONITOR AND REVIEW

This policy is reviewed every two years by It's What You Say – CIC and the all multi-agency core team members

Records of medication, which have been administered on It's What You Say – CIC grounds, will be monitored and the information will be used to improve It's What You Say – CIC procedures.

Staff members who are trained to administer medication will routinely recommend any improvements to the procedure.

It's What You Say – CIC will seek advice from any relevant healthcare professionals as deemed necessary.

Appendix A- Parental Agreement Form

IT'S WHAT YOU SAY - CIC Medication Administration Form

IT'S WHAT YOU SAY - CIC schools will not give your child medicine unless you complete and sign this form.

Name of child:	
Date of birth:	
Group/class/form:	
Medical condition/illness:	
Medicine/s:	
Name/type of medicine (as described on the container):	
Date dispensed:	Expiry date:
Agreed review date:	
Review to be initiated by:	
Dosage, method and timing:	
Special precautions:	
Are there any side effects that IT'S WHAT YOU SAY - CIC needs to know about?	
Self-administration: Yes/No (delete as appropriate)	

APPENDIX B – INDIVIDUAL HEALTHCARE PLAN TEMPLATE

IT'S WHAT YOU SAY - CIC Individual Healthcare Plan

Pupil's name:

Address:

Date of birth:

Class teacher:

Medical condition:

Date plan drawn up: September 2022

Review date: September 2023

CONTACT INFORMATION

Family contact 1

Name:

Phone number:

(work):

(home):

(mobile):

Relationship:

Family contact 2

Name:

Phone number:

(work):

(home):

(mobile):

Relationship:

GP

Name:

Address:

Phone No:

Clinic/hospital contact

Name:

Phone number:

Describe medical condition and give details of pupil's individual symptoms:

Daily care requirements (e.g. before sport/at lunchtime):

Describe what constitutes an emergency for the pupil, and the action to be taken if an emergency occurs:

Follow up care:

Who is responsible in an emergency (State if different on off-site activities):

Signed	Date
Parent/carer	
Pupil (where appropriate)	
Director	
GP	