



Administering Medicines Policy

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| POLICY WRITTEN BY: | SENDSCOPE Director Jacqueline Bebbington |
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SENDSCOPE Administering Medicines Policy

Rationale:

SENDSCOPE 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. However, it must be noted that teachers are not obliged to administer/supervise student's medication.

Emergency action may be needed, both in the setting and on outings, this policy will outline the responsibilities of SENDSCOPE in the event of this. Prime responsibility lies with parent/guardian/carer as they are the main source of information and responsible for ensuring SENDSCOPE has relevant and up to date information about their child's medical needs.

Aims:

- Assist parents with medical care of their children
- Educate staff and children regarding special medical needs
- Adopt and implement DFE and LA guidance on administering medication
- 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
- Students need proper care and support
- Staff can consider whether to be involved with a student's medical care, it is essential that they have appropriate training and work to clear guidelines ensuring that SENDSCOPE meet legal implications.
- Staff must raise any concerns regarding the support of children with medical needs with a member of the leadership team.

Expectations

- Staff are not expected to administer medication unless: - it is essential that it be taken during operational 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 SENDSCOPE - 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**)
- SENDSCOPE will consider each request to administer medication for a student with special medical needs, liaising with the host school (where one is present) or the Health Service to seek advice and support.

Practice:

When a parent/carer requests that we administer medication we will:

- Consider whether SENDSCOPE'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/carer to set up a Healthcare Plan for the child if required. Where one is already in place this must be provided by the host school/parents/carers to SENDSCOPE upon commencement of placement
- Ensure secure storage for medication, 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/carer by the designated person
- If the parent/carer 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/carer 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**