



**The
Blyth
Academy**

Administering of Medication Policy

ADMINISTERING MEDICINE POLICY

Academy Name: The Blyth Academy
Date Policy Formally Reviewed/Approved By Governors: July 2017
Date Policy Becomes Effective: 1st September 2017
Review Date (s): July 2018
Person(s) responsible for Implementation and Monitoring: Vice Principal Behaviour & Safety
Author: AMR
Location of Policy: Staff Intranet, Academy Website
Other relevant policies: Health & Safety Policy Safeguarding & Child Protection Policy Supporting students with medical conditions

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Policy Statement

The Blyth Academy is committed to ensuring that all students are supported in being able to attend and learn in a caring environment. When there is a need for a student to receive prescribed medication, safe and effective procedures are in place which promote the health and safety of our community.

Administration of Medication

It is preferable for medication to be given at home whenever possible and if medicines are prescribed to be taken more than 3 times a day, parents should ask the prescribing doctor if the medicine can be taken out of normal academy hours.

There are two main circumstances in which requests may be made to the Principal to deal with the administration of medicines to students at the academy.

- a. cases of chronic illness or long-term complaints, such as asthma *,diabetes ,epilepsy, or Attention Deficit Hyperactivity Disorder (ADHD)
- b. cases where a student is recovering from a short-term illness and is well enough to come to the academy but is receiving a course of antibiotics etc.

No medication should be administered in the academy without the agreement of the Principal or nominated representative.

Parents/Carers requesting administration of medication should contact the academy in person to meet with an academy representative to complete the required healthcare plan and discuss the child's medical needs including the administering of prescribed medication. Medication will not be administered without the completion of a healthcare plan.

'Prescription only medication' will be issued and a register of medication will be kept by the academy to monitor the storage, issuing and collection of such medication to the relevant students. 'Over the counter medication' will not be administered by academy staff and cannot be self-administered by a student. It is the responsibility of a parent to deliver the prescribed medication to the academy ensuring it is:

- in its original prescription packaging with a clear expiry date
- clearly labelled by the pharmacy with child's name, dob, address
- clearly outlined with dosage information

Medication will be stored in an appropriate location in the academy within a:

- secure room
- robust, locked container secured to the wall/floor (i.e. a locked cabinet and/or fridge)

It is the responsibility of the student to collect medication according to the details on the healthcare plan. Staff are not responsible for the collection of students for the administering of medication. Students will be required to sign and date the medications register each time prescribed medication is taken and/or self-administered.

Staff, students and visitors should not bring medication into the academy, which the Principal has not granted permission. Should this occur the medication would be removed and stored securely

until a parent/appropriate adult can collect it or the visitor is leaving the academy site. The staff of the academy will not be held responsible for medication, which has not been prescribed and/or approved by the Principal.

*Students with asthma usually carry their own medication and as a rule if the inhaler is needed to relieve symptoms regularly or if attacks are sporadic and particularly severe, the students will be allowed to carry the inhaler around at all times. Students who carry their own inhaler should report the instances they have used their inhaler to the appropriate adult within the academy who is responsible for medication as often as necessary.

Parents will be responsible for collecting medication from the academy in the following instances:

- once the medication has expired
- at the end of a term when medication cannot be stored on the academy premises during school holidays