

Ash Grove Academy



Belgrave Road
Macclesfield
Cheshire
SK11 7TF

Policy for

Medicine

Agreed by Policies Committee	Ratified by full Governing Body	Signed	Renewal Date (3 year cycle)
		----- Chair of Governors	

Medicine Policy

Introduction

It is our policy at Ash Grove Academy to ensure that appropriate arrangements for the administration of medicines are in place for our pupils.

We work in partnership with all agencies including Academy governors, staff, school nurse, Parents/Carers and children to ensure the policy is planned, implemented and maintained successfully.

Prescribed Medicines

Ideally it is preferable that Parents/Carers administer medicines to their own children. However this may not always be possible and in such cases parents may ask for medicines to be administered to their child in school, following procedures.

Parents must complete a written request form giving clear instructions regarding required dosage (see Appendix 1).

Medicines will only be accepted if they have been prescribed from a Doctor and are in the original container. The medicine needs to clearly state the child's name/dosage.

Non-Prescribed Medicines

Non-prescribed medicines may need to be administered during an Educational Visit involving a residential/overnight stay. A pain/flu relief medicine may be administered with parental consent. Parents/Carers will be asked to give consent and specify the medication that may be given on a Parent/Guardian's Consent for an Educational Visit form prior to the visit.

Record Keeping

Written records are kept each time medicines are given. Staff complete and sign a record (see Appendix 2).

These records are stored securely in the Academy office.

Safe Storage of Medicines

A few medicines need to be refrigerated. They will be stored in a refrigerator, clearly labelled with the name of the pupil, name and dosage of the medicine, and the frequency of administration.

All medicines will be returned to the Parent/Carer when no longer required, for them to arrange safe disposal.

Long Term Medical Needs

Information is collated about the medical condition of any child with long term or complex medical needs. A Health Care plan is written for an individual pupil involving the Parents/Carers and relevant health professionals.

Educational Visits

Risk assessments need to cover any arrangements for pupils on medication. Staff supervising educational visits are aware of the medical needs of the pupils and any arrangements for taking any necessary medicines are taken into consideration.

Copies of Individual Health Plans are available during the visit. Staff are informed as to what to do in an Emergency.

Self-Management of Medicines

We support good practice to support and encourage young people to take responsibility for managing their own medicines.

Health professionals, Parents/Carers and pupils assess the appropriate time to make this transition. This is recorded in the individual Health Plan.

The child will be supervised when taking medication and written recordings will be made (Appendix 2).

Asthma Medication

Refer to separate Asthma policy.

Training

Training of staff in the administration of medicines will be provided where this is considered necessary.

First Aiders

Mrs. Susan Tucker (Foundation Stage Unit)
Mrs. Paula Rutter (Midday Supervisor and After School Club Manager)

Emergency Procedures

A member of staff must remain with the child at all times.

Step 1

A member of staff dials 999 and requests ambulance support.
Report exact location and nature of the illness or accident.

Step 2

Trained First Aid staff within the Academy are located.

Step 3

Inform Parents/Carers.

Individual Health Plans include instructions as to how to manage an individual child in the event of an emergency and identify who is the responsible member of staff.

Health and Safety guidance Notes (Cheshire East Council)

Copies are stored in the Headteacher's office/SENCo room and Nursery.

Staff are aware of the Guidance notes for reference on:

Epilepsy

Diabetes

Anaphylaxis

Circumstances requiring special caution

Invasive procedures