



EduDiverse

Administrations of Medicines Policy



Introduction and Purpose

This policy is the Administrations of Medicines Policy for EduDiverse which will be followed by all staff and promoted by those in the position of leadership within the EduDiverse. This policy will be applied to all students.

Policy Principles and Values

The administration of medicines to children is the responsibility of parents, and there is no requirement for the EduDiverse to undertake these responsibilities. However, this Policy Statement has been prepared to clarify the EduDiverse's policy for parents/carers, staff and commissioning schools or Local Authority.

There are some circumstances in which requests may be made to EduDiverse staff to deal with the administration of prescribed medicines to children whilst on session. Any medication requiring a Medical or Dental Practitioner's Prescription, e.g. cases of chronic illness or long-term complaints, such as asthma, diabetes or epilepsy. This may include cases where pupils recovering from a short-term illness and are well enough to return to school, but are receiving a course of prescribed medication such as antibiotics.

Following a period of illness, a child's own doctor is the person best able to advise whether or not the child is fit to return to school, and it is for parents to seek and obtain such advice as is necessary.

Very few courses of medication are likely to require medicine to be taken during school hours.

When dosage does indicate the need for medicine to be taken at times when the child is on session the parent/carer will be asked to liaise with the General Practitioner about the alternative medication where this is possible.

However the EduDiverse recognises that if a child does need to take medicine this may not be sufficient reason for that child to be deprived of a period of schooling, however short.

EduDiverse Lead Mentor cannot be required to administer medication, but as persons in loco parentis they must take appropriate action when a child in their care is ill, to secure either the attendance of a parent or of medical assistance.

When a parent/carer requests that medicine be administered to their child at EduDiverse the Lead Mentor will consult the commissioning school or Local Authority for guidance. Medication will not be administered by EduDiverse without written consent from the commissioning school or Local Authority.

The Lead Mentor will ensure all staff are aware of the EduDiverse's policy and practice with respect to the administration of medicines. In the case of pupils with known medical problems, staff who come into contact with that child will be made aware of the precautions that need to be taken and the procedure for coping with an emergency. The Lead Mentor and staff will do what a "reasonable parent" would do in the circumstances prevailing at the time.

Where medicines are to be administered at the EduDiverse, the Lead Mentor will ensure there are First Aid qualified members of staff available.



PARENTS' RESPONSIBILITY

It is preferable that parents administer or supervise the self-administration of medicine to their children but parents may make a request for medicine to be administered to their child in at EduDiverse any such request should be directed to the commissioning school or Local Authority for students who are Educated Other Than at School.

The parent will have to comply with the commissioning school or Local Authority's procedure for requesting the administration of medication at school.

The medicine in the smallest practical amount, should be delivered to EduDiverse, wherever possible by a parent/carer, and should be handed personally to the Lead Mentor.

Parents/carers should ensure the container, the chemist's original container, is clearly labelled with the contents, the child's name, and the dosage and/or other instructions. The receiving member of staff will check the intelligibility of the instructions. Any concerns about the supply, transportation or storage of a suitable container may be discussed with the Schools' Nursing Team.

Medication should be collected from the Lead Mentor by a parent/carer.

Parents/carers should also ensure the child is familiar with the dosage and, subject to age and physical and mental capacity, is able to self-administer the medicine under adult supervision.

In cases where children require medication over long periods of time, any change in dosage or other arrangements must be notified by parents/carers, in writing to the commissioning school or Local Authority for children who are Educated Other than at School.

GUIDELINES

Medicines will be kept in a secure place in the EduDiverse Classroom or if out on session they will be locked in the glove compartment of the vehicle. Under no circumstances will medicines be kept in first aid boxes.

A written record of the dates and times of administration of medicine will be made on a log sheet kept with the medicine.

Whichever member of staff undertakes the duties concerned with the administration of medicine at EduDiverse, the Lead Mentor will ensure that person has appropriate information and training to undertake the duties, and will continue to exercise the ultimate responsibility for the administration of medicines at EduDiverse.

Staff are aware of the need for asthmatics to carry medication with them, or teachers to take appropriate action when, for example, participating in outdoor education or in the event of an evacuation or fire drill.

Where a pupil's case makes it necessary, emergency supplies of drugs will be stored in the school, but only on a single dose named patient basis. In these cases, specific training on how and when to administer will be sought from the commissioning school and or Health Authority.



Medicines no longer required will not be allowed to accumulate at the EduDiverse. They will be returned to the parent/carer in person for disposal.

The review and monitoring of individual long-term cases, and the necessary liaison with General Practitioners, will be undertaken by the Schools' Nursing Team in liaison with the commissioning school.

CIRCUMSTANCES REQUIRING SPECIAL CAUTION

Some children require treatment which EduDiverse staff may feel reluctant to provide, for example, assistance with catheters, or the use of equipment for children with tracheostomies. There is no requirement for the Lead Mentor or staff to undertake these responsibilities. However, the number of such cases will be very small and early identification and careful planning by the relevant Health Authority will result in detailed discussion with the EduDiverse the commissioning school and the formulation of a carefully designed individual programme to meet the needs and circumstances of a particular case.

Only those who are both willing and appropriately trained will administer such treatment. Such administration will be in accordance with instructions issued by a doctor. Training in invasive procedures will be conducted by qualified medical personnel. The school nurse will be asked to provide advice on nursing matters.

For the protection of both staff and children, a second member of staff will be present while the more intimate procedures are being followed, and appropriate personal protection (e.g., disposable gloves) will be worn.

Injections may only be administered by a qualified nurse or doctor, or by a person who has been trained to undertake this task. Under no circumstances should an untrained person attempt to administer an injection.

Pupils who may experience an extreme reaction to, for example, food stuffs or wasp stings, will require an individual care plan. This will include immediate contact with the Emergency Services and/or the local medical practice and the administration of drugs as previously agreed. When guidance is required on dealing with potential cases of anaphylactic shock the EduDiverse will approach the commissioning school who should take advice from the Schools' Nursing Team.

ADMINISTRATION OF ANALGESICS TO PUPILS

In circumstances when pupils suffer headaches, menstrual pains or toothache, the Lead Mentor or another member of staff may be asked to provide a mild analgesic, e.g., paracetamol, to relieve pain.

Analgesics will only be given to pupils under the age of sixteen when parents have given prior written permission to the commissioning school or Local Authority.

In such cases, specific members of staff will be authorised to issue tablets and they will keep a record of issues including name of pupil, time, dose given and the reason.

Tablets, which will be standard paracetamol for pupils aged 12 and over, or preparations of



paracetamol designed specifically for children for those under 12, will be kept in a secure place and not in the First Aid boxes.

On no account will aspirin, or preparations containing aspirin, be given to pupils. This is particularly important where pupils under 12 years of age are concerned.

In order to avoid the risk of improper use, pupils should not bring their own supplies of analgesics

to EduDiverse.

PARENTAL CONSENT FOR TREATMENT

A pupil who is over 16 years of age may give consent to any surgical, medical or dental treatment. However, advice and guidance would still be sought from the commissioning school or Local Authority.

For younger pupils, obtaining parental consent is the responsibility of the commissioning school or Local Authority in respect of students who are Educated Other than at School.

INFORMATION ABOUT THIS POLICY STATEMENT

The Lead Mentor will ensure that parents, commissioning schools and staff are familiar with the arrangements set out in this Policy Statement.

This policy was last reviewed on:

Date: 01/09/2025

Signed: James Ranson (DSL)