

# **Treetops Learning Community Medication Policy**

June 2022



## Treetops Learning Community

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This policy has been developed by Treetops Learning Community (TLC), when the policy refers to school(s) it relates to any school that is a member of the TLC. Current schools that are members of TLC include.

- Treetops School
- Treetops Free School

### **Statement of Intent**

Treetops Learning Community wishes to ensure that pupils with medication needs receive appropriate care and support at school.

### **1. Key roles and responsibilities**

- 1.1. The Trustees have overall responsibility for the implementation of the Administering Medication Policy and procedures of Treetops Learning Community.
- 1.2. The Trustees have overall responsibility for 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.
- 1.3. The Trustees have responsibility for handling complaints regarding this policy as outlined in the school's Complaints Policy.
- 1.4. The Trustees have responsibility for ensuring the correct level of insurance is in place for the administration of medication.
- 1.5. The Headteacher will be responsible for the day-to-day implementation and management of the Administering Medication Policy and procedures of Treetops Learning Community.
- 1.6. Trained staff that are signed off in a pupil's Medical Care Plan are responsible for overseeing specific administration of medication.
- 1.7. Staff, including teachers, support staff and volunteers, will be responsible for following the policy and for ensuring pupils do so also.
- 1.8. Staff, including teachers, support staff and volunteers, will be responsible for implementing the agreed policy fairly and consistently.
- 1.9. Parents and carers will be expected to keep the school informed about any changes to their child/children's health.
- 1.10. Parents and carers will be expected to complete a [medication administration form](#) prior to bringing medication into school.
- 1.11. Parents and carers will be expected to discuss medications with their child/children prior to requesting that a staff member administers the medication.

## 2. Definitions

- 2.1. Treetops Learning Community defines “medication” as any prescribed or over the counter medicine.
- 2.2. Treetops Learning Community defines “prescription medication” as any drug or device prescribed by a medical practitioner.
- 2.3. Treetops Learning Community defines a “staff member” as any member of staff employed at Treetops Learning Community, including teachers.

## 3. Training of staff

- 3.1. Teachers and support staff will receive training on the Administering Medication Policy as part of their role in school.
- 3.2. Teachers and support staff will receive regular and ongoing training as part of their development.

## 4. Guidelines

- 4.1. Prior to staff administering any medication, the parents / carers of the child must complete and sign a medication administration form.
- 4.2. No child will be given medicines without written parental consent, unless prescribed by a doctor.
- 4.3. 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.
- 4.4. A maximum of four weeks supply of the medication may be provided to the school.
- 4.5. For chronic or long-term conditions and disabilities, an Educational Healthcare Plan (EHCP) will be developed in liaison with the pupil, parents/carers, headteacher, and medical professionals.
- 4.6. Medications will only be administered at school if it would be detrimental to the child not to do so.
- 4.7. Medications will be stored securely in the school office in a locked cupboard.
- 4.8. Only qualified staff may administer a controlled drug.
- 4.9. Staff members may refuse to administer medication. If a class teacher refuses to administer medication, the headteacher will delegate the responsibility to another staff member.

- 4.10. Any medications left over at the end of the course will be returned to the child's parents.
- 4.11. Written records will be kept of any medication administered to children.
- 4.12. Pupils will never be prevented from accessing their medication.
- 4.13. Where appropriate, pupils will be encouraged to take their own medication under the supervision of a teacher.
- 4.14. Treetops Learning Community cannot be held responsible for side effects which occur when medication is taken correctly.



# Treetops Learning Community

## Medication Administration Form

**Treetops Learning Community will not give your child medicine unless you complete and sign this form.**

Name of Child:		
Date of Birth:		
Class:		
Medical condition/illness:		
Medicine/s:		
Name/Type of Medicine (as described on the container):		
Date dispensed:		Expiry date:
Agreed review date:		
Dosage, method and timing:		
Special Precautions:		
Are there any side effects that the school/setting needs to know about?		
Self-Administration: Yes/No (delete as appropriate)		
..... Signed Parent/Carer		Date.....