

Medicines Policy

Date Reviewed	Changes made	Reviewed by	Next Review Date
September 2014		Deb Steele	September 2017
July 2017	Deb Steele removed Lynda Morley and Fiona Carver added	Katie Brocklehurst	September 2019
Sept 2018	Change of storage for epi-pens to ease access; policy updated to reflect current practices at satellite provisions	Fiona Carver/ Katie Brocklehurst	September 2019
Sept 2020		Fiona Carver/ Katie Brocklehurst	September 2021

Chair of Governors: Maria Taylor

Head Teacher: Rob Brocklebank

- Medicines that have been prescribed by a doctor will be administered by J. Wilson, K. Brocklehurst or Fiona Carver or L. Morley or J Mackie if required during school time.

- Parents/carers are responsible for supplying medication to school in sealed blister packs or bottles with pupils name and dosage printed on the packet as dispensed.
- Un-medicated pupils will be returned home if medication is not available *and they are felt to be unable to cope with the daily routine of school.*
- Medical forms will be sent to parents/carers annually or at time of joining for updating.
- Medical changes over the course of the year need to be sent into school in writing so that information on pupils can be updated.
- Medication is to be kept in a designated cupboard or fridge which is located in the staff corridor with the record of administered medication file.
- Any refusal to take medication will be reported to parents/carers at the earliest time available.
- All administration of medication will be recorded in the medical file which is kept in the medication cupboard.
- Medication is to be transported to school by a responsible adult in most cases the taxi escort/driver.
- J. Wilson and K. Brocklehurst are responsible for the day to day management of this policy and can delegate administration of medication to other adults as necessary.
- Medication for school visits will be prepared beforehand by J. Wilson or K. Brocklehurst and will be given to trip leaders in named envelopes.
- Transportation to hospital is to be by ambulance or car if necessary; accessed by staff first aiders, parents/carers are to be informed at the earliest convenience and will be required to meet staff at the hospital where care will be handed over.
- Medication no longer required will be returned to parents/carers or after discussion with parents/carers will be disposed of at the nearest pharmacy by staff.
- K. Brocklehurst and J. Wilson have access to the medical cupboards at each site if pupils require medication. In the absence of named staff, Provision Managers also have access to the medication in an emergency.
- At Poulton, medical inhalers and epi-pens are kept in sealed bags in classrooms or in the front school office so that they are immediately accessible to all staff. Epi-pens must be signed out and back in for offsite activities. On satellite sites, epipens, inhalers and other medication like hydrocortisone/insulin injections are stored in locked filing cabinets in staff area, but within easy access in emergency. There is a sharps bin on each site for disposal of needles related to insulin injections.
- See attached training logs for summary of staff training across all sites.

Training Log:

Date trained	Course	Staff Member
Nov 2019	Online Diabetes training L1/L2	Ricky Clements Louise Mowbray Fiona Carver Leon Pinch
	Epi-Pen Training: School Nurse	
	Administration of Medicines	Joanne Mackie
October 2020	Online Diabetes training L1/L2	Joanne Mackie Katie Brocklehurst Vicky Cookson