




Medicines Administration Policy

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Medicines Administration Policy

AIMS

The aim of this policy is to effectively support individual children with medical needs and to enable pupils to achieve regular attendance.

Parents retain the prime responsibility for their child's health and should provide Beyond Horizons Tuition with information about their child's medical condition. Children should be kept at home if they are acutely unwell and in the case of contagious diseases only return when they are no longer infectious.

The role of Staff

Teaching staff are not required to administer medicines to children. Those members of staff who volunteer to administer medicines or administer medicines as part of their role within the centre must receive appropriate training.

Prescribed Medicines

Medicines should only be brought into the centre when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the time spent at the centre.

Beyond Horizons Tuition will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration and dosage. All medicines provided by parents will be securely stored in a locked cabinet in the office.

Controlled Drugs

Beyond Horizons Tuition will not look after prescribed medicines that are scheduled under the Misuse of Drugs Act. Children who require a controlled drug must be prescribed one that does not require administration during their time at the centre.

Non-prescribed Medicines

Staff should never give non-prescribed medicine e.g., paracetamol to a child unless there is specific prior written permission from the parents. Parents must complete the form, Parental Agreement to Administer Medicine (available as a download on website) prior to any medicine being administered by staff.

In such cases only one dose should be given to a child during the day. Details of the medicine administered must be recorded. Children in the Nursery and Infant School should never be given non-prescription medicines. A child under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.

Administering Medicines

Normally medicines will be kept under the control of the Manager unless other arrangements are made with the parent. The Form Record of all medicines administered to children by staff will be kept in the appropriate file in the office. This must be completed on each occasion that medicine is administered to a child.

When a child refuses medicine, the parent should be informed, if practical, on the same day.

Administration of Medicines on Trips and Visits

Where a child requires medication to be administered on a trip or visit it is the responsibility of the trip or visit organiser to assess the practicalities of administering such medicine as is required.

Self-Management of Medicine

Children are supported and encouraged to take responsibility for managing their own medicines from an early age. Children may carry medicine e.g., EpiPens and carry and administer e.g., asthma reliever where appropriate, parents must in these circumstances complete the form Request for child to carry their own Medicine (available as a download on website).

Children with Long-Term or Complex Medical Needs

Where a child has a long-term or complex medical need, Beyond Horizons Tuition will liaise with the parents to come up with a suitable plan to help the child whilst on site.