

# MY OASIS

Therapeutic Alternative Provision

## Administering Medication Policy

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# Statement of intent

Young people with medical needs have the same rights of admission to our school as other children. Most young people will at some time have short-term medical needs, while other children may require medicines on a long-term basis, such as children with severe allergies, as just one example.

## Aims of this policy:

- To explain our procedures for managing prescribed medicines which may need to be taken during the school day.
- To explain our procedures for managing prescribed medicines on My Oasis trips.
- To outline/explain our responsibilities around managing non-prescribed medication, e.g. Calpol, paracetamol, ibuprofen, etc.
- To outline the roles and responsibilities of My Oasis staff.

**THERE IS NO LEGAL DUTY THAT REQUIRES ANY MEMBER OF MY OASIS STAFF TO ADMINISTER MEDICINES.**

## Prescribed Medicines

1. Medicines should only be brought into My Oasis when essential, where it would be detrimental to a child's health if it were not administered during the school day.
2. Staff members are allowed to administer medicines prescribed by a doctor, dentist, nurse prescriber, or pharmacist prescriber, as well as non-prescribed medicines with written consent from a parent or carer. However, this is optional, and the child remains primarily responsible for taking their medication.
3. Medicines **MUST** be in the original container as dispensed by a pharmacist with the prescription label, including the child's name and the prescriber's instructions for administration.
4. Medicines that need to be taken three times a day could be taken in the morning, after attendance at My Oasis and prior to bedtime; therefore, they may not need to be administered at My Oasis.
5. Medication such as Calpol, Paracetamol or Aspirin cannot be administered by staff unless they have received the student's parents'/carers' consent.

## Young people with Asthma

- Young people who have inhalers should have them available where necessary.

- Students are expected to take responsibility for their own inhaler. In the event of emergencies or the student's inability to access their inhaler, spare inhalers are maintained on-site.
- If necessary, they should be taken to all physical activities.
- Inhalers must be labelled with the young person's name and guidelines of administration.

**It is the responsibility of the parent/carer to regularly check the condition of inhalers and ensure that they are in working order and have not run out. No other inhaler other than the blue Ventolin inhaler is to be administered at My Oasis. For more information, please refer to our My Oasis Asthma Policy.**

## Allergies

Children who have severe allergies and need EpiPen medication, such as a nut allergy, will have their medication close to hand at all times.

- It is the responsibility of parents and carers to ensure that their child brings their EpiPen into My Oasis, despite a spare EpiPen being stored onsite.
- It is suggested that the parent/carer sends a spare EpiPen for their child.
- The EpiPen will be the responsibility of the student within the premises.
- Designated staff will take the medication with them for the students when they take part in various activities off-site.
- All staff will be made aware of the identity of young people who suffer from anaphylaxis.

## Non-prescribed medicines

- We are unable to administer medicines that have not been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber without the parent's/carer's consent.
- Parents/carers are welcome to come into My Oasis to administer these medicines to their child.

## Storage of medicines

- All medicines should be delivered to a member of staff by the parent/carer.
- Under no circumstances should medicines be left in a child's possession unless this is emergency medication which the student requires to keep with them, such as an EpiPen.
- The parent/carer must give staff written permission to give the correct dose.
- Medicines will be signed in and out of the building and the medical cabinet or fridge.
- All medicines must be stored according to the dispenser's instructions (paying particular attention to temperature) with the name of the young person clearly marked.

- Medicines will usually be kept in the fridge.
- All emergency medicines, such as inhalers or EpiPens, must be readily available to students and staff and kept in an agreed place within the building - in the medical cabinet in the office, if not being carried by the student.
- Children may carry their own inhalers where appropriate.

## Disposal of medicines

- Staff should not dispose of medicines.
- Parents/carers are responsible for making sure that date-expired medicines are returned to the pharmacy for safe disposal.
- Parents/carers should collect medicines at the end of the agreed administration time period.

## Trips and outings

- Children with medical needs are given the same opportunities as other children at My Oasis. Staff may need to consider what reasonable adjustments they might make to enable children with medical needs to participate fully and safely on visits.
- Risk assessments may be carried out before a trip to ensure it is safe for any child with a medical need to attend.
- One member of staff who has volunteered will have responsibility for monitoring medication.

## Roles and responsibilities

### **Parent/carer:**

- Should give sufficient information about their child's medical needs if treatment or special care is required.
- Must deliver all medicines to a member of staff and sign them in and out of the building.
- Must give parental consent for the administration of medicine.
- Must keep staff informed of changes to prescribed medicines.
- Keep all medicines in date.

### **The Senior Leadership Team (SLT) and Headteacher:**

- To ensure that the school's policy on administering medicines is implemented.

- To ensure there are members of staff in My Oasis willing to volunteer to administer medicines to specific students if and when required.
- To ensure staff receive support and appropriate training as necessary.
- To share information, as appropriate, about a child's medical needs.
- To ensure that parents/carers are aware of the school's medicine administration policy.
- To ensure that medicines are stored correctly.

**Staff:**

- To check that details are accurate and clear on prescription labels.
- To ensure that the parent/carer completes a consent form for the administration of medicines, and the medicines are signed in and out of the medical cabinet.
- To complete the 'administration of medicines' record sheet each time medicine is given.
- To ensure medicines are returned to the parent/carer at the end of the school day.
- To ensure medicines are returned to the parent/carer for disposal.

**If a child refuses to take medicines, staff will not force them to do so but will note this in the records and inform parents as soon as is reasonably possible. They can then decide if they would like to come and collect their child.**

## Record keeping

Medicine should be provided in the original container. Staff should check that written details include;

- Name of child
- Name of medicine
- Dose
- Method of administration
- Time and frequency of administration
- Any side effects
- Expiry date

A parental agreement must be in writing, signed and handed in by the parent/carer before medicines can be administered.

## Long-term medical needs

It is important that staff at My Oasis have adequate information about long-term medical conditions. A health care plan may be drawn up, involving parents and other healthcare professionals. A student's health needs may also be documented within their files on forms such as the referral forms and PLPs.

## Confidentiality

The Headteacher and staff should always treat medical information confidentially. The Headteacher should inform the parent/carer of who will have access to the medical records of a child.

## Staff training

Staff with responsibility for administering medicines will have appropriate training to be able to carry out the role responsibly. All staff are trained to administer EpiPens.