

# MY OASIS

Therapeutic Alternative Provision

## Administering Medication Policy 2024/2025

Date of Last review: June 2024

Date of Next review: June 2025



CHARLOTTE LOWE  
PSYCHOLOGICAL SERVICES LTD



[www.charlottelowepsychologicalservices.co.uk](http://www.charlottelowepsychologicalservices.co.uk)

[www.my-oasis.uk](http://www.my-oasis.uk)

# Statement of intent

Young people with medical needs have the same rights of admission to our TAP 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 can administer medicines prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber as well as not prescribed medicines with written consent from a parent/guardian.
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 parent's/guardian's 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.
    - 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/guardian 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.**

## 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.

- The EpiPen will be the responsibility of the teacher/teaching assistant within their classroom.
- Designated staff will take the medication with them for the students when they take part in various activities.
- 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/guardian's consent.
- Parents/guardians 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/guardian.
  - Under no circumstances should medicines be left in a child's possession.

- The parent/guardian must give staff, written permission to give the correct dose.
- 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 in the reception.
- 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 their designated box in the lounge/canteen, 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/guardians are responsible for making sure that date-expired medicines are returned to the pharmacy for safe disposal.
- Parents/ guardians 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.
- One member of staff will be nominated to have responsibility for the administration of medication. This will usually be a student's key worker.

## Roles and responsibilities

### **Parent/guardian:**

- 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 these 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 medicines in date – particularly emergency medication such as EpiPens.

#### **The senior leadership Team (SLT) and Head of the provision:**

- To ensure that the TAP'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 as 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/guardians are aware of the TAP's medicine administration policy.
  - To ensure that medicines are stored correctly.

#### **Staff:**

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

# Confidentiality

The Head of Centre and staff should always treat medical information confidentially. The Head of Centre should agree with the parent/guardian who else should have access to records and other information about 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.