

Woodlawn School

Creating Opportunities, Sharing Success

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Tuesday 4th October 2016

Dear Parent/Carer,

Administration of Medication & Medical Procedures

In school we are fortunate to have the advice and support of the Public Health Nurses and they work closely with school staff to meet our pupils' medical needs. However, as they work with many other schools they are not able to administer all the medication pupils need or carry out all the procedures and so these are undertaken by school staff following agreed training and protocols.

Following new Government guidance it has been necessary to carry out a full review of our procedures in this respect and a new policy has been agreed. I am writing to let you know about the main changes in this policy which may affect you and your child. These changes aim to make sure that we support your child in the safest possible way both for the child and staff involved.

- Any new pupil who joins school who has medical needs will not be able to do so until there has been a meeting between the parents, school staff and where appropriate nurses to ensure we are clear about any necessary medication or procedures and families are clear about how medication or procedures will be managed in school and who will do this.
- If it is agreed that staff will be carrying out procedures for which they need to be trained, that training will be agreed and put in place as soon as possible but the child will not be to join us at Woodlawn until it is complete.
- If a child has an in-patient stay in hospital or an out-patient appointment resulting in new medication or procedures being indicated, a meeting with parents will be arranged as quickly as possible to ensure that we are clear about any changes and update procedures we have in place. Usually this will be straight forward but in some complex cases where training is needed, we may need to ask that the child does not return to school until staff are fully trained.
- Children who need medication or procedures will have an agreed Care Plan written by parents and staff with the support of the nurses. This plan will be reviewed as part of the child's annual review or education, health & care plan or when changes are needed.
- We are unable to give any medication or carry out any procedures unless we have written parental permission.
- Any medication sent into school must be in the original box/bottle and be labelled clearly stating the dose and times it is to be administered.

'The curriculum is carefully designed to meet the personal development and welfare needs of the pupils' – Ofsted May 2016



- We expect that where a child has a medication that is to be administered three times a day e.g. an antibiotic, this is done at home in the morning, after school and in the evening. Please do not ask for this to be administered at school unless your child is staying to an after school club or where there are particular circumstances which have been agreed with school prior.
- We are not able to store medication which is on its way to or from respite and which school does not have to administer.
- Parents are required to hand medication to drivers and escorts if their child is on school transport. In turn the driver/escort will hand the medication to specified staff on arrival at school. Please do not leave medication in school bags. Staff will also hand to drivers/escorts at the end of the school day.
- For parents dropping off their child you will need to hand medication over to school staff or nurses. Please do not leave medication in school bags.
- We are unable to store medication that is not required to be administered by school staff.

If you require any further information or wish to discuss any changes, please do not hesitate to contact me.

Yours sincerely,



Gill Wilson
Headteacher

