

ALFRETON PARK SPECIAL SCHOOL

MEDICINE MANAGEMENT ARRANGEMENTS

– TO BE READ ALONG SIDE:

- **DERBYSHIRE HEALTHCARE NHS FOUNDATION TRUST MEDICINES MANAGEMENT MEDICINES MANAGEMENT IN SPECIAL SCHOOLS POLICY AND PROCEDURE**
- **THE ADMINISTRATION OF MEDICINES AND ASSOCIATED COMPLEX HEALTH PROCEDURES FOR CHILDREN ADVICE & GUIDANCE FOR CHILDREN'S SERVICES IN DERBYSHIRE**

Alfreton Park Special School has a large number of pupils with complex health needs, some of whom require the administration of medication during the school day.

The school nurse is responsible for routine giving of medicines but there are times when other staff need to take this responsibility, particularly when offsite or in the nurses absence.

The school will endeavour to follow the Derbyshire Healthcare NHS Foundation Trust Medicines 'Management Medicines Management in Special Schools Policy and Procedure' but there will be times when the nurse is not available and in these cases:

- Page 5 – Medicine reconciliation - in the absence of the school nurse school staff including one member of the SLT will ensure that any new or change medications are only given where a signed parental consent form have been received and the medication doses are given on the prescription label. If these are a controlled drug they will not be given unless the authorisation by a trained nurse to do so.
- Page 6 – Transcription – in the absence of a school nurse the SLT will be responsible for transcribing medication
- Page 12 – The school nurse will ensure that class staff are aware of any contra-indications for new medications as appropriate.
- All staff who give medicines will be trained and a list of trained staff will be maintained by the schools nurse. SLT members will be trained in transcribing and a list of trained staff will be maintained by the schools nurse.
- The school nurse will be responsible for maintenance of the staff training lists and raising training needs with the SLT.

Emergency medications

When necessary emergency medications should be stored within easy reach of the pupil whilst ensuring that it is securely stored and not within the reach of other pupils. These medications must be stored in a rucksack clearly marked with the pupils name and pupils should be encouraged to be as independent as possible in ensuring that this bag is taken with them at all times. The fastening on the bag should be locked using a combination lock and parents are responsible for supplying a suitable bag and lock.