



## Managing Medication Policy Necessary Alterations During Coronavirus Pandemic

### Context

The coronavirus global pandemic of 2020 has had a huge impact upon all aspects of school life, including our management of medication and the way in which we can manage and administer medication in school. This additional document to our Managing Medication outlines the main alterations that have had to be made to the management of medication at St Oswald's at this time. As this is a time of such frequent change, this is a short-term document that will be reviewed regularly.

It is important to read this document alongside coronavirus risk assessment documentation, which will give further contextual information (such as reasons behind these alterations).

### Significant Alterations

Ordinarily	During Coronavirus Pandemic
Medication must be brought to the school office and will be signed into school by one of the medication managers	We require that the medication is brought into school by the child and upon meeting an adult from their bubble, is handed to them alongside completed 'Parental Agreement to Administer Medication' form. Staff will ensure this paperwork is placed in the correct place and will add an entry into CPOMS to inform all medication managers.  Please inform school prior to the morning that your child will be bringing medication with them - Y5 & Y6 walker <b>CANNOT</b> bring medication on their own.
Parents must complete the 'Parental Agreement to Administer Medication'	Parents will only be required to complete the 'Parental Agreement to Administer Medication' Form (found

Form and the top section of 'Record of Medicine Administered' Form	within documents on the app) and this will be collected by bubble staff who will then complete the top section of 'Record of Medicine Administered' Form
Once administered, the correct paperwork must be filled in immediately and the medication is returned to secure location; and then, if needed, given to a parent/adult at the end of the day - it must not be given to a child	<p>If a medication does need to be returned home, it will be given to the child, who will be supervised carrying it and giving it to a parent at the school gate, school staff will log this in CPOMs to indicate return to a parent.</p> <p><b><i>As must as possible, we would discourage medication (including inhalers) coming back and forth multiple times and ask that medication is kept at home and at school.</i></b></p>
For children with long term health needs who require medication on a daily basis a detailed Individual Healthcare plan will be filled in by parents and Andrea Scott during a meeting.	Andrea Scott will be contacting all parents in September to update Individual Healthcare plans, these will be updated electronically and discussions will take place over the phone.
The next day, medication can be returned to school again. It doesn't need to be signed for again.	<p><b><i>As must as possible, we would discourage medication (including inhalers) coming back and forth multiple times and ask that medication is kept at home and at school.</i></b></p> <p>If not possible, school staff must again be informed to expect receipt and the medication can be brought in the next day.</p>

### Staying the Same

School will only accept prescribed medicines that are **in-date, labelled, provided in the original container as dispensed by a pharmacist and include**

**instructions for administration, dosage and storage.** The exception to this is insulin which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container.

Before any medication is given a written consent form must be filled in by the parents.

Written by:	Jade Pape
Signed:	<i>J. Pape</i>
Date completed:	July 2020
Effective date:	September 2020
Date of review:	December 2020