

# ADMINISTRATION OF MEDICINES POLICY

POLICY NUMBER & CATEGORY	OPC/6	Operations Committee
VERSION NO & DATE	1	April 2018
RATIFYING COMMITTEE	Trustee Board Meeting	
DATE RATIFIED	23.05.2018	
RATIFIED BY (TRUSTEE SIGNATURES)	Alvin Clarke (Chairman)	
ANTICIPATED REVIEW DATE:	April 2019	
POLICY LEAD	Ted Picton	
POLICY AUTHOR (if different from above)		

## POLICY CONTEXT

- Focus School Dunstable and Northampton Campus (hereafter 'The Campus') is an inclusive community that aims to support and welcome students with medical conditions. This school understands its responsibility to make the school welcoming, inclusive and supporting to all students with medical conditions and provide them the same opportunities as others at the school.
- This policy is to be read in conjunction with the Health & Safety Policy – Supporting Students with Medical Needs

## POLICY REQUIREMENT (see Section 2)

- The Campus ensures that the whole school environment is inclusive and favourable to students with medical conditions. This includes the physical environment, as well as social, emotional, sporting and educational activities

# CONTENTS

---

1	INTRODUCTION .....	3
	1.1 Rationale.....	3
	1.2 Scope.....	3
	1.3 Principles.....	3
2	POLICY .....	3
3	PROCEDURE.....	6
4	RESPONSIBILITIES .....	8
5	REFERENCE DOCUMENTS .....	9
6	GLOSSARY .....	9
7	AUDIT AND ASSURANCE .....	9
8	APPENDICES .....	10

# 1 INTRODUCTION

## 1.1 Rationale

1.1.1 The Board of Trustees has a statutory duty to make arrangements for students with medical needs under s.100 of the Children and Families Act 2014. The policy and supporting documents are based on Department of Education statutory guidance (December 2015) Supporting pupils at school with medical conditions.

## 1.2 Scope

1.2.1 This policy applies to all staff, parents and students who either have, or are responsible for the management of medication in school

## 1.3 Principles

1.3.1 The Campus will help to ensure students can:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic well-being.

1.3.2 The school ensures all staff understand their duty of care to children and young people in the event of an emergency.

1.3.3 Staff receive on-going training and are regularly updated on the impact medical conditions can have on students. The training agenda is based on a review of current healthcare plans.

1.3.4 All staff feel confident in knowing what to do in an emergency.

1.3.5 This school understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.

1.3.6 This school understands the importance of medication being taken as prescribed.

1.3.7 All staff understand the common medical conditions that affect children at this school.

# 2 POLICY

## 2.1 Administration of medication

2.1.1 The school understands the importance of taking the medication as prescribed.

2.1.2 All staff understand that there is no legal or contractual duty for any member of staff to administer medication or supervise a student taking medication unless they have been specifically contracted to do so. Where specific training is not required, any member of staff may administer prescribed and non-prescribed medicines to students under the age of 16 with parental consent.

2.1.3 The Board of Trustees is responsible to ensure full insurance and indemnity to staff who administer medicines. Our insurance policy includes liability cover.

2.1.4 Administration of medication which is defined as a controlled drug (even if the student can administer themselves) should be done under the supervision of a member of staff.

## 2.2 Storage of medication

Safe storage – emergency medication such as Adrenaline Auto-Injectors (EpiPens)

- 2.2.1 Emergency medication is readily available to students who require it at all times during the school day. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available from Shirley Tompkins or Louise Coleman at reception.
- 2.2.2 All students carry their own EpiPens at all times and a spare kept in the lockable cupboard in Reception
- 2.2.3 Students are reminded to carry their emergency medication with them.

#### **Safe storage – non emergency medication**

- 2.2.4 All non-emergency medication is kept in a lockable cupboard in reception.
- 2.2.5 Students with medical conditions know where their medication is stored and how to access it.
- 2.2.6 Staff ensure that medication is only accessible to those for whom it is prescribed.

#### **Safe storage – general**

- 2.2.7 Louise Coleman ensures the correct storage of medication at school.
- 2.2.8 Three times a year Louise Coleman or Shirley Tompkins check the expiry dates for all medication stored at school.
- 2.2.9 Shirley Tompkins or Louise Coleman along with the parents of students with medical conditions, ensures that all emergency and non-emergency medication brought into school is in the original container (except insulin) and clearly labelled with the students name, the name and dose of medication and the frequency of dose. This includes all medication that students carry themselves.
- 2.2.10 Some medication may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. This is in a secure area, inaccessible to unsupervised students.
- 2.2.11 It is the parent's responsibility to ensure new and in date medication comes into school on the first day of the new academic year

### **2.3 In an emergency**

- 2.3.1 Relevant staff understand and are updated in what to do in an emergency for the most common serious medical conditions at this school.
- 2.3.2 In an emergency situation school staff are required under common law duty of care to act like any reasonably prudent parent/carer. This may include administering medication.
- 2.3.3 This school uses Individual Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of students with complex health needs in their care who may need emergency help. Supply staff are briefed on entry to the school; when undertaking their commissioned duties.
- 2.3.4 In the event of a student with an Individual Healthcare Plan needing to be taken to hospital, the school will ensure that a copy of the plan is provided for the hospital.
- 2.3.5 Information in Individual Healthcare Plans is also used to support transitional arrangements to another school and/or re-integration.
- 2.3.6 If a student needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. This school will try to ensure that the staff member will be one the student knows. The staff member concerned should inform a member of the schools senior leadership team.
- 2.3.7 All students with medical conditions should have easy access to their emergency medication. Items such as inhalers and EpiPens are held by the student who must take the responsibility to have it to hand at all times.

- 2.3.8** Students are encouraged to administer their own emergency medication (e.g. EpiPens) where possible and should carry it with them at all times unless it is a controlled drug as defined in the Misuse of Drugs Act 1971. This also applies to any off-site visits.
- 2.3.9** Students are encouraged to keep spare supplies of emergency medication in reception in a lockable cupboard.
- 2.3.10** For off-site activities, a risk assessment is undertaken to ensure students needing medication still have access and a staff member is named as the responsible lead. The risk assessment also helps to identify any reasonable adjustments that need to be made.

## **2.4 Monitoring of Individual Healthcare Plans**

- 2.4.1** This school uses Individual Healthcare Plans to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Individual Healthcare Plan if required.
- 2.4.2** The procedure for the management of individual healthcare plans is set out in the Health & Safety Policy
- 2.4.3** If a student has a short-term medical condition that requires medication during school hours, a medication form plus explanation is sent to the student's parents to complete.
- 2.4.4** The parents, healthcare professional and student with a medical condition, are asked to fill out the student's Individual Healthcare Plan together. Parents then return these completed forms to the school.
- 2.4.5** This school ensures that a relevant member of school staff is also present, if required to help draw up an Individual Healthcare Plan for students with complex healthcare or educational needs.
- 2.4.6** Individual Healthcare Plans are used by this school to:
- Inform the appropriate staff and supply teachers about the individual needs of a student with a medical condition in their care.
  - Remind students with medical conditions to take their medication when they need to and, if appropriate, remind them to keep their emergency medication with them at all times.
  - Identify common or important individual triggers for students with medical conditions at school that bring on symptoms and can cause emergencies. This school uses this information to help reduce the impact of common triggers.
  - Ensure that all medication stored at school is within the expiry date.
  - Ensure this school's local emergency care services have a timely and accurate summary of a student's current medical management and healthcare in the event of an emergency.
  - Remind parents of students with medical conditions to ensure that any medication kept at school for their child is within its expiry dates. This includes spare medication.

## **2.5 Unacceptable Practice**

Our staff recognise that it is not acceptable practice to:

- 2.5.1** Prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary.
- 2.5.2** Assume that every child with the same condition requires the same treatment.

- 2.5.3** Ignore the views of the child or their parents; or ignore medical evidence or opinion (although this may be challenged).
- 2.5.4** Send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans.
- 2.5.5** If the child becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable.
- 2.5.6** Penalise children for their attendance record if their absences are related to their medical condition, e.g. hospital appointments.
- 2.5.7** Prevent students from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively.
- 2.5.8** Require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues.
- 2.5.9** Prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany the child.

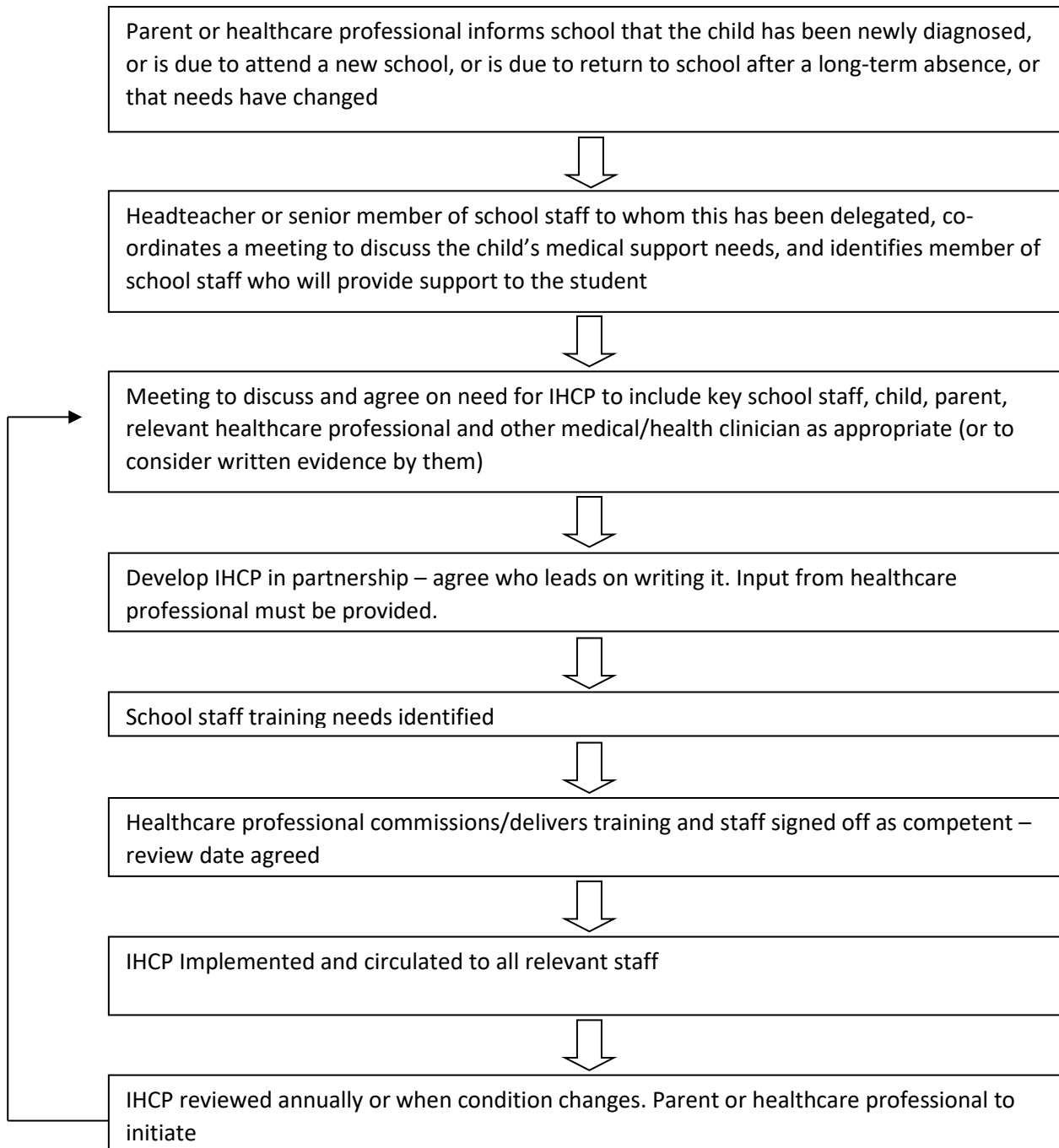
## **2.6 Complaints**

- 2.6.1** Complaints about support in accordance with this policy should be dealt with in accordance with the school's published complaints policy.

## **3 PROCEDURE**

- 3.1** The school will follow procedures set out in the Health & Safety Policy for supporting students with medical needs, and will utilise the associated forms available on the Southall's Safety Cloud.

### 3.2 Monitoring of individual healthcare plan:



## 4.0 RESPONSIBILITIES

Post(s)	Responsibilities	Ref
Parents and guardians	<ul style="list-style-type: none"> <li>• Inform the school of any medical condition their child has</li> <li>• Inform the school if their child has an Individual Healthcare Plan</li> <li>• Provide guidance on their child's daily medical needs including for trips</li> <li>• Inform the school of any changes to condition</li> <li>• Provide clearly labelled medication</li> </ul>	
Students	<ul style="list-style-type: none"> <li>• Ensure they inform responsible adults on how their condition affects them</li> </ul>	
Headteacher	<ul style="list-style-type: none"> <li>• What they are supposed to do</li> <li>• Ensure that the school is inclusive and welcoming</li> <li>• Liaise between interested parties</li> <li>• Ensure that the policy is implemented and kept up to date</li> <li>• Ensure training is provided for staff</li> </ul>	
Staff	<ul style="list-style-type: none"> <li>• Be aware of triggers and symptoms of conditions and how to act in an emergency</li> <li>• Know which students have a medical condition</li> <li>• Allow students immediate access to emergency medication</li> <li>• Communicate with parents if a student is unwell</li> <li>• Ensure students have their medication when out of the classroom</li> <li>• Be aware if students with medical conditions suffer bullying or need extra social support</li> <li>• Understand common medical conditions and impact on students</li> <li>• Ensure all students with medical conditions are not excluded unnecessarily from activities</li> <li>• Ensure students with medical conditions have adequate medication and sustenance during exercise</li> <li>• Be aware medical conditions can affect school work</li> <li>• Liaise with parents if child's learning is suffering due to medical condition</li> </ul>	



	<ul style="list-style-type: none"> <li>• Use opportunities to raise awareness of medical conditions</li> </ul>	
First Aiders	<ul style="list-style-type: none"> <li>• Help provide regular training to school staff on common medical conditions</li> <li>• Provide information about additional training</li> <li>• Give immediate help to casualties in school</li> <li>• Ensure ambulance or other professional help is called when necessary</li> </ul>	
LSCO	<ul style="list-style-type: none"> <li>• Know which students have Learning Support requirements due to their medical condition</li> <li>• Ensure teachers make arrangements if student needs special consideration</li> <li>• Ensure students with medical conditions are not excluded unnecessarily from activities</li> </ul>	

## 5.0 REFERENCE DOCUMENTS

[Health & Safety Policy](#)

[Guidance on the use of adrenaline auto-injectors in schools – September 2017](#)

[Supporting pupils at school with medical conditions – December 2015](#)

## 6.0 GLOSSARY

Definitions of technical or specialised terminology used within the policy.

## 7.0 AUDIT AND ASSURANCE

Element to be monitored	Lead	Tool	Freq	Reporting Arrangements	Acting on Recommendations and Lead(S)	Change in Practice and Lessons to be shared

## 8.0 APPENDICES

Additional material that is necessary to the delivery of the policy or procedure, e.g., flowcharts, templates of forms

