

# **PUPILS WITH MEDICAL CONDITIONS POLICY**

## **ADMINISTERING MEDICATION**

There is no legal requirement for Academy staff to administer medicines. Staff are expected to do what is reasonable and practical to support the inclusion of all pupils.

### **AIMS OF THIS POLICY**

- To ensure the safe administration of medicines to children where necessary and to help to support attendance.
- To ensure the on-going care and support of children with long term medical needs via a health care plan.
- To explain the roles and responsibilities of Academy staff in relation to medicines.
- To clarify the roles and responsibilities of parents in relation to children's attendance during and following illness.
- To outline to parents and Academy staff the safe procedure for bringing medicines into Academy when necessary and their storage.
- To outline the safe procedure for managing medicines on Academy trips.

### **PROCEDURES FOR MANAGING PRESCRIPTION MEDICINES**

Pupils with long term or complex medical needs which require medication will require a care plan. If the Academy agrees to assist parents and carers to administer a medicine to their child, on a permanent or temporary basis, the medicine must be provided in its original container and must have been dispensed by a pharmacist and must have a label showing:

- Name of child
- Name of medicine
- Dose
- Method of administration
- Time/frequency of administration

The instruction leaflet with prescribed medicines should show:

- Any side effects.

The Academy will provide a blank medicine administration form, and parents/guardians must complete and sign one of these forms if they leave medicine at the Academy. They must also complete page 2 of the Record of Pupil Medication Form detailing the amount of medication they are leaving.

Pupils must not carry or administer their own medication, other than inhalers and epipens.

## **PROCEDURES FOR MANAGING NON-PRESCRIPTION MEDICINE (PARACETAMOL)**

The therapeutic dose of paracetamol is two tablets every four to six hours. However, as staff will not always know if a student has taken any medication earlier in the day, and as a safeguard for students and staff, there will be a 'safe window' for administration between 10.00am and 2.00p.m.

Tablets will ONLY be given to students who have provided their own and handed them into reception in a clearly labelled box or envelope. They will be stored securely in a locked cabinet.

The Academy will provide a blank medicine administration form, and parents/guardians must complete and sign one of these forms if they leave medication.

## **PROCEDURES FOR MANAGING MEDICINES ON TRIPS AND OUTINGS**

Children with medical needs are given the same opportunities as others. Staff may need to consider what is necessary for all children to participate fully and safely on trips. Staff should discuss any concerns about a child's safety with parents.

The Educational Visits Leader is responsible for designating a First Aider for the trip and ensuring that arrangements are in place for any child with medical needs prior to a trip taking place, including ensuring that asthma inhalers are carried as required. A copy of any relevant health care plan should be taken on the trip.

The designated Academy First Aider on the trip will administer any medicines required and record the details on the Academy Trips Medical Form. The First Aider will return the form and any unused medicines to the First Aid room on return to Academy

## **STAFF ROLES AND RESPONSIBILITIES**

- To follow the procedures outlined in this policy using the appropriate forms.
- To complete where necessary a health care plan in conjunction with parents and relevant healthcare professionals for children with complex or long term medical needs.
- To share medical information as necessary to ensure the safety of a child.
- To retain confidentiality where possible.
- To take all reasonable precautions to ensure the safe administration of medicines.
- To contact parents with any concerns without delay.
- To contact emergency services if necessary without delay.

## **PARENTAL/GUARDIAN RESPONSIBILITIES**

- To give the Academy adequate information about their children's medical needs prior to a child starting Academy.
- To follow the Academy's procedure for bringing medicines into Academy.
- To only request medicines to be administered when essential.
- To ensure that medicines are in date and that asthma inhalers are not empty.
- To notify the Academy of changes in a child's medical needs, e.g. when medicine is no longer required or when a child develops a new need, e.g. asthma.

## **STORAGE OF MEDICINES**

- Antibiotics (including antibiotic eye drops) must be stored in the fridge in the Medical Room.
- Prescribed Medication must be stored in a locked cupboard, within the Medical Room.
- EpiPens and emergency medication for diabetes should be stored in the cupboard in the Medical Room.
- Asthma inhalers should be carried by the child and should be labelled with their name. An emergency inhaler kit should be stored in the Medical Room.

Any medication should be in a container that is labelled with the name of the pupil, name and dose of the drug and frequency of administration and within expiry date. Parents are responsible for the safe return of expired medicines to a pharmacy.

## **STAFF TRAINING**

Staff who volunteer to administer prescribed medicines to pupils and staff who assist pupils with a long term condition or special needs must receive training and instructions before they administer medication. The type of training will depend on the level of assistance which they are to give to the pupil. Training will be delivered by professionals (usually the school nurse) and will be updated when required.

## **RECORD KEEPING**

When a pupil receives medicine at the Academy, it must be recorded on the individual Pupil Medication Record using black ink. The Pupil Medication Record will be retained on the premises for a period of five years.

Medication is counted in and out, and signed to confirm what has been administered. A signature of a witness is also required each time to ensure that the correct procedure has been followed. This should also be completed in black ink.

Should a pupil refuse to take their medication, this should be recorded on the Pupil Medication Record in red ink.

A register of qualified administrators is kept in the file, along with specimen signatures.

## **EMERGENCY PROCEDURES**

The medication file contains a list of common medication and possible side effects for quick access should any problems arise.

In the event of an emergency, staff should phone 999. A pupil taken to hospital by ambulance will be accompanied by a member of staff if a parent/guardian is not available. Generally staff should not take pupils to hospital in their own car. However, in an emergency it may be the best course of action. The member of staff should be accompanied by another adult and have public liability vehicle insurance.