



## **Administration of Medicines Policy**

### **Rationale**

The policy aims to ensure that all pupils at The Oak Tree Academy are able to access their education in a supportive environment, which will be sensitive to any medical needs. It identifies the roles and responsibilities of academy staff, parents and pupils. Effective communication and co-operation between home and school will enable this to be achieved.

It is the responsibility of parents to ensure that their child is kept at home if they are unwell.

### **Aims**

- To identify the roles and responsibilities of parents, staff and pupils.
- To identify how pupils with long-term or complex medical needs will be supported.
- To establish written agreements prior to any medication being given.
- To identify situations and establish procedures for pupils to carry and take their own medication.
- To establish efficient and effective record keeping systems.
- To establish and communicate arrangements for the access, storage and disposal of medication.
- To establish and communicate emergency procedures.
- To identify the training needs of staff in supporting pupils with medical needs.
- To establish and make available systems for parents to provide us with up-to-date information about their child's medical needs.
- To establish procedures for observing and reporting any pupil's whose health appears to be deteriorating.

### **Procedures**

#### **Short Term Medical Needs**

- Pupils should be kept at home if unwell.
- In most cases, children are able to take their medicine before leaving for school and on arrival home
- Parents should request that their Doctor prescribes medication to fit around the academy day whenever possible.
- Parents are welcome to come into the academy during the day to administer medication to their child if for example the child has returned to school and is required to complete a course of antibiotics.
- Staff will only administer medication for short- term sickness that has been prescribed by a doctor and following written instructions from Parents, as outlined in a signed administration of medicines form. (the administration of non-prescribed Calpol/paracetamol will on occasion be agreed to, after discussion with the Principal and on completion of the necessary administration of medicines form)
- Prescribed medicines will be kept in the academy office/refrigerator if necessary.
- A list of pupils requiring medication will be updated daily, as necessary, and kept in the academy office.

## **Long Term Medical Needs**

- It is important the Principal is informed of any medical needs before a child starts school or as soon as possible following concerns or diagnosis.
- It is important for academy staff to have sufficient medical information to ensure that the pupil's medical needs can be met.
- The academy will draw up a Health Care Plan with parents and relevant Health Care Professional. Agreement will be reached about the nature and additional level of support and supervision that school can provide.
- Where there is concern about the ability of academy staff to meet particular medical needs, or where expectations go beyond what school considers reasonable, the Principal will seek advice from relevant professional which may include the school nurse and the pupil's GP.
- Special arrangements may be made for pupils who attend hospital regularly as inpatients. This may include the Hospital and Home Education Service.

## **Individual Pupil Health Care Plan**

The Health Care Plan will be drawn up in consultation with parents and Health Care Professionals and will include

- Information about the pupil's condition.
- Medication name, dosage and timing. □ Side effects of any medication.
- Particular procedures, dietary needs, precautions.
- What constitutes an emergency for the pupil.
- What to do in an emergency.
- Who to contact in an emergency.
- The role of school and other agencies.

## **Self-Management of Medication/Procedures**

Pupils will be allowed to manage their own medication whenever possible. When a pupil administers their own medication, they will be supervised by a member of staff. (with the exception of asthma inhalers – see below)

## **Refusing Medication**

Academy staff will not force pupils to take medication. If a pupil refuses to take medication parents will be contacted and the emergency services called if necessary.

## **Administration of Medication by School Staff**

Some staff are concerned about administering medication to pupils. Teaching staff are not required to administer medication or treatment as part of their usual duties. It is a voluntary role and staff can alter their decision to administer medication or treatment at any time. Day to day decisions about the administration of medication and treatment is the responsibility of the Principal.

- The Principal's consent must be sought if teachers volunteer to assist pupils with their medical needs.
- Appropriate support and training will be arranged where necessary.
- Teacher's who have pupils with additional medical needs in the class will need to be informed in detail of the day to day implications of the condition and what procedures are in place in the academy.
- The pupil's parents and Health Care Professionals will provide the information, which will be kept in the academy office.
- Staff will be informed of what constitutes an emergency for any pupil with additional medical needs.

- Back up cover will be arranged for the absence or unavailability of designated members of staff who are responsible for administering medication or treatment.

### **Confidentiality**

Medical information will be treated confidentially. However, it will be essential to share some information to support the pupil in the most appropriate way. On receipt of information the Principal will

- Agree with the pupil and/or the parent who else in the academy will be informed of the medical condition.
- Agree with the pupil and parent who else in the academy will have access to medical records and information kept in school.
- Explain to parents that if information is withheld from relevant academy staff they cannot be responsible if they act incorrectly in good faith.

### **Record Keeping**

Parents are responsible for supplying information and for letting academy staff in the office know of any change in circumstances of regime, which may impact on the academy's ability to support their child.

The parent or doctor should provide written details, which include

- Name of medication
- Dose
- Method of administration
- Time and frequency of administration
- Any other treatment
- Any side effects

### **Educational Visits**

All pupils are encouraged to take part in educational visits. Academy staff and Activity Centre Staff if appropriate, must be made aware of any medical needs and relevant emergency procedures.

Arrangements for taking medication will be taken into consideration as part of the risk assessment for the visit and provision made eg.

- Additional staff may be required to accompany the pupil.
- Where staff are concerned about issues relating to the pupil's safety and staff's ability to meet the needs of the pupil, advice will be sought from relevant agencies.

### **Sporting Activities**

Most pupils with medical conditions can participate in PE and Games. The curriculum is flexible enough to accommodate a range of needs and abilities. Physical activity can be beneficial to social and mental health and well being in addition to physical health.

- Advice on the suitability of particular activities will be sought and any restrictions set out in the individual Health Care Plan.
- Staff supervising sporting activities must be made aware of relevant medical conditions and emergency procedures.
- Pupils who need to take medication before, during and/or directly after exercise must be allowed to do so.

### **Safety Management**

Some medicines may be harmful to anyone for whom they are not prescribed. The Principal has a duty to ensure that the risks to the health of others in the academy are properly controlled.

### **Storing Medicines**

The academy will not store large quantities of medication. Parents will be requested to supply the required daily/weekly dose. The procedures for the storage of medication are as follows.

- The Principal is responsible for ensuring that medicines are stored safely.
- Parents are responsible for supplying medicines and for collecting them at the end of the academy day and the course of treatment.
- Medication must be supplied in the original container, and must be labelled by the prescription with the pupil's name, the name and dose of the medication and the frequency of administration.
- If a pupil needs more than one prescribed medication, each one should be in a separate container with the correct labelling.
- It is unwise for non- health professional to transfer medicines from their original containers. Parents should request that the GP prescribes medicines in appropriate size containers to minimise this and enable original containers to be brought in to school.
- Medicines will be kept in a secure place, the academy office, in a labelled container. If necessary, some medicines may be kept in another secure place, the office fridge, which is not accessible to pupils.
- Staff will be informed of the location of all medication in the event of an emergency.
- Pupils must know where their medication is stored and the arrangements for accessing their medication.
- Some medication, such as **asthma inhalers**, must be readily available to pupils in class, while traveling off site etc. and should not be locked away.
- Inhalers must be labelled with the pupil's name and are stored in a clearly marked container in the classroom – for ease of access throughout the day, including taking to PE sessions and for educational visits off-site.

### **Access to Medication**

Pupils must be supervised by an adult when collecting/taking medication. The exception is inhalers, which may be carried and administered by individual pupils.

### **Disposal of Medicines**

Academy staff are not allowed to dispose of surplus or out-of-date medication. Parents are responsible for the disposal of surplus or date expired medication and should collect it from school at the end of every term or sooner if appropriate

### **Hygiene and Infection Control**

- All staff must follow basic hygiene protocols
- All staff must wear protective, disposable gloves when dealing with blood or body fluids
- All staff must dispose of gloves, dressings and equipment in a safe manner.
- Staff must wash their hands after disposing of gloves/dressings etc. It is not sufficient to wear gloves, deal with spillages, cuts grazes and the like and just dispose of the gloves.

- Any tubes or equipment used to assist with feeding, urine or bowel management in school is not generally regarded as clinical waste. Double bagging may be required and advice can be sought from the school nurse or a specialist nurse

### **Emergency Procedures**

All staff must familiarise themselves with procedures for calling the Emergency Services:

- In addition to accidents or incidents, which can constitute an emergency for any pupil, some pupils will be more likely to have individual presentations constituting an emergency for their own particular condition. All relevant staff should be made aware of these individual cases.
- In an emergency the academy's first aiders must be summoned – a list of current first aiders is available on the noticeboard in the main office, in the Early Years leader's office and in the staffroom.
- If a pupil is taken to hospital by ambulance, he/she must be accompanied by a member of staff who will remain with the pupil until a parent arrives.
- Pupils should not be taken to hospital in staff cars unless there are extreme reasons. If this is necessary, another adult must accompany pupil and staff member. Staff must have public Liability Vehicle insurance.

### **Review**

This policy will be reviewed annually, or sooner if circumstances alter and procedures are not found to be effective.

Review Date: November 2016