

Medication Policy

October 2017



ARCHBISHOP
SENTAMU
ACADEMY

Church of England

"I have come that they may have life, and may have it in all its fullness" John 10:10.

Approved by Archbishop Sentamu Academy Principal 27th October 2017

The next 'Period of Review' will be **October 2019**

Archbishop Sentamu Academy

Christian Aims and Values

Values

Inspired by God: Father, Son and Holy Spirit we **Aspire** to be a community founded upon mutual trust where everyone is loved for who they are. We seek to **Serve** others by putting their needs before our own and believe that working together, with God's help, we can **Achieve** more than we could alone.

As a Church of England Academy, our core values are trust, love and community:

- **Trust** is essential to human life and lies at the heart of all successful relationships. With wisdom and understanding, we can learn to trust. We aim to do this by being reliable and not letting others down. In this way we, can help each other feel safe;
- Jesus has shown us love. We try to reflect that **love** to those around us by being sensitive to the needs of all members of our Academy community;
- We aim to be an inclusive **community**. Each person is needed, valued and important. When things go wrong we will forgive each other and make a fresh start. We will share what we have with those in need and try to treat others as we would like them to treat us.

Aims

As a Church of England Academy we aim to:

- Treat students, staff and visitors with respect;
- Incorporate and promote the values behind the academy motto; Aspire, Serve, Achieve in all we do;
- Instill a sense of self-worth and value in every student;
- Encourage student participation in the planning and the running of our Academy wherever possible;
- Encourage religious literacy as a way of interpreting the world around us;
- Encourage, challenge and support every person to achieve his or her potential.

Archbishop Sentamu Academy

Medication Policy

1. Roles and Responsibilities

Parents or Carers:

- Have prime responsibility for their child's health.
- Are responsible for ensuring their child is well enough to attend school
- Should, where possible, arrange with their doctor for medication to be administered outside of school hours.
- Should be encouraged to provide the school with details of their child's medical condition and any special requirements, should this be **before** the child starts school, or if a **condition develops** whilst the child is attending school.
- Should liaise with the Academy SEN/Inclusion Co-ordinator/First Aider in order to agree the school's role in helping to meet their child's medical needs.
- Are responsible for supplying written information about the medication their child needs to take in school and letting the school know, in writing, of any changes to the prescription, or its administration, or to the support required.
- Should, where possible, arrange for a separate supply of medication for use in school.
- Are responsible for the disposal of medication – OR can inform the school of dates as to when this should be disposed of.
- Are aware of school policies with regard to medication.

Staff:

- If/when staff volunteer to support a student with medical needs, they need to receive information about the condition and the likelihood, or not, of any emergency arising.
- Tasks should be clearly identified with training provided before they are asked to administer medication.
- Support and/or cover for absence or unavailability will be required.
- Should ensure appropriate records are kept and all medicines are securely stored based on the advised instructions of the parent/carer.
- Should be aware of any possible side-effects
- Should bring to the attention of the SEN/Inclusion Co-ordinator/First Aider any concerns they have about a student's medical condition.
- Liaise with the appropriate authorities following the outbreak of an infectious disease and inform parents/carers/staff of any possible implications of this to include those students more susceptible to infection.

- Staff to contact the Local Medical Support Centre (Longhill Medical Centre) should any concerns arise regarding students welfare or should students/parents/carers seek advice on well-being. A pop-in session is currently available on a weekly basis.
- If any information is withheld from staff, they should not generally be held responsible if they act incorrectly in giving medical assistance but act otherwise in good faith. The implications of not wishing to share information with ALL staff must be made clear to parent/carers. If they are reluctant, this should be recorded.

Training

- It is the person responsible for HR to ensure that the necessary members of staff are appropriately trained and that all First Aid renewals are current and valid.

2. Individual Health Care Plan

For any student who needs specific medical care, parents/carers should ensure that they provide the following:

1. Details about the student and their condition.
2. Name and details of medication including side effects
3. Special requirements eg dietary needs and pre-activity precautions
4. Emergency procedures eg, what to do and who to contact
5. Expected role of the school including any requirement to attend meetings with appropriate professionals with regard to the specific medical condition of a student or should the need to revise the health care plan.

Should a specific Health Care Plan be required this should be undertaken and supervised by the following contributors:

- The parent/carer
- Student if sufficiently mature
- Class Teacher
- Learning Support Assistant
- School staff who have agreed to administer medication or be trained in emergency procedures.
- School Health Adviser (School nurse).
- SEN Co-ordinator/Inclusion Co-ordinator

Once a specific Health Care Plan has been agreed, it is the responsibility of the advised member of staff/person who has assisted with the care plan ie, Inclusion Co-ordinator/SEN Co-ordinator to advise other members of staff of the students requirements and obtain parental consent for this information to be made public within the Academy.

3. General Issues – Non Prescription

- Staff to contact parent should student require a pain killer (paracetamol /child calpol), or anti-histamine. Parents MUST specify dosage and this will be recorded (date, time, consent given by, dosage and name of staff administering medication – see sample form).
- Staff should be aware via SIMS of any medical issues, eg allergies etc.
- Immediate issues, eg burns, sports injuries, cuts etc will be dealt with in the appropriate manner. In the first instance staff should assess the problem/injury and either administer first aid (if trained), or call for an appropriate member of staff to deal with the issue. In severe cases parents will be contacted for them to seek further advice (local hospital/walk-in centre).
- In all cases, a record will be kept in the appropriate office (Student Services). This information should be completed by both the staff member witnessing the incident and thereafter any person responsible for administering first aid.
- Staff should ensure that the student has actually taken the medication – student should remain outside the Student Services Office until this occurs.

4. Prescription Medication

It is parents/carers responsibility to provide details of medication requirements and should include:

1. Name and strength of medication
2. Dosage
3. Time, frequency and method of administration
4. Length of treatment
5. Date of issue
6. Expiry date
7. Possible side effects
8. Storage details
9. Other treatment

This information can be either verbal consent or where possible, written consent. Verbal consent must be recorded fully by the member of staff involved (see sample form).

The administration of prescription medication will be recorded on an individual record sheet for the student with details to include date, time, dosage, medication name and member of staff administering medication. Forms will be kept in Student Services (see sample form).

Parents to be made aware should student forget/refuse to take medication (telephone call). This will be recorded on the individual student record sheet.

Regular checks will be made that medication stored in school has not reached its expiry date. Parent/carers will be contacted to discuss disposal/collection (details of which will be recorded – see “Disposal of Medication”).

At the end of each Academic year, parents of all students with medication still held at Student Services will be contacted to advise that unless collected, we will dispose of any remaining items.

Medication **MUST** be stored as directed.

Staff should ensure that, as far as possible, medication is supplied to the school in the original dispensed container and not re-packed in another container. Failing this, staff must contact parent/carers for clarification. Medication should then be appropriately labelled and stored. It should be labelled with the name of the pupil, the name and strength of the medication, the dosage, the time, frequency and method of administration, the length of treatment, date of issue and expiry date. The medication should have been dispensed within the previous three months. Where pupils have more than one prescribed medicine each should be in a separate container. .

In the case of an inhaler, students will be allowed to carry them on their person however he/she will be encouraged to leave a spare with an appropriate member of staff.

Staff should be aware of those student who carry their own medication and details of how this is administered, eg frequency and dosage. Teaching staff should have an awareness of any medical conditions of the students they teach and respond as appropriate (eg students with diabetes, epilepsy, seizures etc).

Students should not carry their own medication, parents **MUST** be advised that this needs to be stored with Student Services.

It is the parents/carers responsibility to inform the Academy in writing should medication requirements change. This must be recorded by the informed member of staff.

5. School Trips

- Reasonable adjustments should be considered to ensure the inclusion of all students on school trips in line with the Disability Discrimination Act.
- Appropriate risk assessments/considerations will be undertaken before the visit takes place to accommodate any special medical requirements.
- Staff on school trips should be made aware of any medical/physical needs of students including the procedures for administration of medication and the relevant emergency procedures. Staff with concerns should seek further advice from the appropriate department/health care professionals.

- In all instances completed parental consent forms for trips are essential and MUST be taken with staff on visits with any concerns highlighted to an appropriate member of staff before departure.
- Any medication required for a visit must be stored appropriately.
- Staff should ensure that whilst on the visit any medication that is given to a student is recorded and information passed to the appropriate department on their return.

6. Sporting Activities

For those students who may need to take precautionary measures before or during exercise and/or need to have immediate access to their medication. Staff supervising sporting activities should be aware of the relevant medical conditions, medication requirements and emergency procedures.

Most students with medical conditions can participate in the PE curriculum or sports that are sufficiently flexible for all pupils to follow in ways appropriate to their own abilities/needs.

7. Work Experience

Staff should ensure that any work experience placements are suitable for a student's particular medical condition. The student should be encouraged to share relevant medical information with employers.

8. Lost/Missing Medication

Should students have parental permission to carry their own medication, including pain relief it is the student's responsibility to ensure that this is stored safely on their person. Should medication subsequently be lost or misplaced, student should immediately inform a member of staff so that the appropriate action can be taken.

9. Disposal of Medication

Staff will inform parents should any medication have exceeded the expiry date and ask for this to be either collected or permission granted for its disposal. Medication disposed of by the Academy must be placed in the appropriate waste disposal unit. This also applies to any medication that is no longer required by the student.

A record should be kept of when parents/carers were asked to collect the medication, the date of disposal and who took the medication (ie, given to student or collected by parent/carer).

10. Emergency Procedures

- All staff should know how to call the emergency services. They should also know who, in school, has responsibility for carrying out emergency procedures including contacting parent/carers.
- Any student taken to hospital by ambulance should be accompanied by a member of staff who should remain until a parent/carer arrives.
- Staff should not take students to hospital in their own car. However, in an emergency, it may be the only course of action. Another member of staff should accompany the driver. The driver should have the appropriate insurance.

11. Hygiene/Infection Control

- All staff should be aware of basic hygiene precautions for avoiding infection such as washing and drying hands before and after the administration of medication.
- Staff should have access to protective disposable gloves and take extra care when dealing with spillages of blood or other bodily fluids and when disposing of dressings and equipment. Where needles are used, a sharps container and adequate arrangements for collection and incineration should be in place.

12. Intimate or Invasive Treatment

- Parent/carers and members of SLT must respect concerns raised by staff reluctant to administer invasive treatments, either because of the nature of the treatment or fears of accusations of abuse.
- In order to minimize the potential for accusations of abuse, it is helpful if the school can arrange for two staff members to be present for the administration of intimate or invasive procedures.
- At all times staff should protect the dignity of the pupil as far as possible, even in emergencies and when possible, use the designated medical room.
- For further information see Intimate Care Policy

13. Statement of Policy Review

The Executive Principal has agreed that this policy will be reviewed on a two yearly basis. Any review will take into consideration all aspects of applicable legislation and advice current at the time of the review. The next 'Period of Review' will be **October 2019**