



# MANAGING MEDICINES POLICY

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## **INTRODUCTION**

Outwood Grange Academies Trust is a fully inclusive multi-academy trust and welcomes and support students with medical conditions. The Trust is fully committed to providing all students with any medical condition the same opportunities as others at the academy in line with the statutory guidance 'Supporting pupils at school with medical conditions' April 2014 and 'Children and Families Act 2014'.

Every student with a medical condition who attends an Outwood academy will be supported to fully access education, educational trips and physical education enabling them to play a full and active role in school life and remain healthy. The academy listens to parents and students and this is reflected when considering organising structured and unstructured activities, extended school activities and residential trips to ensure everyone is involved and included. Should the medical condition lead to prolonged absence from the academy, the academy will work with the family and partnership agencies to arrange alternative provision to minimise the impact of the absence on the students' education.

We will help to ensure they can:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic wellbeing once they have left school

We will ensure this by educating all staff about the medical conditions that affect pupils at the academy and ensuring staff receive the appropriate training. Also, some students with medical conditions will have healthcare plans which will be devised with parents, students, healthcare professionals and the Inclusion Coordinator/ SEND officer or designated person for the academy.

## ***THE DUTY AND RESPONSIBILITIES***

### **Staff 'duty of care'**

All staff caring for children (teachers, other school staff in charge of children) has a common law duty of care to act like any reasonably prudent adult. In exceptional circumstances the duty of care could extend to administering medicine and/or taking action in emergency.

### **Parental/Carers Responsibility**

All parents/carers have the prime responsibility for their child's health and are required to provide full information about their child's medical needs, including details on medicines. Where detailed medical needs exist appropriate measures should be taken to implement care plan procedures (see appendix 1 & 2)

## **Emergency Procedures**

All staff should know how to call the emergency services. The academy's First Aiders are responsible for carrying out emergency procedures in the event of a need. A member of staff should always accompany a child taken to hospital by ambulance and should stay until a parent/carer arrives. (Where possible the parent should travel from the academy with the child in the ambulance.) Where parents are not available health professionals are responsible for any decisions on medical treatment.

Academy staff should refrain from taking children to hospital in their own vehicle (it is safer to call an ambulance) Individual health care plans should include instructions as to how to manage a child in an emergency and identify who has the responsibility in an emergency e.g. if there is an incident in the playground/dining hall a lunchtime supervisor would need to be very clear in their role.

## **Administering Medicines**

No child under the age of 16 should be given medicines containing aspirin or ibuprofen unless it has been prescribed by a Doctor and a written consent form has been signed by their parent/carer.

A consent form enabling a member of academy staff to administer medication to a child must be completed by a parent in all cases. No medication will be given under any circumstances without this form being completed.

The academy will keep a register of drugs for all medicines brought into the academy by a parent/carer for administration to a student during the academy day. The register will be signed by the student when medication has been administered and in the case of controlled drugs, two staff signatures will be required.

## **Staff Administering Medicine**

There is no legal or contractual duty on staff to administer medicine or supervise a child taking it. Support staff may have specific duties to provide medical assistance as part of their contract (i.e. individuals appointed for the purpose of administering first aid). Swift action needs to be taken by any member of staff to assist any child in an emergency.

## **Storing Medicines**

Non emergency medicine e.g. in-halers, insulin and adrenalin EpiPen© should be readily available and not locked away. All medicine should be kept in their original container and clearly labelled.

Adrenalin EpiPen© should only be administered by trained adults.

## **Access to Medicines**

Children should, where necessary, have immediate access to their medicines when required. This should be considered as part of the policy regarding children carrying their own medicines.

## **Disposal of Medicines**

Parents must collect medicine held at the end of each term. Parents are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal. If parents do not collect medicines, they will be taken to a local pharmacy for safe disposal.

## **Defibrillator**

Each Academy has an Automated External Defibrillator on site which will be available for use by all staff. All that is required to use an AED is to recognise that someone who has collapsed may have a sudden cardiac arrest (SCA) and to attach the two adhesive pads (electrodes) that are used to connect the AED to the patient's bare chest. Through these pads the AED can both monitor the heart's electrical rhythm and deliver a shock when it is needed. The AED provides audible instructions and most models also provide visual prompts on a screen.

# **THE CONTROLLING OF DRUGS AND MEDICINES**

## **Prescribed Medicines**

Medicines should only be taken to the academy when essential; (i.e. where it would be detrimental to a child's health if the medicine were not administered during the school day). Antibiotic taken 3 times per day need not be brought into the academy. The academy will only accept medicines that have been prescribed by a doctor, dentist, nurse practitioner or pharmacist. Medicine must be provided in the original container as dispensed by a pharmacist and include the prescribers instruction.

The academy will never accept medicines that have been taken out of the container as originally dispensed. The academy will not make changes to dosages on parental instructions.

## **Controlled Drugs**

Controlled drugs should be brought into the academy only by an **adult** in the original container and passed directly to first aid. All drugs brought into the academy must be counted and signed for, by the person receiving them for audit purposes.

Members of staff may administer a controlled drug to the child for whom it has been prescribed providing the administration of the drug has been witnessed and two signatures obtained. Staff administering medicine should do so in accordance with the prescriber's instructions. **(See our procedure for the administration of drugs)**

The academy will keep controlled drugs in a locked, non-portable container and only named staff will have access.

All drugs will be returned to the parent when no longer required to arrange for safe disposal.

### **Non-Prescription Medicines**

Academy staff will not give a non-prescribed medicine to a child unless it has been prescribed by a Doctor, Dentist or Nurse Practitioner and a request for the academy to administer medication form has been completed. Where the Principal agrees to administer a non-prescribed medicine it must be in accordance with the academy's policy as outlined here in and using procedures as detailed at appendix.

### **Refusing Medicine**

Where a child refuses medication, the academy's staff member will make a record to this effect and follow the appropriate procedure. Under no circumstances will the child be forced to take such medication. Parents will be informed of the refusal on the same day. If a refusal to take medicine results in an emergency the academy should follow emergency procedures.

## **GENERAL ADMINISTRATION PROCEDURE AND PRACTICE**

### **Record Keeping**

Parents must inform the academy about medicines as outlined previously. Any changes must be notified to the academy immediately. Staff must ensure that this information is the same as that provided by the prescriber.

### **Educational Visits**

Arrangements for taking any necessary medicines will also need to be taken into consideration. Staff supervising visits must always be aware of any medical needs and relevant emergency procedures (refer to the educational visits procedure). A copy of any health care plans should be taken on visits in the event of the information being needed in an emergency

### **Individual Health Care Plans**

Individual healthcare plans record the students' medical condition, its signs and symptoms, treatments (including medication), specific support needs, what to do in an emergency and which members of staff in the academy will have a copy of the plan. Not every student with a medical condition will need an individual healthcare plan as some conditions do not require medication to be taken in the academy and do not fluctuate or pose a high risk of emergency. Students with medical conditions that require medication or conditions that fluctuate or have a high risk of emergency intervention, will require a healthcare plan. The individual healthcare plan will outline the nature of the medical condition, daily care requirements, medication and an action plan for what to do in an emergency. The healthcare plan will ensure that the academy supports students with medical conditions effectively. Individual care plans will be devised with the student, parents/carers, healthcare professionals and the SEND officer/designated person for the academy. It is the SEND officers'/designated persons' responsibility to ensure that individual healthcare plans are up to date and relevant but to do this, parents/carers must ensure that they inform the academy of any changes to medication or medical advice. Please see the flowchart regarding the process for developing an individual healthcare plan.

A review of the individual healthcare plan will take place annually unless there has been a change in the students' needs, in which case it should be updated immediately. A parent/carer, healthcare professional or the academy can initiate a care plan review.

For students with Special Educational Needs and/or Disability (SEND), the individual healthcare plan will form part of the Education, Health and Care Plan (EHC). For specific information regarding SEND, please see the SEND code of practice and

Inclusion Handbook. The school SENCO will be involved with students with SEND and with students who have a medical condition who are also having difficulties keeping up educationally.

## Process for Developing Individual Healthcare Plans

