Medication Policy
2020/21

Signature: [Signature]
Head teacher

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Review Date: June 2021
MEDICATION POLICY

The Academy will encourage parents to administer their own child’s medication wherever possible. When this is not possible, all medication will be administered to students in accordance with the DfE document ‘Managing Medicines in School and Early Years Settings’. This means that:

- The Academy will not purchase non-prescription medication.
- No medication will be administered unless:
  - It is prescribed and the medication is in the original box.
  - Written authorisation has been given by the parent/carer. This must be kept with the medication and should detail:
    - Name of the student
    - Address
    - Date of birth
    - Name of the medication
    - Dosage required
    - Method of administration
    - Time and frequency of administration
    - Any other treatment the student is undergoing
    - Any side effects and the action to take if they occur
    - Expiry date
  - The suitably qualified person must check that the contents of the container match the paperwork.
  - The taking of the medication must be supervised by the suitably qualified person to ensure it has been taken.
  - A recording process is in place. Every time medicine is administered a form must be completed stating the date, time and dosage given to the student and the parent/carer must be informed, in writing, on the same day. The suitably qualified person administering must sign the form. Whenever possible this should be witnessed by a second adult.
  - The medication is in a container along with the written consent forms and all other associated paperwork as detailed above. The container must be clearly labelled with the student’s name.
  - If a student needs more than one medication, each should have a separate container and paperwork.
  - Medication that needs to be refrigerated can be stored in a food containing refrigerator but it must be in an area of restricted access.

- Only suitably qualified and competent staff may administer medication – First Aid At Work or Paediatric First Aid At Work trained.

- Out of date medication must be collected by the parent/carer and disposed of appropriately.
• For students who have regular pain such as migraine, parents should supply appropriate non-prescription pain killers in a container as above, after agreement with the First Aid Team.

• Students should not carry their medication with them. Some medication is harmful to others if not prescribed to them, therefore, the employer has a duty of care to ensure that the risks to the health of others are properly controlled (COSHH 2002). The only exception to this is inhalers and epi-pens.

• All sharps must be disposed of into sharps boxes which can be obtained by the parent on prescription. Collection can be arranged via the Local District Council.

• All medication must be stored in a locked cupboard with controlled access. The student must know who holds the key.

• Medication such as inhalers and epi-pens should not be locked away but must be stored safely.

• Suitably qualified persons will be given specific training related to health conditions of students and administration of medicines such as diabetes, epilepsy, and anaphylaxis.

• The suitably qualified person must wear protective disposable gloves throughout the administration of medication for hygiene and infection control purposes.

• These procedures must be followed, especially in an emergency situation.

• Should a student need to be taken in an Ambulance a suitably qualified person must stay with them until a parent/carer is present.

• These procedures will apply during Academy trips or visits.

• All medical information is confidential and must be treated as such at all times.

For Students with Medical Needs, the Academy is also responsible for:

• Ensuring appropriate training of staff to support students with medical needs.

• Being satisfied that any training given to staff gives sufficient understanding, confidence and expertise.

• Healthcare professionals confirming that they have observed the non-health professional demonstrating proficiency and understanding of the medical procedures.

• The Head Teacher agreeing to the staff assisting with the medical needs and ensuring they receive the proper support and training.

• The Teacher being aware of the medical needs of their students and what to do in, and what constitutes, an emergency.

• The appropriate staff knowing what the potential side effects are of any medication and what to do if they occur.

• Staff noticing a deterioration in the health of the student over time informing the Head Teacher who will let the parent/carer know.

• Obtaining all relevant information about the student prior to them starting at the Academy.

• Making special arrangements for the education of students who need to attend Hospital regularly.

• Individual Health Care Plans being created including instructions for what to do in an emergency.

• Writing an agreement with the parent/carer clarifying what help the Academy can give and setting a review frequency.