

## Gawthorpe Community Academy Administering Medicines Policy

### Policy Statement

The academy has developed this policy, following consultation, to ensure that pupils with medical conditions may continue to attend the academy and maintain the impetus of their studies.

It complies fully with the government guidance.

- *Managing Medicines in Schools and Early Years Settings.*
- *Supporting Pupils at School with Medical Conditions: Statutory Guidance for Governing Bodies of Maintained Schools and proprietors of Academies in England.*

This Policy aims to clarify the roles and responsibilities of staff and parents regarding the management, storage and administration of pupils of prescribed medicines and drugs during the normal academy day and on visits out of the academy.

### Procedure

#### Academy Staff

This academy endorses the standard terms and conditions for employment of teachers, which do not include giving or supervising a pupil taking medicines. However, teachers are encouraged to volunteer for this role.

Where members of the support staff have accepted the role, it will be written into their contract of employment.

In this academy:

- Medicines are only administered when it is essential, i.e. where it would be detrimental to a pupil's health if the medicine was not administered during the academy day.
- A permission form must be signed by the responsible parent, details of reason for administering medicine must be noted.
- Details of the medicines prescribed, and those that are to be administered in the academy, are recorded in a pupil's individual healthcare plan.
- Members of staff who have volunteered to accept the responsibility for administering prescribed medicines are provided with appropriate training to ensure that they are competent, aware of any possible side effects and know what to do in the case of an emergency.
- Any person responsible for administering medicines to a named pupil must ensure they are aware of:
  - The details of the pupil's condition.
  - Any special requirements, e.g. dietary needs, pre-activity precautions.
  - The likely side effects of the medicine.
  - What constitutes an emergency.
  - What action to take, and not to take, in an emergency and whom to contact.

- Medicines are only accepted by staff if they are in the container in which they were originally dispensed; they should also be properly labelled with the name of the pupil, dosage, frequency of administration and expiry date.
- Staff will never make changes to recommended dosages.
- Medicines are always stored in a secure place; controlled drugs are kept in a locked cabinet with access limited to authorised staff only; where medicines need to be refrigerated, they are kept in airtight and clearly labelled containers.
- Asthma inhalers and adrenalin injection auto-injector pens must be immediately available to a pupil in case of an asthmatic attack or an allergic reaction; individual pupils who are deemed competent are allowed to hold their own devices.
- A written and signed record is kept of every time a medicine is administered.
- If a pupil refuses to take a prescribed medicine, staff will never try to force them to do so; instead, they will make an appropriate note and ensure that parents are told about the refusal.
- At the end of a course of medication any surplus medicine, or the original empty container, is returned either to the parents or to the pharmacy that issues it.
- Where medicines have to be administered during educational visits or trips, trip co-ordinators ensure that trained members of staff are included in the party and that suitable arrangements are in place for medicines and the required medical support to be provided; special arrangements are made for the secure transport of the medicine and for appropriate facilities to be available at the location for the administration of the medicine.
- Staff will not give a non-prescribed medicine such as an analgesic to a pupil unless there is specific prior written permission from the parents; if a pupil suffers regularly from frequent or acute pain, parents are encouraged to refer the matter to their GP.
- Pupils under 16 years of age are not given Aspirin or medicines containing Ibuprofen unless these are specifically prescribed by a GP.
- In some circumstances, e.g. the administration of rectal diazepam, a second adult will be present to witness the dosage and administration.
- The academy nurse provides training and additional advice and support for staff, parents and pupils; no member of staff will administer medication or perform procedures such as insulin injections unless they have accessed appropriate training and are deemed competent.

### Parents

The academy will make clear to parents, either through the academy prospectus or some other form of written communication that prescribed medication and drugs will only be administered during the academy day, or on academy trips, if the following conditions are met:

- The responsible parent provides written permission for the academy to administer medicines to their child.
- The responsible parents gives the academy sufficient information about the medical condition.
- The medicine is prescribed by doctor or some other person authorised to do so, such as a dentist, qualified nurse or pharmacist.
- The medicine is in its original container with the dosage instructions clearly displayed.
- Only sufficient medicine for dosage to be given in the academy has been provided.

### Monitoring and Effectiveness of the Policy

The effectiveness of this policy will be reviewed when the need arises, and the necessary recommendations for improvement will be made to the Governing Body.

<b>Head of School:</b>	<i>A. M. Mitchell</i>	<b>Date:</b>	September 2019
<b>Chair of Governors:</b>	<i>JENorth</i>	<b>Date:</b>	September 2020