



WEDNESFIELD HIGH SPECIALIST ENGINEERING ACADEMY

ADMINISTRATION AND MANAGEMENT OF PRESCRIBED MEDICATION POLICY

Author	Revision Number	Date of Ratification at JNC	Review date
Mrs V Mcloughlin	1		July 2017

Policy adopted by the LAB of:		Date:	
Signed by the Chair of the LAB:		Print:	

1. Introduction

This Policy sets out the guidelines laid down by the Local Advisory Board and the Headteacher for the safe management and administration of prescribed medication in the academy.

Where prescribed medication needs to be administered, either routinely or in an emergency, procedures need to be in place to ensure it is carried out correctly and safely.

It is recognised that a student may be medically fit to attend the academy but, at some point during their education, it may be necessary for them to take medication during the academy day. The academy may be prepared to take responsibility for these occasions in accordance with the guidelines laid down in this policy.

The policy is also designed to give reassurance to staff who may be requested to take on the responsibility for these duties.

The academy states that, whenever possible, students with medical needs should not be excluded from education or activities because of their condition. The LAB supports this policy.

2. Responsibilities

Although the administration of prescribed medicines is a parental responsibility, there may be occasions when academy staff may be requested to perform this task after all other options have been explored. Wherever possible, we would ask parents to request medication to be prescribed outside of the academy day.

In deciding whether to agree or to refuse to administer a prescribed medicine, the Headteacher will take into account all of the circumstances of the case of the individual child, any professional medical advice available, the provisions of this policy and the resources available to the academy. All decisions will be taken after full consultation with parents/guardians and staff.

If it is agreed that the medication will be administered, the student must take the responsibility to present themselves at the agreed place, at the correct time, for the medication to be given. The academy cannot be held responsible for missed doses if the student has not done so.

The administration of prescribed medication in the academy is voluntary and staff may be asked to perform this task, but may not be directed to do so unless specifically stated in the contract of employment.

Training will be provided relating to the administration of medicine and management of relevant medical conditions in order that relevant staff have the ability to cope in an emergency situation.

Any necessary equipment or protective clothing will be provided.

It is the responsibility of parents/carers to co-operate fully with the academy to ensure the safety and well-being of their child.

Guidelines

3. On Admission to the Academy

3.1 Parents/guardians will be asked to complete an admissions form giving full details of any medical conditions, allergies, regular medication, emergency contact numbers, name of

family doctor, details of hospital consultants, special dietary requirements and any other relevant information. **Appendix 1.**

- 3.2 If a student who requires special medical needs is admitted to the academy the student's individual needs will be assessed and discussed in partnership with the parents, academy nurse and medical advisers.
- 3.3. Where appropriate an individual Care Plan will be developed in partnership with the parents, First Aid and Welfare Officer and/or medical adviser.
- 3.4 Any resulting training needs will be met, including how the medication is to be administered and the risks and legal liabilities involved.

4. Administration and Storage of Medication in the Academy

- 4.1 Should a student need to receive medication during the academy day, parents/guardians should come into the academy and personally hand over the appropriate course of medication to the designated member of staff.
- 4.2 Medication will not be accepted unless it is supplied in accordance with the following provisions:
 - i. All medication should be in the container as prescribed by the Doctor and dispensed by the pharmacist. The student's name and the instructions for administration should be printed clearly on the label and well within the expiry date. Where a student needs two or more prescribed medicines, each should be kept in a separate container.
 - ii. Any medication that contains ibuprofen unless prescribed by a Health Care Professional will not be permitted in the academy.
 - iii. Paracetamol/Prescribed Ibuprofen will be held in the academy short term only, parents/guardians will be contacted to arrange collection of the medication.
 - iv. It is the responsibility of parents/guardians to inform the academy if medication has been taken prior to the student coming to the academy. If parents/guardians do not provide the required information and are not contactable then Paracetamol/Ibuprofen will not be given to the student.
- 4.3 For each separate medication, the form 'Parental Agreement for the Academy to Administer Medicine' is to be completed by the parent/guardian. This will be kept with the appropriate medication. **Appendix 2**
- 4.4 The administration of each dose of medication will be recorded and signed for by a member of staff on the 'Medication Plan'. **Appendix 3**
- 4.5 The academy must be notified in writing of any changes in medication required long term. This would include a change in dosage, or if the medication needs to be discontinued.
- 4.6 Any changes to administration instructions will require completion of a new Parental Agreement form.

- 4.7 Should the supply need to be replenished, this is the responsibility of the parent/guardian, who should ensure the medication reaches the academy safely, preferably bringing it in personally.
- 4.8 Should a student be required to administer their own medication i.e. inhalers for asthma, the First Aid and Welfare Officer may be asked to check technique and the student's ability to accept this role prior to the academy accepting responsibility.
- 4.9 If a student leaves the academy premises for any visits or activities, it will be the joint responsibility of the student, parents and staff to ensure all required medication goes with them and is appropriately returned. An 'Academy Off-Site Medication Plan' should be completed. **Appendix 4**

5. Storage and Disposal of Medication

Medication, with the exception of Emergency Medication, will be kept in a locked, secure medical cabinet. This will be located in Reception.

Where medication needs to be refrigerated, it will be kept in a fridge in an airtight container clearly labelled and inaccessible to students.

Regular checks will be made of all medication during each term and parents will be asked to collect any medication which is not complete, clearly labelled, or out-of-date. Parents will be asked to collect medicines held at the end of each term. Parents will be responsible for replacing any medication still required by their child and for completing an up-to-date 'Parental Agreement for the Academy to Administer Medicine' form at the beginning of each term.

6. Asthma Policy

- 6.1 Every student with asthma should carry a blue reliever inhaler at all times during the academy day and a spacer device if used at home.
- 6.2 A spare blue reliever inhaler can be held centrally in the academy. Consent forms must be completed by parents/guardians. All inhaler devices should be clearly labelled with the student's name. **Appendix 5**
- 6.3 Students are encouraged to become self-managing but parents will be informed of any problems.
- 6.4 Permission will be gained for the First Aid and Welfare Officer to check inhaler technique if there are any concerns about a student's ability to self-administer.
- 6.5 If students leave the premises for any activity it will be the joint responsibility of the student, parents and staff to ensure a blue reliever inhaler go with them.
- 6.6 It is the parents/guardian's responsibility to ensure medication is in date and replenished as and when necessary.
- 6.7 If students are in need of an inhaler and are not in possession of their own, the academy will provide them with an emergency inhaler, which was provided by the academy nurse. A record of administration is recorded on a 'Record of Inhaler Usage' form, of the student's name, date, time and total amount of dosage that the student has used. **Appendix 5**

7. Diabetics

- 7.1 The academy will provide a safe and private area for the students to check their blood readings and to administer any insulin that they need.
- 7.2 Students are requested to record their own blood readings but staff are prepared to assist them if required to do so.
- 7.3 Staff will verbally assist any student who is having difficulty in administering their insulin but will not administer the insulin for them.
- 7.4 Parents/guardians are responsible for providing the correct insulin and if need be, indicating what ratio of insulin needs to be medicated.
- 7.5 The Welfare Officer will complete an individual Care Plan for each student with the academy nurse and parents/guardians or hospital diabetic nurses.
- 7.6 Parents/guardians are responsible for providing any hypo foods that may be required whilst the student is attending the academy. Parents/guardians will also have to provide adequate amounts of hypo foods for trips and outdoor pursuits. Hypo gel needs to be included in the hypo box.
- 7.7 Hypo boxes will be kept in Reception and also in the PE area of the academy. This needs to be on-hand so that it can be easily obtained.
- 7.8 If ratios are changed, it is the parents/guardians responsibility to inform the Welfare Officer so that the academy nurse can be called in to amend the Care Plan.
- 7.9 Staff need to be made aware of any student that is insulin dependent and this information will be displayed in staff rooms around the academy. Along with this will be instructions for staff on what to do in the event of a diabetic feeling unwell, who has collapsed or has fell into a diabetic coma. In the event of this happening, staff will call 999 and then contact parents/guardians and pass on any information that is needed.
- 7.10 Students with insulin pumps will be responsible for obtaining their own insurance as the academy will not be held responsible if any damage is caused.

8. Epi Pen

- 8.1 Students who require epi pens, will carry their own device with them in the academy so that it is on their person if it is required.
- 8.2 Nominated staff have received training on the use of epi pens. This training is undertaken every three years.
- 8.3 Parents/guardians are required to complete the relevant forms for staff to administer the epi pen. Parents/guardians are also requested to complete a 'Request for Students to Carry Medication' form to give consent for students to be in possession of their epi pens whilst in the academy. **Appendix 6**

APPENDIX 1

**WEDNESFIELD HIGH SPECIALIST ENGINEERING ACADEMY
STUDENT PERSONAL DETAIL UPDATE**

Please complete the details as listed on both sides of this form in as much detail as possible. It is important that the information is up-to-date and accurate. Information held will only be available to key staff within the academy. Emergency contact details are vital in the event of your child being unwell. Please tick as appropriate:

Surname:		Forename:		Middle Name:	
Gender: Male: <input type="checkbox"/> Female: <input type="checkbox"/>			Date of Birth:		
Students Home Address for Correspondence:					
House Number & Road:					
District:					
Town:					
Postcode:		Home Telephone Number:			
Does Student live with					
Mother <input type="checkbox"/>		Father <input type="checkbox"/>		Grandparent(s) <input type="checkbox"/>	
		Other <input type="checkbox"/>		- Please state:	
Students Previous School					
.....					
Parent/Carer with parental responsibility information					
FIRST CONTACT			SECOND CONTACT		
Name:			Name:		
Relationship:			Relationship:		
Home Address:			Home Address:		
.....				
.....				
Telephone Number:			Telephone Number:		
Mobile Number:			Mobile Number:		
Work Number:			Work Number:		
Doctor's Details:			Any Known Medical Conditions or Allergies:		
Doctor's Name:		
Doctor's Address:		
.....				
.....POSTCODE.....				
Telephone Number:		

Students Personal Information:

Ethnicity: White British White Other Black/Caribbean Black African Bangladeshi
 Indian Pakistani Chinese White/Asian White/Black African White/Black Caribbean
 Other Please State

Religion: **First Spoken Language:**

Other Language: **Is Student Eligible for Free School Meals** Yes No

Does Student: Stay at School for Dinners Sandwiches Go Home for Dinner

How does student Travel to School? Please select one and tick as applicable.

Walk <input type="checkbox"/>	Cycle <input type="checkbox"/>	Car / Van <input type="checkbox"/>	Car Share with child/children from a different household <input type="checkbox"/>
Taxi <input type="checkbox"/>	Train <input type="checkbox"/>	Public Bus Service <input type="checkbox"/>	Dedicated School Bus <input type="checkbox"/>
<ul style="list-style-type: none"> • Metro/Tram/Light Rail <input type="checkbox"/> 		Other <input type="checkbox"/> (please state)	

Local Visits	I agree that my child be allowed to take part in local activities without requiring further information or consent. <input type="checkbox"/>
Student Data Protection	In order for the school to comply with legal requirements of Data Protection, it is necessary for us to have confirmation from parents/carers that they agree to their child's work being used for any display/promotional material outside school (e.g. in the Express and Star), this also applies to any photographic images of your child. <input type="checkbox"/>
Biometric Register	The Trust-e cashless system means a more efficient lunchtime service. It works by reading data points on the student's finger and is turned into a personal identification number and allocated to a student account. It is used only to access meals and printing. I consent for my child to be registered on the school's Biometric Register. <input type="checkbox"/>

Parent/Carer's Signature: **Date:**

APPENDIX 2

Ref: CG/AT/Agreement

Parental Agreement for Academy to Administer Medicine

The Academy will not give your child medicine unless you complete and sign this form, and the Academy has a policy that staff can administer medicine.

Student Name and Form	
Name and Strength of Medicine	
Expiry Date	
How much to give (i.e. dosage to be given)	
When medicine to be given	
Any Other Instructions	
Number of tablets/quantity to be given to Academy	

Note: Medicines must be in the original container as dispensed by the Pharmacy
If more than one medicine is to be given a separate form should be completed for each.

Daytime telephone number of parent/carer	
Name and telephone number of GP	
Agreed review date to be initiated by (<i>Insert name of member of staff</i>)	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to the Academy staff administering medicine in accordance with the Academy Policy. I will inform the Academy immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature of Parent: _____

Print Name: _____

Date: _____

APPENDIX 3

Ref: CG/AT/Medication plan

Student's Name:

Date of Birth:

Address:

Date	Name of person who brought medication in	Name of medication	Amount supplied	Form supplied	Expiry date	Dosage regime

Register of Medication Administered

Date	Medication	Amount given	Amount left	Time	Administered by	Comments/Action/side effects

APPENDIX 4

WEDNESFIELD HIGH
SPECIALIST ENGINEERING ACADEMY

ACADEMY OFF-SITE MEDICATION PLAN

Student Name: Date of Birth:

Student Address:

.....

Date	Name of the Member of Staff	Name of the Medication	Amount Supplied	Form Supplied	Expiry Date	Dosage Regime

Register of Medication Administered

Date	Medication	Amount Given	Amount Left	Time	Administered By	Comments/Actions/Side Effects

APPENDIX 5

CONSENT FOR ADMINISTRATION OF THE EMERGENCY INHALER IN THE ACADEMY

Dear Parent/Carer

Every school in Wolverhampton has an emergency inhaler in school. This is a Salbutamol Metered Dose Inhaler. There is also an Aero chamber (spacer) available.

The reason schools have an emergency inhaler is so that if your child has an asthma attack in school and has forgotten their asthma medication there is an alternative emergency treatment on site. However, we always recommend that your child carries their own medication with them at all times.

The Salbutamol Inhaler has been made available from New Cross Hospital on the advice of Consultant Paediatricians.

If you would like further information please contact your School Nurse.

If you would like your child to have the emergency inhaler available to him/her please would you complete this consent form and return it to your child's school.

Thank you.

Academy Nurse



EMERGENCY METERED DOSE INHALER

**Please return to: Reception, Wednesfield High Specialist Engineering Academy,
Lichfield Road, Wednesfield, Wolverhampton, WV11 3ES**

Student's Name: DOB:

Academy:

In the event of my child having an asthma attack in academy, I consent to the Salbutamol metered inhaler being administered to him/her.

Name:.....(Please Print)

Signed:
Parent/Carer (please circle)

Date:

APPENDIX 6

Ref: CG/AT/Agreement

Request for Student to Carry His/Her Own Medicine

This form **must** be completed by the parent/carer.

If staff have any concerns, this request should be discussed with healthcare professionals.

Student Name and Form	
Address	
Name of Medication	
Procedures to be taken in an emergency	

Note: If more than one medicine is to be given a separate form should be completed for each.

Contact Information:

Name	
Daytime telephone Number	
Relationship to Student	

I would like my son/daughter to keep his/her medicine on their person for use as necessary.

Signature of Parent: _____

Print Name: _____

Date: _____

APPENDIX 7

Zurich Municipal – Insurance Cover

The academy's insurance policy, which is provided by Zurich Municipal, provides cover for the management and administration of all prescribed medicines and first aid by the academy's employees (including, if considered appropriate the use of a defibrillator).

The only exemptions to this cover are if clinical negligence can be proven, i.e. if a member of staff attempts to diagnose and prescribe medication.