



Appleton Academy Medical Treatment of Pupils Policy



Approved By	Approval Date	Next Review Date
Appleton Academy LGB	January 18	2019/20 – Term 3

1.1 Aim

- 1.1 The Governors and staff of the academy wish to ensure that children and young people with medical needs receive proper care and support. The delegated senior member of staff will accept responsibility in principle for members of staff giving medication or supervising students taking prescribed medication when the children and young people are on site, where those members of staff have volunteered to do so.
- 1.2 The guidance and policy is based on the Department for Education (DfE) guidance 'Supporting pupils with Medical Needs' as well as current guidance from the DfE website. Schools and academies should be familiar with this guidance.
- 1.3 Schools and academies should be aware also of the wider context of the extension of the Disability and Discrimination Act 1995 to include educational settings, as well as the good practice guide produced by the DfE entitled 'Health and Safety of Pupils on Educational Visits'.

2.0 Purpose of the policy

- 2.1 To clarify what the medical procedures are at the academy.
- 2.2 To provide guidance to a parent/carer requesting what the process is for the administration of medication.
- 2.3 To ensure that as far as possible, all students have access to all activities and areas of academic life.

3.0 Procedure

- 3.1 Procedures to support this policy are attached

4.0 Policy review date

- 4.1 This policy and related procedures will be reviewed annually.

5.0 Procedures for the administration of medication

- 5.1 Whilst all staff have a duty to take reasonable care for the health and safety of students in the academy (including the oversight and management of care plans which must be up-to-date and received on time) *there is no contractual obligation for teachers to administer medication*. Where teachers do agree to participate in this duty, it should be recognised that these duties are a voluntary action.
- 5.2 Provided staff act in accordance with the academy's policies and procedures they will normally be fully covered by the academy's public liability insurance. These procedures make it clear that only authorised and appropriately trained staff can administer medication to students or supervise the self-administration of medicine by children and young people. In general, the consequences of not taking action are likely to be more serious than those of trying to assist in an emergency.
- 5.3 Medication will only be accepted in the academy if a doctor has prescribed it. The academy must inform relevant staff of any child or young person, who has been prescribed a controlled medication e.g. Methylphenidate (Ritalin, Equasym). Controlled drugs are subject to the

- prescription requirements of Drug Regulations. The prescribing doctor is responsible for informing the patient when a drug belongs to this group. They are most unlikely to be prescribed to students at the academy, except Methylphenidate (e.g. Ritalin, Equasym).
- 5.4 It is expected that parents/carers will normally administer medication to their children at home. Medication will not be accepted anywhere in the academy without complete written and signed instructions from parents/carers, including written medical authority if the medicine needs to be altered (e.g. crushing of tablets).
- 5.5 Only reasonable quantities of medication should be supplied to the academy by a responsible person (no more than one (1) week's supply) and recorded in the Medication Administration Records File. It is the responsibility of parents/carers to collect and dispose of any medicines held in the academy at the end of each term.
- 5.6 Each item of medication must be delivered in its original container and handed directly to the nominated person authorised by the Senior Leadership Team. This will be the Health Care Practitioner.
- 5.7 Each item of medication must be clearly labelled with the following information:
- Student's name
 - Name of medication
 - Dosage
 - Frequency of dosage
 - Date of dispensing
 - Storage requirements (if important)
 - Expiry date (if available)
- 5.8 The academy will not accept items of medication, which are in unlabelled containers.
- 5.9 Unless otherwise indicated all medication to be administered in the academy/school will be kept in a designated clearly identified locked cupboard.
- 5.10 The academy may provide parent/carers with details of when medication has or has not been administered to their child.
- 5.11 Where it is appropriate to do so, students will be encouraged to administer their own medication under staff supervision. For safety reasons students are not allowed to carry medication, with the exception of inhalers and epipens. The academy reserves the right to insist that these items are also handed in if the child or young person is not believed to be responsible enough to keep them on their person. All medicines must be handed to the Health Care Practitioner or in her absence, a nominated staff member, authorised by the Senior Leadership Team.
- 5.12 It is the responsibility of parents/carers to notify the academy if there is a change in medication, a change in dosage requirements, or the discontinuation of their child's need for medication.
- 5.13 Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Nurse Service.
- 5.14 To ensure that as far as possible, all children and young people have access to all activities and areas of academic life, a thorough risk assessment will be undertaken to ensure the safety of all students and staff. No decision about a child or young person with medical needs attending/not attending an academy trip will be taken without prior consultation with the parents/carers.

6.0 Residential trips and visits off site (please also refer to off-site residential activities policy)

- 6.1 Sufficient essential medicines and appropriate Health Care Plans will be taken and controlled by the member of staff supervising the trip.
- 6.2 If it is felt that additional supervision is required during any activities e.g. swimming, the academy or activity setting may request the assistance of the parent/carer.

7.0 Health Care Plan

Where appropriate, a personal Health Care Plan will be drawn up in consultation with the academy, parents/carers and health professionals. The Health Care Plan will outline the pupil's needs and the level of support required. Health Care Plans will be reviewed annually.

8.0 Intimate or Invasive Treatment

This will only take place at the discretion of the Principal and Governors, in accordance with the Intimate Care Policy, with written permission from the parents/carer and only under exceptional circumstances. Two adults, one of the same gender as the student, must be present for the administration of such treatment. Cases will be agreed and reviewed on an individual basis. All treatment will be recorded.

9.0 Emergency procedures

The Principal will ensure that all staff are aware of the academy's planned emergency procedures in the event of medical needs.

10.0 Policy review date

The Local Governing Body will review this policy at least every three years and assess its implementation and effectiveness. Medical Treatment procedures will also be reviewed in the event of changes to health policy and guidance or as a result of the findings of an investigation where there have been parental/carer concerns. The policy will be promoted and implemented throughout the academy

APPENDIX 1

This form ensures that the academy has received the correct information from parents/carers and is able to monitor and correctly support the use of medication in the academy. If a student requires several items of medication, appropriate details should be provided on this form.

APPENDIX 2

This form provides details of the staff training record.

APPENDIX 3

This form is an example of a student's individual medication administration record.

APPENDIX 4

This form informs parents/carers, when a student has not received the requested medication.

APPENDIX I

MEDICATION CONSENT FORM (To be filed in Medication Administration Record File)

The academy/setting will not give your child any medication unless you complete and sign this form and the Senior Leadership Team has confirmed that staff have agreed to administer the medication.

.....

DETAILS OF STUDENT

Surname:

Address:

Forename(s): M/F: Date of Birth: Class/Form: Reason for medication (optional):

..... **CONTACT DETAILS:**

Name: Daytime Contact Telephone No: Relationship to Student: Address:

I understand that the medication must be delivered by a responsible adult to an authorised/appointed person in the academy and accept that this is a service which the academy is not obliged to undertake.

Date: Signature (s):

MEDICATION

Name/Type of Medication (as described on the container): For how long will your child take this medication? Date dispensed:

FULL DIRECTIONS FOR USE:

Dosage and amount (as per instructions on container): Method: Timing: Special Precautions:

Self-Administration:

a) I would like/would not like **(please delete accordingly)** my son/daughter to keep his/her asthma inhaler with him/her to use as necessary.

b) I would like/would not like **(please delete accordingly)** my son/daughter to keep his/her epipen on him/her for use as necessary.

APPENDIX 2

Staff Training Form for Medications

Because of medical conditions students may require medication to be administered in the academy on a regular basis.

Named staff are contracted to perform this procedure as specified in their job description and have agreed to be trained.

The training will be given by qualified staff and will be monitored termly by the Senior Leadership Team and reviewed and updated annually or as required.

Nature of Procedure:

Name of learning support staff trained and willing to perform procedure: Print Name	Statement of learning support staff: I feel competent to perform the procedure detailed above. Signature and Date	Statement of trainer: On the day assessed this individual was competent to carry out the procedure named above, and fulfilled the standard of competence described for the procedure. Signature and Date

To be retained by trainer and copied to learning support staff

APPENDIX 3 Medication Administration Record Student's Name:

Medication:

Controlled medication e.g. Ritalin received: (Give date(s) and number of tablets in table below)

Review date:

Form/Class:

Time to be given: Date cancelled: (check prescribing label)

How medication was altered (if applicable): (e.g. crushing tablets, diluting)

Medication Given	Date	Time	Staff Signature	Print Your Name	Medication unable to be administered	Reason e.g. student refusal	Action Taken e.g. phone/letter home
Examples Ritalin (1 tablet)	6.1.16	12.00					
Epilim (200mg/5ml)	12.1.16	12.30					

Note 1: Controlled medication e.g. Ritalin must be measured or counted on receipt and recorded above. **Note 2:** it is important that there is a minimum 4-6 hours gap between doses of paracetamol based medication. If unsure contact should always be made with parents/carers before administering.

APPENDIX 4

Date:

Dear Re: the Administration of requested medication

Unfortunately, we were unable to give _____ his/her

_____ today because

Yours sincerely,

If you would like to discuss this please contact the office on 01274 600550 and ask for

_____.