



Policies and Procedures

Administration and Management
of Medicines Policy

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Administration and Management of Medicines

1 General

Abbey Grange Church of England Academy recognises that many students will at some time need to take medical at school. Whilst parents and carers retain responsibility for their child's medication, the Academy has a duty of care to the students whilst at school and the Academy wish to undertake all that is reasonably practicable to safeguard and promote student's welfare.

2 Responsibilities

Abbey Grange Church of England Academy takes limited responsibility for the administration of medical during school time having taken due consideration of Government guidelines

The Principal via the senior member of staff with responsibility for health and safety (Facilities Manager) will ensure that procedures are understood and adhered to, that training is provided and that there is effective communication and consultation with parents, carers, students and health professionals concerning students' medical needs.

All staff are expected to maintain professional standards of care though they have no contractual or legal duty to administer medication. Abbey Grange Church of England Academy does not require staff to administer medication.

At Abbey Grange Church of England Academy there will be a named First Aider who will hold a current first aid certificate.

However, all staff will have access to, if required:

- Advice and information on common childhood illness and conditions <http://www.nhs.uk/SymptomCheckers/Pages/Symptoms.aspxillness> and <http://www.patient.co.uk/health>
- First Aid training to ensure that they feel confident to deal with minor every day injuries
- Specific information and details regarding particular conditions that may apply to the students for which they have charge

Some specified staff (eg designated First Aiders, PE and Games staff, Staff taking educational visits) who volunteer their services, will be given training to administer first aid and/or medication to pupils.

3 Staff Indemnity

Abbey Grange Church of England Academy fully indemnify all staff against claims for any alleged negligence, providing they are acting within their conditions of service and following Abbey Grange Church of England Academy guidelines.

The indemnity covers situations where an incorrect dose is administered or where any other mistake in the procedure is made. Abbey Grange Church of England Academy will meet any claims in these circumstances.

Guidelines

4 Records

On admission of the student to the school, all parents and carers will be required to provide information giving full details of:

- Medical conditions
- Allergies
- Regular medication
- Emergency contact numbers
- Name of General Practitioner/Consultants
- Special requirements (e.g. dietary)

At the beginning of each academic year all parents will be required to update the medical information form for their child(ren).

5 Administration of Medication

Parents and carers should ensure that they are familiar with the advice and guidelines the Academy provides with respect to health, in particular diseases caused by infectious and contagious organisms. The Academy expects parents and carers to respect the advice and guidelines.

The Academy expects that normally parents will administer medication to their child(ren).

Any requests for medication to be administered must come from a parent or carer in writing on the Academy's Request to Administer Medication Form and each request will be considered on an individual basis.

- The Request to Administer Medication Form will include:
- Name of parent or carer and contact number
- Name of child and tutor group
- Name of medication
- Name of doctor who prescribed it and their contact details
- The dose to be administered
- How the medication should be stored
- How the medication should be administered
- When the medication should be administered
- Any other relevant instructions

The Request to Administer Medication Form will end with the consent statement:

'The above information is accurate to the best of my knowledge at the time of writing and I give consent to the Academy to administer the medication in accordance with Academy Policy. I will inform the Academy in writing of any changes to the above information.'

This must be signed and dated by a parent, carer or someone with parental control before any medicines are administered.

A note, where relevant, should accompany the Request to Administer Medication Form from the child's doctor stating that it is necessary for the student to take the medication during school hours and that the student is sufficiently fit and non-infections to return to the Academy.

A separate form must be completed for each item of medication to be administered.

Parents and carers will be expected to notify any requests for the administration of medicines at the earliest opportunity and to discuss with the senior person responsible for health and safety what can be carried out in the Academy, before the senior person responsible for Health and Safety makes a decision. This applies to medication for an ongoing condition eg epilepsy and for self-administered medication eg use of an inhaler. In the case of common but long term ailments, such as epilepsy and asthma, the facts of the illness and the action to be taken by the Academy, should be spelt out by the medical practitioner and recorded in the student's records.

A member of the Pastoral Team must supervise any administered medication.

The Principal (or authorised person) will decide whether any medication will be administered in the Academy and by whom. In appropriate cases the Principal or authorised person, parents or carers (and anyone else the Principal deems necessary) will draw up a health care plan.

The medication must be in a contained as prescribed by the doctor and dispensed by a pharmacist with the student's name and instructions for administration printed clearly on the label. Only the smallest amounts of medication should be brought into the Academy.

The Academy will not accept any requests to renew the supply of the medication, this is entirely a matter for the parents and carers.

If the student is required and able to administer his/her own medication eg inhaler for asthma, the class teacher will check that the student fully understands what has to be done and will organise or supervise the administration.

Prescribed medication will be kept under the control of the Academy's Pastoral Office unless other arrangements are made with the parent or carer.

Normally the administration of medication will only be carried out in the Academy at the following times:

- Breaks and lunch time
- Exceptionally, immediately before school and after the end of the school day

The Academy will not allow in any circumstances the administration of non-prescription medicines.

6 Intimate or Invasive Treatment

The Academy will not normally allow this to take place in the Academy, but in exceptional circumstances the Principal is authorised to agree to this. Two adults must be present when this take place, at least one of whom must be of the same gender as the student.

7 Long Term Medical Needs

Abbey Grange Church of England Academy will do all that is reasonably practicable to assist students with long term needs. Each case will be determined after discussion with the parents or carers and in most cases the student's General Practitioner. The Governors reserve the right to discuss the matter with a medical advisor of their choosing.

8 Records

The Academy form 'Administration of Medication Record' must be completed in every instance. It will be kept in the Pastoral Office.

The form will record:

- The name of the pupil
- The date and time of administration
- The name of the person who supervised administration
- The name of the medication
- The dose of medication administered
- A note of any side effects

The Head of Pastoral Care will keep the record and in conjunction with the Principal and the student's Abbey Manager will ensure that the medical record form is completed correctly and checked regularly.

9 Training

Abbey Grange Church of England Academy is committed to providing appropriate training for staff who volunteer to participate in the administration of medicines.

10 Monitoring and Review

The Head of Facilities will be responsible for monitoring the implementation of the Policy and to reporting it to the Principal.

Carol Kitson
Principal

Policy reviewed: 26 June 2014

Policy approved by Governing Body:

Name	Signature	Date