Educate U

Medication Policy

Approved by: Susan Evans Director of Education	**Date:** 19/01/2020
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Medication Policy

Introduction

The aim of this policy is to effectively support individual Pupil with medical needs and to enable pupils to achieve regular attendance. Parents retain the prime responsibility for their Pupil's health and should provide the school with information about their Pupil's medical condition. Pupil should be kept at home if they are acutely unwell and in the case of contagious diseases only return when they are no longer infectious.

All Staff will have a basic online first aid certificate. At least one member of staff will have a paediatric first aider qualification. When a young person is placed with us their parents/guardians will be asked to complete a questionnaire on any medical conditions that are relevant for us to keep their child safe. This, and all other medical information, will be kept on the young person's file for access by staff. A written record is kept of all significant illnesses, accidents or injuries to young people while in our care. All information is stored on our Management Information System (MIS) Bromcom.

Confidentiality and Consent

In accordance with the school professional obligations medical information about students, regardless of their age, will remain confidential.

Parents and carers will be informed about illness or accident that occurs while their child is in our care. There is an expectation for parents and carers to keep us updated of any health issues that may affect the young person's engagement at the school.

Within PSHE we will promote healthy lifestyles this will include highlighting the potential dangers to health of alcohol, drugs, healthy lifestyles and smoking. Appropriate information will be provided.

ADMINISTRATION OF MEDICINES IN SCHOOL

Main Designated person: Gemma Bryant (KS1-3)

Designated person: Kerry Simmons (KS4)

Designated person: Ruth Hughes (KS5)

In the event of absence, Designated staff will cover for each other

The Role of Staff

Teaching staff are not required to administer medicines to Pupil. Those members of staff who volunteer to administer medicines or administer medicines as part of their role within school must receive appropriate training. The school fully indemnifies all staff against claims for any alleged negligence, providing they are acting within their conditions of service and following School guidelines.

Prescribed Medicines

Medicines should only be brought into school when essential; that is where it would be detrimental to a Pupil's health if the medicine were not administered during the school day. Educate U will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration and dosage. All medicines provided by parents and carers will be securely stored in a locked cabinet in the school offices.

Controlled Drugs

This section outlines specific arrangements for the safe management of controlled drugs, including prescribed medications for Attention Deficit Hyperactivity Disorder (ADHD), such as methylphenidate-based medications.

The school recognises that some pupils may require controlled drugs as part of their prescribed medical treatment. These medications will be managed in line with statutory guidance, including the Misuse of Drugs Regulations 2001 and DfE guidance on supporting pupils with medical conditions, and in accordance with Independent School Standards (ISS) Part 3, paragraph 13.

Controlled drugs will only be accepted in school where they are:

- Prescribed by a qualified medical practitioner
- Provided in the original pharmacy-labelled packaging
- Accompanied by clear written instructions and parental consent

All controlled drugs are stored securely in a locked, non-portable cabinet, with access restricted to authorised, trained staff only. A Controlled Drugs Register is maintained separately from general medication records and includes a full audit trail of receipt, administration, and disposal, including running balances.

Administration of controlled drugs is carried out only by trained staff and in accordance with the pupil's Individual Healthcare Plan (IHP). A two-person checking system is in place wherever possible to ensure correct pupil identification, dosage, and timing.

Regular stock checks and audits are undertaken to ensure accurate record keeping and to identify any discrepancies, which are reported immediately to senior leadership and safeguarding leads.

Controlled drugs must be hand-delivered by parents/carers to a designated member of staff and must not be transported to school by pupils or third parties. Clear guidance is provided to families to ensure safe handling and compliance with school procedures.

When medication is no longer required, it will be returned to parents/carers or disposed of safely via a pharmacy, with a full record maintained.

These arrangements ensure that controlled drugs are managed safely, securely, and in a way that supports pupils' health needs while maintaining robust safeguarding and compliance with statutory requirements.

Non-prescribed Medicines

Staff should never give non-prescribed medicine e.g., paracetamol to a Pupil unless there is specific prior written permission from the parents. Parents must complete the form, Parental. Agreement to Administer Medicine prior to any medicine being administered by school staff. In such cases only one dose should be given to a Pupil during the day. Details of the medicine administered must be recorded. Pupil in the school should never be given non-prescription medicines without parental consent. A child under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.

Staff will not administer medicines to a Pupil which are instructed for use by another person even if these are available over-the-counter.

Administering Medicines

Normally medicines will be kept under the control of the school office unless other arrangements are made with the parent. The Form Record of all medicines administered to Pupil by staff will be kept in the appropriate school office. This must be completed on each occasion that medicine is administered to a Pupil. When a Pupil refuses medicine, the parent should be informed, if practical, the same day.

Administration of controlled drugs is carried out only by trained staff and in accordance with the pupil's Individual Healthcare Plan (IHP). A two-person checking system is in place wherever possible to ensure correct pupil identification, dosage, and timing.

Administration of Medicines on Trips and Visits

We will make all reasonable adjustments to ensure that Pupil may take a full part in all aspects of the curriculum. Where a Pupil requires medication to be administered on a trip or visit it is the responsibility of the trip or visit organiser to assess the practicalities

of administering such medicine as is required. A two-person checking system must be in place for administration of a controlled drug.

Self-Management of Medicine

Students:

Pupil are supported and encouraged to take responsibility for managing their own medicines from an early age. Pupil may carry medicine e.g. EpiPens and carry and administer e.g. asthma reliever where appropriate, parents must in these circumstances complete the form “Request for pupil to carry his/her/their own Medicine” which will be held in the medical room.

Staff Medication

Staff are responsible for managing their own health needs and any prescribed or over-the-counter medication. The school does not normally store or administer medication for staff. Staff are expected to take personal responsibility for:

- Ensuring any medication required during the school day is carried with them or stored safely in accordance with medical advice.
- Keeping medication in its original container, clearly labelled with their name and dosage instructions.
- Making sure medication is kept securely and out of the reach of pupils at all times.
- Informing their line manager or the Headteacher of any medical condition that may require emergency action during the school day.
- Completing an Individual Health Care Plan (IHCP) where appropriate, so colleagues are aware of potential risks and the correct emergency response.

In exceptional circumstances, and by prior agreement, backup medication may be stored securely on site. Any such arrangements must be risk assessed, and the storage location must allow reasonable access in an emergency while remaining secure from pupils.

The school will ensure that colleagues are aware of emergency procedures where a staff member has a condition that could require urgent intervention (for example, anaphylaxis, asthma, diabetes, or epilepsy). Training and awareness will be provided as needed.

- **Use of EpiPens**

EpiPens and other adrenaline auto-injectors are prescribed medications which remain the property of the individual staff member. The school does not assume responsibility

for the storage or administration of such medication. Adults are generally expected to self-carry their own emergency medication unless there is a specific reason that this is not possible (for example, due to disability or safeguarding considerations). The school's duty of care is to ensure that colleagues are aware of what to do in the event of an emergency, rather than to hold or administer personal medication on behalf of staff.

Guidance for staff with allergies requiring an EpiPen includes:

- **Self-carry:** Staff are expected to carry their EpiPen with them at all times, including when working across split sites or during community-based activities. This ensures immediate access in the event of an allergic reaction.
- **Backup storage:** A second EpiPen may be stored securely at one central site if the staff member provides this. Such storage must be secure, accessible in an emergency, kept at room temperature, and clearly labelled. This is a backup measure only and does not replace the requirement for staff to self-carry.
- **Information sharing:** Staff requiring an EpiPen should complete a brief *Individual Health Care Plan (IHCP)* which sets out:
    - Known allergy triggers.
    - Early signs and symptoms of anaphylaxis.
    - The actions colleagues should take in an emergency.
    - The location of their EpiPen(s).
- **Awareness and training:** Key colleagues will be made aware of the staff member's IHCP and provided with guidance or training on the recognition of anaphylaxis and the use of an EpiPen.

Pupil with Long-Term or Complex Medical Needs

Where a Pupil has a long-term or complex medical need the school will draw up a health care plan in consultation with parents and relevant health professionals.

Access to the School's Emergency Procedures

In the case of an emergency the school's emergency procedures as outlined in the Health and Safety document will be followed.

Review of Medication

There is an annual check on all medicines. Expiry dates for medications are logged by the office too.

Collection of Medication

Prior to the summer holiday, the designated medical staff member will arrange for medication held by the school to be collected by the learner's parent/carer or, where appropriate, by the learner themselves. Medication that is not collected will be disposed of safely in accordance with school procedures.