



# Hinckley

## ACADEMY

# Medication Policy

<b>Date of last review:</b>	<b>June 2021</b>
<b>Reviewed by:</b>	<b>Klaire Wright, Director of Student Welfare and DSL</b>
<b>Approved by Governors on:</b>	<b>October 2021</b>
<b>Frequency of review:</b>	<b>Annually</b>
<b>Date of next review:</b>	<b>June 2022</b>

This policy covers the general administration of prescribed and non-prescribed medication. Such medications could be on a temporary, short term or one-off basis or for a longer term or continual period for students with ongoing support needs. Students who have longer support needs should have an Individual Health Care Plan (Appendix A) developed, recorded and reviewed annually.

**THERE IS NO LEGAL OR CONTRACTURAL OBLIGATION FOR TEACHERS OR SUPPORT STAFF TO GIVE MEDICATION TO STUDENTS**

The Head of School with support from the Local Governing Board, agrees to the administration of medicines in the academy and accepts responsibility for members of the academy staff giving or supervising students taking prescribed or non-prescribed medication during the academic day.

Medication should not be given to any students under the age of 16 unless there is written consent by the parents completing and signing the Medicine Consent Form (Appendix B).

Staff who volunteer to administer medication to a student need to check:

- The name of the student
- Written instructions provided by the GP or parent
- The prescribed dose
- The expiry date of the medication

If the member of staff is in any doubt regarding any of the procedures, then advice should be sought from the student's parent(s)/carer(s).

1. Administration of Medication

Parent(s)/carer(s) should be encouraged to ask their GP if it is possible for the timing of the doses of any medication to be set outside of normal academy hours. Wherever possible, the parent(s)/carer(s) of students requiring medication during academy hours should attend the academy to administer the medication to their child.

It is necessary for the Interim Head/Senior Member of Staff to formally agree to the request before any medication is administered.

Any member of staff who agrees to administer to students does so on a voluntary basis. It will not automatically be assumed that a qualified first aider will fulfil this role. Volunteers will need to complete a form stating they agree to administer medicines.

Staff who volunteer to administer medication must receive correct training before being allowed to administer medication to any student.

The academy must receive a letter from the student's parent(s)/carer(s) requesting the academy to administer medication during academy hours and the parent(s)/carer(s) must complete the HAJC6's Medicine Consent Form (Appendix B).

Staff who administer medication to students must record all details on the academy's 'Medicine Administered' form (Appendix D).

Any adverse effects experienced by the student following the administration of medication must be reported to the parent(s)/carer(s) either immediately, or at the end of the academy day depending on the severity.

Non-prescription medicines, such as hay fever treatment or cough/cold remedies will be treated in the same way as prescription medicines, in that they should be in a clearly labelled original container with a completed and signed Medicine Consent Form (Appendix B) detailing the student's name, dose and frequency of administration.

If the student refuses to take his/her medication, then they should not be forced to do so. Parent(s)/carer(s) must be informed if a student refuses medication. NB if a student refuses medication in an emergency situation (for example: adrenaline injection in case of anaphylaxis), then professional medical help must be requested and the parent(s)/carer(s) informed immediately. Please note, we can only administer Adrenaline pens with a Care Plan in place from students own GP.

Staff should ensure that the privacy and dignity of the student is maintained as best as possible, even in an emergency situation.

If a student requires intimate or invasive treatment, there should be two members of staff present; one must be the same gender as the student.

2. Procedure to be followed when notification is received that a student has a medical condition such as:

- severe asthma
- type 1 diabetes
- epilepsy
- anaphylaxis
- any student diagnosed as being at risk of an emergency
- any student who requires the administration of specific healthcare procedures or regular medication

It is the responsibility of the parent(s)/carer(s) to inform the academy if their child has, or develops, a medical condition that requires ongoing, long term or potentially emergency medication.

Individual Health Care Plans (Appendix A) should be developed and reviewed for all students with needs that may require ongoing medication or support.

The academy will work with the parent(s)/carer(s) together with other professional input, to gain a clear understanding of the student's needs and share appropriate information with the student's teachers.

The parent(s)/carer(s) is responsible for updating the academy if medical needs of their child changes so that the academy can support individual students in the most appropriate way.

IHCPs will be easily accessible whilst preserving confidentiality.

IHCPs will be reviewed annually or when a child's medical circumstances change.

Where a student has an Education, Health and Care Plan (EHCP) the IHCP will be linked to it or become part of it.

Students who require temporary, short term medication only require a Medicine Consent Form (Appendix B) to be completed.

3. Authorised Medication can be administered if:

The Interim Head or a Senior Member of Staff or Health & Wellbeing Officer has agreed with a parent(s)/carer(s) that medication can be administered at the Academy

A Medicine Consent form (Appendix B) has been completed & signed by the parent(s)/carer(s)

A staff member agrees to volunteer to administer the medication, the following procedures must then be followed:

When administering medication to a student, staff must:

- check the student's name
- dose
- frequency of the dose
- expiry date of the medication and any written instructions provided by the GP.

Wherever possible a colleague will be asked to double check the medication requirements. With older students, staff may only need to witness the student taking his/her own medication. Where possible, parent/carer(s) should be asked to attend the academy to administer their child's medication themselves.

The volunteer who agrees to administer the medication must keep a record (Appendix D) of the dose administered to the student including the date and time.

#### 4. Record keeping

A Medicine Consent Form (Appendix B) must be signed before any medication is given. The academy is responsible for storing copies of signed consent forms; these will be kept in the Health & Wellbeing Suite.

Changes to prescriptions or medication requirement must be communicated to the academy by the student's parent(s)/carer(s) and a new Medicine Consent Form (Appendix B) signed. A record of medication given or supervised being taken should be kept including the date, time and dose taken. Parent(s)/carer(s) should be informed that medication has been taken on the same day or according to the individual care plan.

#### Storage of Medication

Medication should be kept in a known, safe, secure location. This may need to be a fridge, depending on the medication and manufacturer requirements. Only small quantities of medication can be stored at the academy. Wherever possible the parent(s)/carer(s) or student should be asked to bring in the required dose each day.

Any medication brought to or stored at the academy should, wherever possible, be in its original container and packaging. The container must be clearly labelled with:

- the student's name
- the name and dose of the medication
- expiry date
- the frequency of administration
- storage requirements

If a student requires more than one prescribed medication, each one must be stored in a separate container and be clearly labelled.

Prescribed emergency medication, such as epi-pens or asthma inhalers, should remain with the student at all times

It is the Health & Wellbeing Officer's responsibility to ensure that medicines are stored safely.

Students will need to know exactly where their medication is stored and who holds the key.

#### 6. Disposal of Medication

Procedures using sharp items should be disposed of safely using a sharps bin. These are available on prescription where needed.

Medicines should not be disposed of by academy staff. It is the responsibility of the parent(s)/carer(s) to collect any medication held at the academy at the end of each day or term (as appropriate) and for re-stocking medication at the start of each term.

Parent(s)/carer(s) are responsible for ensuring that medication is within its expiry date and that any expired medication is returned to the pharmacy for safe disposal.

If the parent(s)/carer(s) are unable to attend the academy, then the Health & Wellbeing Officer will be able to assist with the disposal of unused medication left at the academy. Parent(s)/carer(s) are responsible for replenishing any medication which has run out or expired.

#### PARACETAMOL/ASPIRIN

Pupils may sometimes ask for pain killer, but academy staff are not permitted to give non-prescribed medication to students.

#### 7. Asthma Inhalers

The academy will store spare named inhalers at the request of the parent(s)/carer(s) in a secure cupboard in the Health & Wellbeing Suite and they must only be administered by the student to whom the inhaler belongs to in the presence of an authorised member of staff.

It is the parent(s)/carer(s) responsibility to manage and monitor any spare medication. The academy will request that out-of-date medication is collected and disposed of by the parent(s)/carer(s).

A register of students in the academy who have been diagnosed with asthma or prescribed a reliever inhaler will be kept with the First Aid Officer.

#### Emergency Inhalers

The academy has two spare emergency inhalers however they will not be used unless written parental consent is provided by completing appendix F and this consent, for use of the emergency inhaler, is included as part of the student's individual healthcare plan.

A record will be kept of use of the emergency inhaler and parent(s)/carer(s) will be informed.

Please refer to the Dept of Health's Guidance on the use of emergency salbutamol inhalers in schools' Sept 2014 for further information.

#### 9. Anaphylaxis

The academy has one spare emergency AAI, adrenaline auto-injector, JEXT 300mg pen which can only be used where both medical authorisation and written parental consent have been provided for the spare AAI to be used on a student. This needs to be included as part of the student's individual healthcare plan.

Following administering of an adrenaline injection the emergency services must be called.

Please see the Department of Health's Guidance on the use of adrenaline auto-injectors in schools.

## 10. Emergencies and Medical Issues

Areas that are covered by the procedure are varied but may include minor occurrences such as student vomiting in the classroom to a major significant injury or incident such as: broken limbs; head injuries or attack by a third party.

### Action is as follows:

Assess the situation and extent of the problem.

- If the incident is very serious and there is potential loss of life then emergency services should be called immediately giving clear instructions.
- The first aider can contact the emergency services directly or notify the academy reception of the incident for them to contact the emergency services. Notification can be by telephone, or a student or other adult going from the classroom.
- A student should not be instructed to summon assistance if there is any risk to them, as an individual, in doing so.
- The adult in charge of the classroom should not leave the room at any point.
- If emergency services have been summoned at this point reception should provide a person to greet the service and direct them to the incident.
- Reception will send first aid and/or site staff as required and inform senior staff in the case of major incidents.
- The first aider will call for medical assistance from the emergency services if required. If there is any doubt the services should be called.
- When services are called senior staff must be informed and a person from the premises team must be available to greet the service and direct them to the incident.
- The parent(s)/carer(s) of the student should be contacted at the earliest opportunity with the details of the situation.
- If a student is sent to hospital they should be accompanied by a member of staff if parent(s)/carer(s) haven't arrived at the academy prior to the departure of the ambulance.
- If parent(s)/carer(s) cannot be contacted the member of staff should stay with the student until another responsible adult relieves them.
- All serious incidents must be recorded on the appropriate forms found in the Health & Wellbeing Suite and reported to the Health & Safety Executive as required by current legislation.

## 11. For Minor Ailments and Injuries

Teacher to send messages to the Health & Wellbeing Suite.

First Aider to assess the situation and administer appropriate first aid.

First Aider to complete first aid log and if deemed necessary, informs parent(s)/carer(s).

Arrangements to be made for student to be collected, sent home or return to class as appropriate

## 12. Sending a Student home

First Aider to contact the attendance officer to confirm whether the child is sent home or remains in school.

Parent(s)/carer(s) must be contacted and give permission for the child to leave the academy.

Parent(s)/carer(s) will be advised that their child is collected by a parent/carer rather than being sent to walk home alone.

Note:

Students should not be sent out of classrooms unaccompanied when they are ill.

Students should not be allowed to sit in unsupervised areas.

Wherever possible a member of staff should contact the reception or Health & Wellbeing Suite to request first aid support – they must not leave their classrooms.

Advice on Medical Conditions:

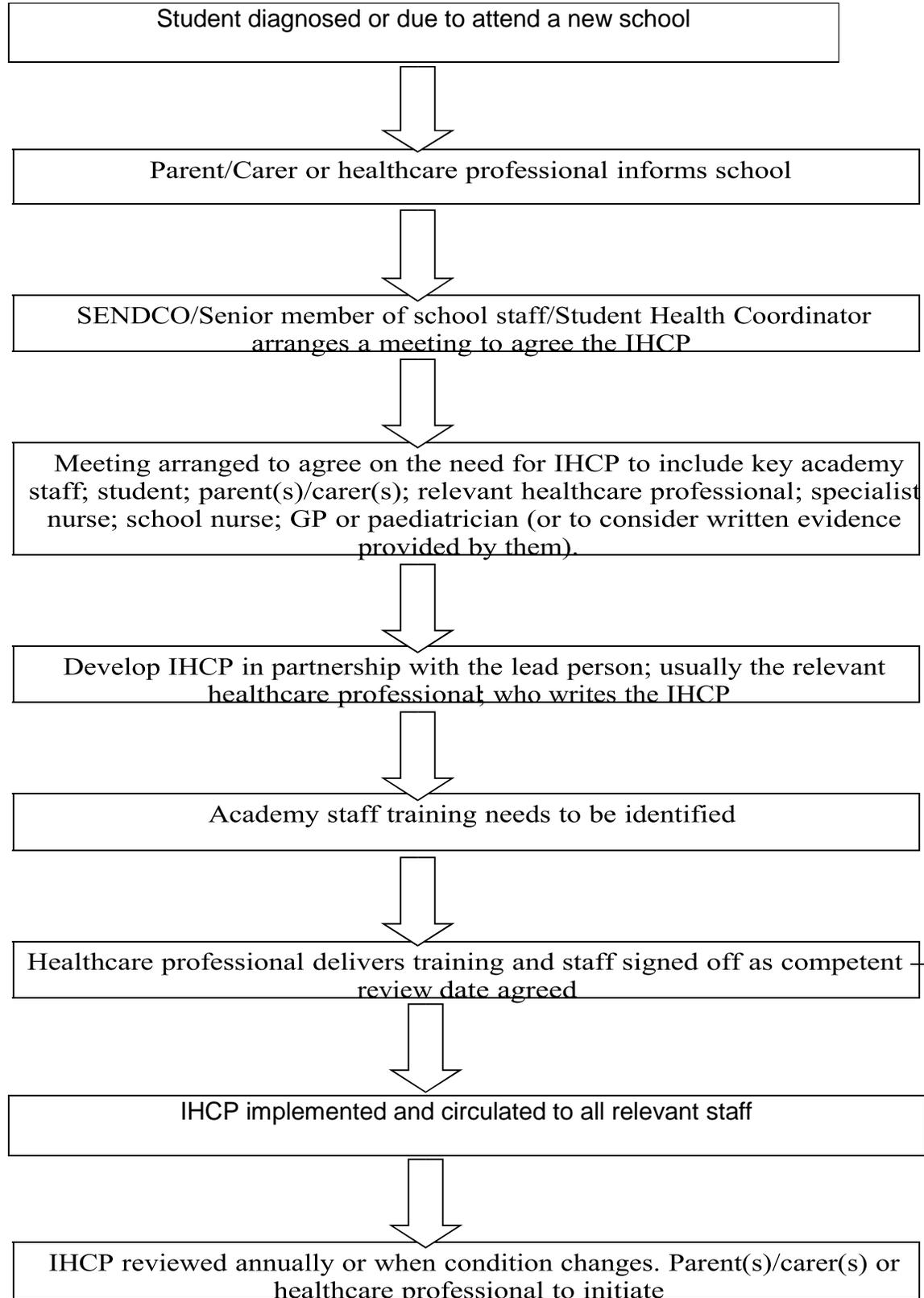
The School Nurse, on request, will give advice to schools regarding medical conditions. Parent(s)/Carer(s) of children with medical conditions seeking general information should be advised to seek advice from their GP; school health professionals (providing name and contact details) or from specialist bodies.

Appendices for information and completion can be sought from the Health & Wellbeing Officer.

These include:

- Appendix A Individual Health Care Plan (IHCP) form for students
- Appendix B Parental Agreement for Academy to Administer Medicine
- Appendix C Guidance for the Administration of Medicines at the Academy
- Appendix D Record of Medicine Administered to an Individual Student
- Appendix E Staff Training Record – Administration of Medicines
- Appendix F Consent Form for Emergency use of School's Inhaler

The procedure for development of an IHCP is given below:



Appendix A

Hinckley Academy & John Cleveland Sixth Form Centre - Individual Healthcare Plan

This form will be personalised for students with complex medical needs at HAJC6.

Child's name:	
Tutor group:	
Date of birth:	
Child's address:	
Medical diagnosis or condition:	
Date:	
Review date:	
Family Contact Information Name of parent/carer (contact 1):	
Relationship to child:	
Phone no. (work):	
(home):	
(mobile):	
Name of parent/carer (contact 2)	
Relationship to child:	
Phone no. (work):	
(home):	
(mobile):	
Clinic/Hospital Contact Name:	
Phone no:	
G.P.	
Name:	
Phone no:	
Who is responsible for providing support in school?	

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.

Name of medication, dose, method of administration, when to be taken, side effects, contraindications, administered by/self-administered with/without supervision.

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc.

Other information:

Describe what constitutes an emergency, and the action to take if this occurs.

Who is responsible in an emergency (state if different for off-site activities).

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Plan developed with:

Signatures:


Staff training needed/undertaken – who, what, when:

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Form copied to:

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Parental and Student Agreement.

I agree that the medical information in this plan may be shared with individuals involved with my child's care and education (this includes the emergency services).

I agree that my child can be administered their medication by a member of staff in an emergency. I understand that I must notify the school of any changes.

Parent/Carer (contact 1) signature & date:

Signature:	Date:
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Student signature & date:

Signature:	Date:
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Appendix B

Hinckley Academy & John Cleveland Sixth Form Centre  
Medicine Consent Form

The school will not give your child medicine unless you complete and sign this form.

Full name of Child:
Date of Birth:
Tutor Group:
Medical condition or illness.
Reason for Medication:
He/she is considered fit for school but requires the following medicine to be given during school hours
<b>MEDICINE</b>
NB: Medicines must be in the original container as dispensed by the pharmacy
Name of medicine (as described on the container):
Expiry date:
Dosage and method:
Times of Administration:
With effect from (start date):
Until (end date):
Special precautions/other instructions:
Are there any side effects that the school needs to know about?
Self-administration – y/n:
I consent/do not consent for my child to take the medicine by him/herself and therefore kindly request/do not request that you arrange for the administration of the above medicine as indicated. (Please delete as appropriate)

I consent/do not consent for my child to carry his/her own medicine and therefore request/do not request the school store it on his/her behalf. This medicine does/does not need to be kept in a fridge. (Please delete as appropriate)

Date for review of medication: To be initiated by:

Contact Details

Name of person completing this form:

PTO

Daytime contact telephone number:

Address:

Relationship to child:

The above information is, to the best of my knowledge, accurate at the time of writing. I give consent to the school to administer in accordance with their 'Supporting Children with Medical Conditions' and Administrations of Medicines' Policies. I will inform the school immediately, in writing, if there is any change in the dosage or frequency of the medication or if the medicine is no longer required.

Signed:  
  
Name (please print):  
Date:

## Appendix C

### Hinckley Academy & John Cleveland Sixth Form Centre - Guidance for the Administrations of Medicines in school

We appreciate that sometimes it will be necessary for your child to take medication during the school day. It is very important that ALL medicines are stored and administered safely. Staff administering any medicines to your child will be expected to follow certain procedures.

Parent(s)/carer(s) must provide the following information:

- The reason for the medicine (including any diagnosis)
- The amount to be taken (i.e. 1 tablet/5mls)
- Dosage (i.e. 500mg-per tablet)
- Duration that the medicine should be taken (i.e.7 days)
- Time for medication to be given (avoiding lesson times, unless medically essential).
- Expiry date and batch number on the medicine.
- The original packaging/label (you may reduce the amount of tablets/liquid to keep at home).

Please note we are unable to:

- Accept handwritten notes or incomplete consent forms
- Administer medication if unsafe to do so
- Store large amounts of medicine
- Administer medication if your child is unwilling to take it

Students must:

- Present themselves to the first aid room, located in the Health & Wellbeing area, to take their medicine, as instructed by parent(s)/carer(s) or a healthcare professional.
- Not carry medicine around the academy, unless they have a medical form instructing them to do so (students found in possession of medicines without a form will be asked to give this to the academy's Health & Wellbeing Officer for safekeeping, until parent(s)/carer(s) are able to collect it).
- Not 'share' their medicine with other students.

Please call if you have any questions about the administration of medicines:

Health & Wellbeing Officer: Mrs Helen Booker

Contact details: 01455 632183 (ext 155)

Appendix D

Hinckley Academy & John Cleveland Sixth Form Centre

Record of Medicine Administered to an Individual Child

Full name of Child:
Date of Birth:
Tutor Group:
Date medicine provided by Parent:
Quantity received:
Name and strength of medicine:
Expiry date:
Dose and frequency of medicine:
Quantity and date returned:

Staff signature \_\_\_\_\_

Parent signature \_\_\_\_\_

Date:  
Time given:  
Dose given:  
Name of member of staff:  
Staff initials:




Date:  
Time given:  
Dose given:  
Name of member of staff:  
Staff initials:


Date:  
Time given:  
Dose given:  
Name of member of staff:  
Staff initials:


Date:  
Time given:  
Dose given:  
Name of member of staff:  
Staff initials:


Date:  
Time given:  
Dose given:  
Name of member of staff:  
Staff initials:


Appendix E

Hinckley Academy & John Cleveland Sixth Form Centre  
Staff Training Record – Administration of Medicines

Name:

Brief details of training received:

Date of training completed:

Training provided by:

Profession and title:


I confirm that \_\_\_\_\_ has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated \_\_\_\_\_.

Trainer's signature: \_\_\_\_\_

Date: \_\_\_\_\_

I confirm that I have received the training detailed above.

Staff signature: \_\_\_\_\_

Date: \_\_\_\_\_

Suggested review date: \_\_\_\_\_

## HINCKLEY ACADEMY AND JOHN CLEVELAND SIXTH FORM CENTRE CONSENT FORM: USE OF EMERGENCY SALBUTAMOL INHALER

Student showing symptoms of asthma / having asthma attack

1. I can confirm that my child has been diagnosed with asthma / has been prescribed an inhaler \_\_\_\_\_.
2. My child has a working, in-date inhaler, clearly labelled with their name, which they will bring with them to school every day.
3. In the event of my child displaying symptoms of asthma, and if their inhaler is not available or is unusable, I consent for my child to receive salbutamol from an emergency inhaler held by the school for such emergencies.

Signed: ..... Date: .....

Name (print).....

Relationship to child: .....

Child's name: ..... Tutor Group: .....

Parent/carer's address and contact details:

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.....

.....

Telephone: .....

E-mail: .....