



## **Managing Medicines Policy**

**Status:** Statutory

**Member of Staff Responsible:** Principal and Senior Leader Inclusion / SENCO

### **Associated policies and documentation:**

- Health & Safety Policy
- Whole School Risk Assessment
- First Aid Policy
- Supporting Students with medical conditions

**Implementation date:** September 2013

**Review date:** September 2020

**Next review date:** September 2021

## **INTRODUCTION**

This document details the UTC's policy and practice for the safe and secure provision of medicines. Please see appendix documents for details of UTC procedures.

## ***THE DUTY AND RESPONSIBILITIES***

### **Staff 'duty of care'**

All staff caring for children (teachers, other school staff in charge of children) has a common law duty of care to act like any reasonably prudent adult. In exceptional circumstances the duty of care could extend to administering medicine and/or taking action in emergency.

### **Parental/Carers Responsibility**

All parents/carers have the prime responsibility for their child's health and are required to provide full information about their child's medical needs, including details on medicines. Where detailed medical needs exist appropriate measures should be taken to implement care plan procedures.

### **Emergency Procedures**

All staff should know how to call the emergency services. The UTC's First Aiders are responsible for carrying out emergency procedures in the event of a need. A member of staff should always accompany a child taken to hospital by ambulance and should stay until a parent/carer arrives. (Where possible the parent should travel from the college with the child in the ambulance) Where parents are not available health professionals are responsible for any decisions on medical treatment.

UTC staff should refrain from taking children to hospital in their own vehicle (it is safer to call an ambulance). Individual health care plans should include instructions as to how to manage a child in an emergency and identify who has the responsibility in an emergency e.g. if there is an incident in the playground a lunchtime supervisor would need to be very clear in their role

### **Administering Medicines**

No child under the age of 16 should be given medicines containing aspirin or ibuprofen unless it has been prescribed by a Doctor and a written consent form has been signed by their parent/carer.

A consent form enabling a member of college staff to administer medication to a child must be completed by a parent in all cases. No medication will be given under any circumstances without this form being completed.

The College will keep a register of drugs for all medicines brought into the college by a parent/carer for administration to a student during the college day. The register will be signed by the student when medication has been administered and in the case of controlled drugs two staff signatures will be required.

## **Staff Administering Medicine**

There is no legal or contractual duty on staff to administer medicine or supervise a child taking it. Support staff may have specific duties to provide medical assistance as part of their contract (i.e individuals appointed for the purpose of administering first aid). Swift action needs to be taken by any member of staff to assist any child in an emergency.

## **Storing Medicines**

Non-emergency medication will be kept locked in the first aid cabinet located in the first aid room.

Emergency medicine e.g. in-halers and adrenalin epipens should be readily available and not locked away therefore will be kept in Reception in an unlocked drawer during the day and locked up overnight. All medicine should be kept in their original container and clearly labelled.

Adrenalin Epipens should only be administered by trained adults

## **Access to Medicines**

Children should where necessary have immediate access to their medicines when required. This should be considered as part of the policy regarding children carrying their own medicines.

## **Disposal of Medicines**

Parents must collect medicine held at the end of each term. Parents are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal. If parents do not collect medicines, they will be taken to a local pharmacy for safe disposal.

## THE CONTROLLING OF DRUGS AND MEDICINES

### ***Prescribed Medicines***

Medicines should only be taken to the college when essential; (ie where it would be detrimental to a child's health if the medicine were not administered during the school day). The UTC will only accept medicines that have been prescribed by a doctor, dentist, nurse practitioner or pharmacist. Medicine must be provided in the original container as dispensed by a pharmacist and include the prescribers instruction.

The UTC will never accept medicines that have been taken out of the container as originally dispensed. The UTC will not make changes to dosages on parental instructions.

### ***Controlled Drugs***

Controlled drugs should be brought into the UTC by an **adult if possible (if not in a sealed envelope signed by the parent with the amount of tablets clearly on the front of the envelope)** in the original container and passed directly to first aid. All drugs brought into the college must be counted and signed for, by the person receiving them for audit purposes.

Members of staff may administer a controlled drug to the child for whom it has been prescribed providing the administration of the drug has been witnessed and two signatures obtained. Staff administering medicine should do so in accordance with the prescriber's instructions. **(See our procedure for the administration of drugs).**

The UTC will keep controlled drugs in a locked, non-portable container and, only named staff will have access (unless emergency medication).

All drugs will be returned to the parent when no longer required to arrange for safe disposal.

### ***Non Prescription Medicines***

UTC staff will not give a non-prescribed medicine to a child unless it has been prescribed by a Doctor, Dentist or Nurse Practitioner and a request for the college to administer medication form has been completed.

### ***Refusing Medicine***

Where a child refuses medication, the college's staff member will make a record to this effect and follow the appropriate procedure. Under no circumstances will the child be forced to take such medication. The procedure may either be set out in the policy or in an individual child's health care plan. Parents will be informed of the refusal on the same day. If a refusal to take medicine results in an emergency the college should follow emergency procedures.

## **GENERAL ADMINISTRATION PROCEDURE AND PRACTICE**

### ***Record Keeping***

Parents must inform the UTC about medicines as outlined previously. Any changes must be notified to the UTC immediately. Staff must ensure that this information is the same as that provided by the prescriber.

### ***Educational Visits***

Arrangements for taking any necessary medicines will also need to be taken into consideration. Staff supervising visits must always be aware of any medical needs and relevant emergency procedures (refer to the educational visits procedure). A copy of any health care plans should be taken on visits in the event of the information being needed in an emergency

### ***Personal Health Care Plans***

The Senior Leader Inclusion / Learning Managers will ensure that all new students who have a recorded medical issue/condition are issued with a Health Care Plan. The Health Care Plan should be completed by Parent/Carer for those students classified with a medical issue for which the UTC needs to be aware. Learning Managers and the Senior Leader Inclusion will ensure these are completed and other staff are aware of conditions relating to students.