



# **MONKWEARMOUTH ACADEMY**

# **MEDICATION POLICY**

## **Rationale**

Monkwearmouth Academy endeavours to ensure that all students achieve success in their academic work, in their relationships and in their everyday experiences at school. It may be that some of our students are likely to have special medical needs which require additional measures, thus ensuring that they have full access to the curriculum. It would be envisaged that the impact of their medical needs has little or no detriment upon their daily school routine or is minimised as far as possible. It is envisaged that all staff who work with students are aware of their medical needs and are also aware of how best to help them or the procedures appertaining to students with specific medical needs.

## **Staff to administer medicines**

- Students with special medical needs have the same right to admission to school as other children and cannot be excluded from school on medical grounds alone, save for complex or unmanageable requirements within the school context.
- Staff are in loco parentis and may need to take swift action in an emergency, both in school and off site, for example school trips.
- The prime responsibility for a student's health lies with the parent or carer who is responsible for the student's medication and should supply the school with all of the relevant information. We will make parents/carers aware if we find the provision difficult or we cannot meet their expectations.

## **Aims**

We aim to:

- Assist parents in providing medical care for their children, during the times they are in school
- Raise the awareness of staff and students in respect of special medical needs.
- Adopt and implement National and Local Authority policy in relation to Medication in Schools.
- Arrange training for staff who volunteer to support individual students with special medical needs.
- Liaise as necessary with medical services in support of the student
- Ensure that students with Additional Educational Needs are able to access the full life of the school, wherever possible
- Maintain appropriate records

## **Entitlement**

Monkwearmouth Academy accepts that students with special medical needs should be assisted, if at all possible, and will maximise all opportunities for full access and support to the full education available to other students.

Monkwearmouth Academy believes that students with special medical needs should be encouraged to achieve full attendance and receive necessary proper care and support.

In relation to supporting students with special medical needs, we accept all employees have the right to:

- Choose whether or not to become involved
- Receive appropriate training
- Work to clear guidelines
- Have concerns about legal liability bring any concerns they have about supporting students with medical needs to the attention of the Senior Leadership Team
- The school will consider each request to administer medication on an individual basis or suggest other alternatives.

## **Expectations**

We do not expect parents to ask staff to administer medication unless it is absolutely essential. Two key principles will apply in this instant:

- a) that there is absolute necessity that the medication must be administered during the normal school hours, and
- b) that the student is unable to do so themselves. This may be due to the complexity of the procedure or because the student would not normally have access to prescription medication(s) without supervision.

The school will liaise with the School Health Service for advice, information and training about student's medical needs, and will seek support from the relevant practitioners where necessary and in the interest of the student.

## **Practice**

When a parent/carer requests that staff administer medication in school the SENCO will:

- Ask the school's identified person to consider whether or not they are prepared to administer the medication.
- Discuss with the parent/carer and obtain written consent for the administration of the medication required.
- Undertake a Risk Assessment to consider the viability of administering the medication in school.
- Work collaboratively with the parent/carer to set up a Care Plan for the student.
- Ensure the medication is kept in a secure place during the school day, that it is only accessed by the identified person(s), and that each time the medication is administered the School's Medication Record is completed.
- Alert the parent/carer at the end of each term to collect medication for the named student.
- Ensure any uncollected medication be destroyed using approved methods and this will be recorded in the Medication Register.
- When the student comes to the end of his/her course of treatment the Care Plan will be marked 'Treatment Completed' but will be retained on the student's school record should it be needed for future reference.
- The school will also keep the Medication Record in the schools secure archives so that any future queries can be resolved.

This following provides guidance for parents and staff when students require medication. It follows Government guidelines.

### **Students requiring medication**

#### **Responsibility of parents/carers**

#### **The supply of medication and associated medical resources**

1. Brief their children that no prescribed medication can be carried around the school.
2. Parents/Carer will need to ask the pharmacist to supply any medication(s) to be dispensed in a separate container, containing only the quantity required for school use. The prescription and dosage regime should be typed or printed clearly on the outside. The name of the pharmacist should be visible in case we need to seek further advice.
3. Parents/Carer will need to make a note of the 'Best Before' date. It will be parents responsibility to furnish the school with replacements on termination of the said date.
4. The Parent/Carer must personally deliver the medication to our school office in a sealable rigid rectangular plastic container. All medication will be required to be 'signed-in' and 'signed-out'. No medication will be accepted by, or give back to, any student.
5. Parents/Carers will need to brief their child to go to the designated area, at the correct time, for their medication. Staff are unable to personally pursue students to remind them. Medication/s are to be collected from the designated area, by the student, before a Physical Education lesson on the yard or field.
6. Inhalers and Epi-pens, are the only medication that students will be allowed to carry with them around school as this is "Emergency Medication" as a school we advise that a spare Inhaler or Epi-pen are also brought in to school

#### **Care plan**

All Parents/Carers must complete a Care Plan. This must be signed before any prescribed medication can be administered by school staff.

#### **Monkwearmouth Academy is unable to :**

##### **a. Administer over-the-counter medication.**

Only medicines prescribed by a doctor can be administered by staff. This includes cough sweets.

However, under certain circumstances, such as when pupils are away on residential trips, the Group Leader may seek written consent from the Parents/Carers to administer a mild analgesic, such as Paracetamol to relieve pain, should this be necessary.

##### **b. Administer Creams and Lotions**

No creams or lotions will be administered e.g. Antiseptic creams, Arnica cream or Witchhazel. All cuts and bruises are cleaned with water.

**c. Insist a student takes medicine**

If a student refuses to take medicine or refuses to carry out medical procedures/tests, staff cannot force them to do so, but this will be recorded and parents will be informed.

**Monkwearmouth Academy will be responsible for :**

**Storage of medication**

- A fridge is allocated specifically for the storage of temperature dependent medicines. Epipens and other medications are kept in secured storage.
- Inhalers are to be kept in the secure storage. Oxygen is stored in accordance with specialist advice.

**Keeping staff informed with regards to individual student needs**

A list of all students requiring medication will be circulated to all staff. This will be kept updated as required. Staff have a responsibility to ensure they are familiar with each student's medication needs. This specific information will need to be available to Supply Teachers.

**The training of key people for the management and administration of medication**

The school is responsible for ensuring those staff administering medication have appropriate training.

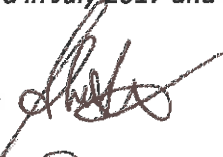
**Ensuring medication is accessible at all times eg school visits**

Staff organising trips will discuss their student's needs with the Medication Manager (Lyndsey Williams).

*This policy was reviewed in July 2017 and will be updated every two years or earlier if necessary*

Signed:

Executive Headteacher



Date:

6/7/17

Signed:

Chair of Governors



date:

7/7/17

## Appendix 1

### ANAPHYLAXIS

Anaphylaxis (nut allergy) is a condition, which appears to be on the increase. It is difficult to diagnose in advance and is often discovered only when a child eats a nut for the first time.

#### Nut allergy

Nut or nut products can cause anaphylaxis where they could come into contact with a student who has a nut allergy. **Peanut butter is particularly hazardous**, as even contact with a person who has eaten peanut butter can provoke a reaction.

Parents of children who are known to have a nut allergy will supply their child with their own prescribed **Epipen** which will be kept in a named container in the secure storage with a copy of the Care Plan.

#### Procedure in the event of an anaphylactic reaction

1. Ask someone to ask the office staff to 'live call' a First Aider.
2. Dial 999 and call an ambulance
3. Give the students' name and inform them that he/she is suffering an Anaphylactic reaction.
4. Call the students' parents/carer and inform them
5. While awaiting the medical assistance, staff will administer the Epipen
6. A second dosage will be given after ten minutes if the ambulance has not arrived and his/her condition has not improved.

#### The epipen treatment - injectable adrenaline

Directions for use are:

1. Pull the end off i.e. The grey cap
2. Hold onto the muscle at the top of the leg i.e. Thigh
3. Aim the pen. It must be placed **OUTSIDE THE THIGH AND LEFT**. See description  
Press down on the top of the pen: this will click which in turn will push the needle into the leg
5. Count slowly to ten: this allows the adrenaline to be absorbed.
6. Withdraw needle i.e. Pull the Epipen away.
7. Look for a positive response.

#### YOU CAN INJECT A SECOND DOSAGE AFTER TEN MINUTES IF REQUIRED

8. Confirm that an ambulance has been called.

