

Longfield Academy

POLICY FOR THE ADMINISTRATION OF MEDICATION

Policy Date: September 2014

Policy Review date: September 2017

General

Medicines and medication are not items provided as part of the Longfield Academy's first aid equipment. Any medicine or medication required should be provided by the student's parent/guardian.

Any student requiring medication to be administered or kept on their behalf by staff of Longfield Academy should be known to the Principal and Vice Principal of the relevant college. A record of the names of those students concerned together with the prescription details will be kept along with a signed request from the parent or guardian or medical practitioner. Where appropriate, this request is to be accompanied by detailed instructions on dosage and/or application. It is important that the prescription details are not deviated from unless further written prescription details are given to the educational establishment e.g. a label on the bottle or box of medication.

The administration of medication or drugs is not a normal occupational duty of Academy staff unless it is part of their contracted task, and only then after having received appropriate training. It should usually be possible for the timing of periodic doses of most medication and drugs to be arranged outside Academy hours.

It is recognised that certain conditions may require regular treatment of a personal nature and that the individual concerned may have received special training in how to treat themselves (e.g. injection of insulin). In circumstances where this applies to a student, it will be appropriate for a Senior Manager/Principal to look after the medication until requested for use.

The Principals accept responsibility, in principle, for Academy staff to give or supervise children taking prescribed medication during the Academy day, bearing in mind that some children may require 'functional' medication as detailed below;

In the case of any student that has long term conditions, that may require medication or emergency procedure, e.g. epilepsy, severe asthma, will require an Individual Health Care Plan to be completed and signed by parents/carers and Director of SEND.

Non-prescription Medication (including herbal remedies)

This type of medication is not normally given within Academy hours. Such medication would include cough medicine, vitamins, lotions etc.

Paracetamol is also included in this group but there can be exceptions and it will be administered to students who suffer from acute migraines/period pains, following dental surgery etc. When a request is made by parents it will be granted in those circumstances where attendance at the

Academy might be disrupted. In such cases written consent must be given by parents and a record will be kept of the dose given and a note sent home to the parents indicating the amount and frequency of the doses administered. Overall control of the administration of such analgesics will go some way in preventing students bringing their own supply into the Academy.

Aspirin should never be administered to children under 16 years of age.

Prescription medication

This group tends to make up the bulk of medication that may need to be administered during Academy hours. Examples of such medication are antibiotics, penicillin etc. Medication that is required 3 times per day only does not have to be taken during Academy hours. In fact, there are relatively few situations where prescribed medication would need to be given in the Academy. Such situations however, would include:

- Medication to be given 4 times per day.
- Medication to be given prior to, or directly following, a meal.
- Medication to be given at fixed hourly intervals.
- Medication that is required should a complaint flare up.

Ritalin, prescribed for ADHD would also fall into this category. Ritalin is a Class A drug and as such should be locked away when not required. Good practice suggests that the student's photograph be attached to a folder/envelope containing the supply of Ritalin so that staff may be sure that the drug is being administered to the appropriate student.

If a child needs such medication then a parent/guardian should come into Academy to give the required dose. If this is not possible the Academy is willing to make arrangements to administer such medication. Staff willing to administer drugs will be supported by the Leigh Academies Trust and will be insured in the event of a claim for negligence so long as they have acted reasonably.

Academy staff should insist that the medication is sent to Academy in the bottle or box with the prescription details affixed. These details are not to be deviated from unless further officially prescribed dose details are given to the Principal/Vice Principal of the relevant college. A parental consent form must be completed.

Functional medication

This type of medication is usually prescribed but is, in the main, necessary to ensure that a child can function normally. In the event of an emergency, it will almost certainly need to be administered by Academy staff. Should the medication be withheld, serious illness or even death could result. Such medication includes:

- Insulin (diabetes)
- Ventolin etc. (asthma)
- Diazepam, Vallium etc. (epilepsy)
- Adrenaline (anaphylaxis)

Where functional medication has to be given, Academy staff will be given training in the correct procedures of administration. This is, however, on a volunteer basis but again full support would be given by the Leigh Academies Trust as well as indemnity in the event of something going wrong. General protocols are available for dealing with the administration of rectal diazepam, adrenaline, and insulin.

It is important for the Academy to have sufficient information about the medical condition of any student with long-term medical needs. If a student's medical needs are inadequately supported this can have a significant impact on a student's academic attainments and/or lead to emotional and behavioral problems. The Academy therefore needs to know about any medical needs before a child starts at the Academy, or when a student develops a condition. In such cases, a written health care plan should be drawn up involving the parents and relevant health professionals. This will include the following:

- Details of the student's condition
- Special requirements e.g. dietary needs, pre-activity precautions
- Medication and any side effects
- What to do, and who to contact in an emergency
- Record keeping
- The role the Academy can play

Administering Medication

No student at Longfield Academy should be given medication without his or her parent's/guardian's written consent. Any member of staff giving medicine to a student should check:

- The student's name
- Written instructions provided on the prescription label
- Prescribed dose
- Expiry date

If in doubt about any of the procedures, the member of staff should check with the parents and/or a health professional before taking further action.

Where staff are asked to administer doses of a number of prescribed medicines, the details of the doses to be given must be verified by a health professional. Any alterations to the original prescribed dose/s must similarly be verified by a health professional.

If students refuse to take medication, Academy staff should not force them to do so. The Academy should inform the parents/guardians as a matter of urgency. If necessary, the Academy should call the emergency services.

Fabricated or Induced Illness

Fabricated or Induced Illness is a form of child abuse where the carer either reports symptoms later found to have been fabricated or causes direct harm to a child through inducing symptoms and in the most extreme cases death. The child may also be genuinely ill and the symptoms exaggerated or further induced by the parent/carer.

At any stage where any individual considers Fabricated or Induced Illness is a possibility, this must be communicated to medical and other professionals in Kent County Council's Children's Social Services to safeguard the welfare of the child. Staff must inform the Designated Child Protection Coordinator (DCPC) and/or Deputy DCPC to facilitate this.

Concerns about Fabricated or Induced Illness should only be disclosed to the carers after discussion with Social Services and only then if it is decided that sharing information will not place the child at increased risk of harm.

The critical task is to assess the likely risk of harm to the child through an objective and systematic consideration of the known facts. Views based on or including personal judgements about the parents are highly likely to severely interfere with that process. It is extremely difficult for staff to think that a seemingly caring parent struggling to care for an apparently seriously ill child may be the cause of the child's suffering. All professionals need to concentrate on dispassionately reporting the facts rather than trying to understand the parent's motivation in cases of Fabricated or Induced Illness.

If such concerns are expressed and not subsequently pursued then the reasons for not doing so should be identified and recorded.

Medication in Longfield Academy

As part of the Academy's Administration of Medication Policy it should be explicit that:

- A clear diagnosis exists and the implications of any condition on the student's education are clearly stated.
- Suitably qualified medical personnel must sign health care plans.
- Administration of drugs must be in accordance with the prescription.
- Any variation in prescriptions must be confirmed with medical personnel and not implemented solely on parental advice.
- Drugs should be given to the Academy in the original, labelled container.
- Any concerns about drug administration should be communicated directly to medical personnel, not via the parent.
- All administration of medication should be recorded.
- Where students have a statement of special educational needs, the administration of medication should be reviewed at least annually.
- Where students have a statement of special educational needs, there should be a protocol for the respective roles of teachers and non-teaching assistants, and for outside agencies.

- Health personnel must demonstrate invasive means of drug administration.
- Guidelines must be especially rigorously applied where the drug is uncommon, may carry side effects, where the application of the drug is invasive or intrusive, or where withholding the treatment could result in serious illness or death.

Academy Trips

We believe that it is good practice and consistent with our Inclusion Policy for the Longfield Academy to encourage students with medical needs to participate in Academy trips, wherever safety permits.

Sometimes, the Academy may need to take additional safety measures for outside visits. Arrangements for taking any necessary medication will also need to be taken into consideration. Staff supervising excursions will be made aware of any medical needs, and relevant emergency procedures. In some cases it will be appropriate for an additional supervisor or the parent/guardian to accompany that particular student. If staff are concerned about whether they can provide for a student's safety, or the safety of other students on a trip, they should seek advice or assistance from the Health and Safety Team or the Academy Medical Service in consultation with the Academy Educational Visits Coordinator.

Medication, which under normal circumstances, the parents would administer at home, such as preventative medication required for Asthma, will need to be given by the Academy staff. Arrangements need to be made for this to happen. One individual member of staff should be charged with the role of administering medication to those students who require it.

Storing Medication

Longfield Academy will not store large volumes of medication. The Principals will normally ask the parent or student (depending on the age and reliability of the student) to bring in the required dose each day termly. When the Academy stores medicines, staff should ensure that the supplied container displays the prescription details i.e. labelled with the name of the student, the dose of the drug, the frequency of administration and the expiry date. Where a student needs two or more prescribed medicines, each should be in a separate container, and the combination verified by the student's G.P. Non health care staff should never transfer medicines from their original containers. The Principal is responsible for making sure that medicines are stored safely. The central cupboard in the Academy office has been designated for this unless they need to be kept in the refrigerator in the kitchenette located off of the Reception area. Medicines can be kept in a refrigerator containing food but should be in an airtight container and clearly labelled. Students should know where their own medication is stored and who has access to it.

A few medicines, such as asthma inhalers, will be readily available to students and must not be locked away. Students should be responsible for their own inhalers but this will depend on the age and aptitude of the student concerned. Other medicines should be kept in a secure place e.g. a locked cupboard or high shelf, and not accessible to students. A parental consent form will be completed for those situations where parents and the Academy agree that the student can carry their own medication.

If the Academy locks away medication that a student might need in an emergency, all staff (including supply and temporary staff) should know where to obtain keys to the medicine cupboard or cabinet.

Storage of Controlled Drugs

All Controlled Drugs must be kept locked away in a cupboard when not being used. A cash box or similar may be used. It is important that a photograph of the student accompanies the details of the dose required to prevent misadministration.

Record Keeping

A record should be kept of all medication given to students during Academy hours by staff and others. A copy of a record sheet is given in the DCSF document 'Supporting students with Medical Needs'. In addition, individual records should be kept of functional medication given to students. This includes medication for those conditions outlined in Section 2 above.

Disposal of Medicines

Academy staff should not dispose of medicines. Parents should collect medicines held at the Academy at the end of each term. Parents are responsible for the disposal of date-expired medicines.

Sharps/Needles

Where students require medication which is supplied with a syringe or epi-pen, or where blood needs to be tested (e.g. in the case of diabetics), the staff must dispose of the needles and/or sharps appropriately. A bona fide sharps box should be used for this purpose which is kept in the Academy office.

Emergency Procedures

In the event of an emergency the Principal or Head of College should be informed immediately. Emergency services can be contacted through the Academy office. The student's parents should also be contacted as soon as possible, contact details are available from the register or the Academy database. A student taken to hospital by ambulance must be accompanied by a member of staff who should remain until the student's parent/guardian arrives.

If, in an emergency, staff are taking students to hospital or a doctor in their own car, the member of staff should be accompanied by another adult and have 'business use' included in their vehicle insurance.