

MANAGEMENT AND ADMINISTRATION OF MEDICATION POLICY

Policy Number	PS16
Policy Name	Management and Administration of Medication Policy
Issue Date	November 2023
Review Date	September 2024
Owner	Headteacher and School Nurse
Reviewing Body	Approved by School Governing Body

Version	Amendments	Date	Initials
2.0	Annual Review – minor amends following changes in legislation	November 2023	LK

1.0 Policy Statement

Autism Unlimited is committed to ensuring that students at Portfield School take their medication in a safe and supportive environment. We promote principles of privacy and dignity, choice and control in all approaches to medication support.

1.0 Aims

The aims of the policy are to:

- Maintain a safe environment for all students.
- Enable safe and effective administration of medication.
- Clarify areas of responsibility and provide clear guidance about situations where it is appropriate to store and administer medication for students.
- Inform all staff members and parents/carers of the procedures in place in relation to consent, storage and administration of medication.
- Provide information, training, records and appropriate medicine- storage facilities to enable staff to perform their duties safely and with confidence.
- Ensure compliance with Health & Safety policies and legislation:
 - Health & Safety @ Work Etc. Act 1974
 - The Workplace (Health, Safety & Welfare) Regulations 1992
 - Management of Health & Safety at Work Regulations 1992
 - The Health & Safety (First Aid) Regulations 1981

Failure to comply with this policy

Any failure of an employee to comply with the provisions of this policy may result in disciplinary action.

2.0 Duties and Responsibilities

2.1 The Responsibilities of Autism Unlimited

Autism Unlimited is responsible for ensuring that the schools' management and administration of medication is compliant and of a quality standard. To achieve this, Autism Unlimited has the following processes and commitments in place:

- The management and administration of medication is monitored and evaluated by the School Nurse in line with national legislation and regulations, guidance, and quality standards.
- We are responsible for ensuring that all medicines-related safety incidents, (including all 'near misses' and incidents that do not cause any harm) are recorded and reported in line with internal procedures. Any notifiable safeguarding concerns are reported to the Local Authority Designated Officer (LADO) in line with the school's Safeguarding Policy and Procedure.
- We are accountable for ensuring investigations are robust in response to alleged medication errors. This process is monitored by the Headteacher.
- The School Nurse and the HR Training Team is responsible for providing medication training (This includes specialist training and in-house competency assessments in liaison with the relevant health care practitioner / specialist.) Medication training follows a blended approach of classroom-based and E-learning.
- The HR Training Team and the School Nurse are responsible for liaising with and seeking regular and recorded feedback to ensure training is up to date and relevant.

2.2 The Responsibilities of the Headteacher:

- Ensure that this policy and procedure is implemented throughout the school.
- Manage the School Nurse.
- Following advice of the School Nurse, to update the policy and procedure and submit to the SGB for approvals.
- Notify safeguarding concerns to the LADO in line with the Safeguarding Policy and Procedure.

2.3 The Responsibilities of the School Nurse;

- Implement this policy and procedure throughout the school.
- Ensure that students have up to date medication records.
- Ensure that changes to students' medication are communicated to the relevant staff members and Senior Leadership Team (SLT) in a clear and timely manner.
- Ensure that changes are made to the Medication Administration Record (MAR) sheet and that any medication no longer required is removed from the medication cupboard.
- Advise the Headteacher and training team on any updates or requirements of which they should be aware.
- Ensure incidents, alleged medication errors and 'near-misses' are recorded and reported appropriately in line with the Safeguarding Policy and Procedure and internal fact-finding procedures.

- Ensure staff medication training is up-to-date, in line with mandatory requirements and conduct in-house competency assessments within the agreed time frames.
- Identify any special medication training requirements in response to the needs of the students and liaise with HR training team and health care professionals to agree training pathways and staff competency processes.

2.4 Class Teacher and Teaching Assistant's Responsibilities;

- Adhere to this policy and procedure.
- Successfully complete and put into practice medication training in line with mandatory requirements.
- Only administer or assist with medication where the individual has undergone the required training and is competent to do so.
- Follow the individual medication support plans and risk assessments to provide the agreed level of personalised assistance.
- Assist the students with their medication in a respectful manner, upholding their privacy, dignity and rights.
- Record and report incidents, alleged medication errors and near-misses to management and in line with the safeguarding policy and procedure.
- Reflect and learn from incidents, medication errors and near misses to develop quality service provision.

3.0 Long-term health problems

Students may have long-term health conditions requiring regular, on-going treatment and medication. In such cases, the School Nurse will maintain regular contact with parents/carers and external agencies.

An individual medical plan (IMP) is agreed between the School Nurse and parents/carers and shared with all relevant members of staff. The IMP is updated whenever necessary by the School Nurse. All IMPs are agreed by the Headteacher and the Designated Safeguarding Lead (DSL).

It is the responsibility of the parents/carers to communicate all changes and updates to treatment plans and medication requirements. It is the responsibility of the School Nurse to clearly communicate these changes to all relevant staff.

4.0 Complex and life-threatening health problems

Certain students may be diagnosed with a life-threatening condition and in these cases, the parents/carers must clearly outline, in writing, what should be done in any emergency situation.

If emergency medication is necessary, arrangements must be made with the School Nurse, the DSL and the Headteacher, necessary training for relevant staff must be carried out by the School Nurse.

5.0 Local Procedures – Consent

For students under the age of 18, parents are required to complete a consent form when enrolling their children in the school.

For students over the age of 18 who have capacity to make their own decisions about medical care, the student themselves will be required to complete a consent form when they enrol. They will be encouraged to consent for themselves but may also be supported by parents/carers.

The consent form (Appendix A) is designed to inform the school and all relevant staff of all medical needs that students may have and the medication that is required. At the point of providing consent parents/carers must agree to inform the school immediately if a student develops a medical condition/allergy at any point during the academic year that has not been previously disclosed.

6.0 Local Procedures – Storage

- Medication of any type should only be brought to school when it would be detrimental to a student's health if the medicine were not administered during the school day.
- Parents/carers are responsible for the provision of medication and notification of any change of dosage.
- Only medication prescribed by a doctor, dentist, nurse or pharmacist will be stored, with the exception of Calpol (which will only be given with written parental consent for a limited time of up to 2 weeks). No other 'over-the-counter' medications will be stored or administered by staff. It is required that the parents/carers administer such medications prior to the student arriving on site.
- All medication must be handed to the School Nurse or the Class Teacher sign it in using the medication audit record (Appendix D). Medication is signed out using this form, to ensure that all medications are accounted for at all times.
- Medication is kept in a locked medical cabinet at all times.
- Medication must always be provided in the original container as dispensed by a pharmacist and include the instructions for administration. Staff may not accept any medication that is not clearly labelled in this way.
- The original container must clearly show the student's name, date of birth, administration route e.g. by mouth, the name of the medication, the dose, expiry date and dosage frequency. It is the parent/carers responsibility to update staff of any changes in the administration of medication and to maintain an in-date supply.
- Unused or out-of-date medication will be returned to the parents/carers for disposal at the end of each term.
- Controlled medication is kept in a locked box, in a locked cabinet, in the medical room. Keys held in the key safe in the medical room.
- The code for the key safe is only given to staff who require access and who are fully trained and records of key transfers are maintained.
- If a student has any emergency medication this must be carried on their person or with a member of the class staff at all times.

7.0 Local Procedures - Administration

7.1 Wherever possible, parents/carers must arrange for the administration of prescribed medicines outside of education hours – for example, in circumstances where a student requires a course of antibiotics but is well enough to attend education, the dosage should be adjusted so that it

is not required during the school day.

7.2 The school advocates the self-administration of prescribed medicine under the supervision of a responsible adult, to enable students to develop independence and learn the skills of managing their own health. In order to support students to self-administer, a small quantity of prescription/emergency medication is stored in the medical room/refrigerator and records are kept indicating when a student has self-administered.

7.3 Under no circumstances can non-prescribed medicines be stored, administered or permitted to be in the possession of a student on-site. If found, such medications are confiscated and parents/carers are contacted.

7.4 No medication is administered unless clear written consent and instructions to do so have been obtained from the parents/carers and the school has agreed that it is able to do so. If for any reason staff are unable to administer the medication, parents are contacted to discuss alternative arrangements.

7.5 Medication is administered by staff who are trained to do so. When medication has been taken, the staff member administering completes and signs the MAR sheet (Appendix C) accordingly.

7.6 For controlled medication, two trained members of staff oversee the administration of the medication and record it on the MAR sheet. This is recorded in the “controlled medication book” which is kept in the medical room. Both members of staff sign this book and the amount of medication held in stock is adjusted accordingly.

New controlled medication brought to school by a parent is recorded in the controlled medication book by two members of staff, and the amount of stock held adjusted accordingly.

7.7 If a student refuses to take their medication, parent/carers are informed and the refusal recorded on the medication administration record.

7.8 In the event of an excess/incorrect dose being administered, the student concerned is taken to hospital as a matter of urgency.

Parents / carers are contacted immediately and the Headteacher contacts the LADO.

8.0 Allergies

Autism Unlimited recognises that for some students, allergies are serious and potentially life-threatening. As such, information related to student allergies is recorded separately using the form attached in Appendix B.

In cases where students have a specific allergy, parents/carers must inform the school in writing and outline specific strategies to use should an allergic reaction occur. In cases of food allergies, decisions are made on a case-by-case basis depending on severity of allergy. This may include a specific food being eliminated from the learning environment.

Parents/carers must provide clear instructions in writing as how staff should deal with any presenting signs and/or symptoms of an allergic reaction.

9.0 Emergencies

In the event of an emergency, the school nurse should be reached immediately. Teachers must do what is necessary and appropriate to relieve extreme distress or prevent further harm. Medical treatment from qualified professionals is sought in all emergencies.

Where no qualified medical treatment is available, and circumstances warrant immediate medical attention, designated staff members take a child to the nearest Accident and Emergency department without delay. If a student goes to hospital, a member of staff always accompanies them by ambulance and remains with them until parents arrive. Staff never take students to hospital in their own car. Parents are contacted simultaneously using the register of contact details of all parents/carers. This is updated in September of each new academic year.

10.0 Resources and Equipment

All medication is safely stored in locked cabinets and any that requires refrigeration in specific fridges in medical rooms.

First aid boxes are available across the school. First Aid boxes contain appropriate equipment and materials in order for staff to administer basic First Aid. First Aid bags are taken by staff for out-of-school activities such as tours, trips and sports events. First Aid training is provided to all staff.

11.0 Roles and Responsibilities

The School Nurse has overall responsibility for the implementation and monitoring of this policy. All staff have a duty to safeguard the health and safety of students at all times. All staff are responsible for adhering to the policy and ensuring compliance with all procedures outlined. The School Nurse must ensure that First Aid boxes, medicine fridges and storage cupboards are regularly audited, in working condition and fully stocked at all times.

12.0 Staff Training

All staff who are involved with the receipt, storage and/or administration of medication are fully trained to Level 2 in Medication Awareness (CPD Certified). This training is updated every two years and training compliance records are stored electronically on the charity's E-learning platform.

APPENDIX A

Administration of Medication Consent Form

Parents/carers must inform the school immediately if a student develops a medical condition/allergy at any point during the academic year which has not been previously disclosed

Student Name: _____

Address: _____

Date of Birth: _____

Emergency Contacts

1) Name: _____ Phone: _____

2) Name: _____ Phone: _____

Student's Doctor: _____ Phone: _____

Medical Condition/s:.....

Prescription Details:

Storage details:

What signs/symptoms may indicate that the student is in need of this medication:.....

Dosage required:

Does the student have capacity to take independent responsibility for taking the prescribed medication themselves?.....

I/We request that the school nurse authorise the taking of prescription medicine during the school day as it is absolutely necessary for the continued well-being of my/our child. I/We understand that we must inform the school in writing of any changes of medicine/dose and that we must inform the school in writing each year of the prescription/medical condition.

Signed _____ Parent/Carer

Signed.....Nurse

Signed.....Headteacher

Signed.....Designated Safeguarding Lead

APPENDIX B

Record of Student Allergies

Student Name:

Type of Allergy:

Reaction Level:

Medication:

Storage details:

Dosage required:.....

Administration Procedure (When, Why, How)

.....
.....
.....

I/we confirm that all of the details on this form are accurate and have been shared with all relevant staff:

Name: _____

Signed:_____

Date: _____

APPENDIX C

Record of Administration of Medication

Student Name: _____

Date of Birth: _____

Medical Condition:

Medication:

Dosage Administered:.....

Administration Details (When, Why, How)

Date:.....
.....
.....

Follow Up Actions

.....
.....
.....

Signed: _____ Date: _____

