

Managing Medication Policy

Review Date	Reviewer	Adopted	Implementation
	J Barker/T Humphries	June 2020	1 September 2020
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Introduction

The North East Learning Trust (NELT) acknowledges that Academies have a duty and are therefore required to support pupils/students with a medical condition as diagnosed by a healthcare professional. In order to meet this duty medication required for the treatment of a medical condition will be administered by school staff if requested by a parent/carer.

The Trust is also aware that many other illnesses, such as common childhood illnesses or periods of being 'unwell', are not covered under the statutory duty. The Trust and its Academies wish to support full attendance and will arrange to support giving medication to students following a request from parents/carers to administer non-prescription medication.

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

The Trust and its Academies will have regard to the statutory guidance issued.

All records relating to administering of medication will be securely disposed of when a student leaves the Academy.

1. Key roles and responsibilities

The Trust is responsible for:

- Ensuring that a Managing Medication Policy is agreed.
- Ensuring the policy is developed collaboratively across services clearly identifies roles and responsibilities and is implemented effectively.
- Ensuring that all pupils/students who require medication are able to play a full and active role in all aspects of school life, participate in Academy visits/trips/sporting activities, remain healthy and achieve their academic potential.
- Ensuring the level of insurance in place reflects the level of risk and cannot be held responsible for side effects that occur when medication is taken correctly.

The Headteacher/Head of School is responsible for:

- The day-to-day implementation and management of the Trust's Managing Medication Policy in the Academy.

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- Ensuring that staff liaise with healthcare professionals regarding the training required for staff and agreeing resources to fund the training.
- Ensuring a sufficient number of trained members of staff are available to implement the policy and administer medication.
- Ensuring more than one staff member is identified to cover holidays/absences and emergencies.

Staff members with day to day responsibility for administering medication must ensure:

- Prescription and non-prescription medication are administered in accordance with this policy DFE statutory guidance, product packaging and/or patient information leaflet.
- They are aware of where controlled drugs are stored and where the key is held.
- They complete training to achieve the necessary competency for administering medication.
- They complete the record of prescription and non-prescription medicine supplied by parent/carer and administered to an individual student/pupil form. (Appendix A) in respect of all prescription and non-prescription medicines administered to students/pupils.
- They complete the record of school held medication administered to all students/pupils' form (Appendix B) in respect of such medicines being given.

Whilst it is accepted that it is parents/carers responsibility to ensure medication is kept up to date. The responsible person will check dates on the first working Monday in every month and telephone parents/carers to remind them that the medication needs to be replaced. This must be recorded on the Record of prescription and non-prescription medicine supplied by parent/carer and administered to an individual student/pupil form. (Appendix A).

Parents/carers are responsible for:

- Keeping the Academy informed about any new medication or changes to their child/children's medication.
- Completing a parental consent form to administer prescription and/or non-prescription medication. (Appendix C)
- Ensuring that all medication including both prescription and non-prescription medication their child requires is delivered to the main office and ensuring that supplies of regular medication is kept it up to date including collecting leftover medicine.
- Supplying the Academy with devices such as inhalers and Epi-pens to be kept in the main office for use in emergency situations only.

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Students are responsible for:

- Ensuring they arrive promptly to the designated area, which will be agreed and shared by the responsible staff member to receive their medication. Students who repeatedly do not turn up for medication will be referred to the appropriate Assistant Headteacher.
- Carrying devices including inhalers and Epi-pens (where appropriate).

2. Training of staff

The administering of prescription and non-prescription medicines will only be carried out by staff who have undergone appropriate training.

The Academy will keep a record of training undertaken, and a list of staff trained to undertake responsibilities in accordance with this policy (Appendix D).

Where a child is returning from a period of hospital education or home tuition the Academy will collaborate with the LA to ensure that the IHP identifies the support the child needs to reintegrate.

3. Prescription Medicines

Students/pupils will not be given prescription medicines without written parental consent.

All prescription medicines must be handed into the Academy reception by the parent/carer.

Medication containing aspirin will not be given to a student/pupil under 16 years of age without a doctor's prescription.

All prescription medicines MUST be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Prescription medicines which do not meet these criteria will not be accepted by the Academy.

Prescription medications left over at the end of the course will be returned to the child's parents/carers. Parents/carers will be given two opportunities (one by telephone and one by letter/email) to collect prescription medication, should the prescription medication not be collected this will be returned to the local community pharmacy for disposal. The person who administers the medication is responsible for returning unused prescription medication to the pharmacy. The member of staff MUST be accompanied by another staff member when carrying out this requirement.

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4. Non- Prescription Medicines

The Trust will support the administering of non-prescription medication to students/pupils where the medication has been supplied by the parent/carer and/or are over the counter medicines held by school.

Non-prescription medication provided by parents/carers must be supplied in their original container and be in date. Parents/carers must ensure that their child has taken at least one dose at home to ensure they are able to tolerate the medicine.

The parent/carer must bring the non-prescription medication into the Academy on at least the first occasion. This is to enable the Academy to get the appropriate consent signed by the parent/carer and to check the medication.

The Trust have agreed that Academies may hold over the counter medicines that are purchased from a community pharmacy and used for the short-term management of minor, self-limiting conditions. The medication will be stored in a locked cabinet and separated from prescribed medication and clearly labelled for discretionary school use only. The expiry dates will be checked regularly, and only small packs will be held. The Academy will keep paracetamol for mild pain, headache, toothache, or raised temperature, a cream for insect bites, stings and nettle rashes; and an antiseptic cream to clean minor wounds and prevent infection.

The Academy will only issue paracetamol to students in accordance with the 'list of indications' on the product packaging and/or patient information leaflet. The dose and maximum period of use will only be administered in accordance with the manufacturer's directions.

Consent to administer school held non-prescription medication will be sought from parents/carers on an annual basis (Appendix E). Should a student request medication and there is no signed consent form, the Academy will ring the parent/carer for verbal agreement and a consent form (Appendix F) will be given to the student for the parent/carer to sign and return to the Academy the next school day. Should the parent/carer fail to return the consent form no further school held medication being administered to their child without a completed annual consent form.

5. Day trips, Residential Visits and Sporting Activities

The Academy will ensure that a key person is identified and trained to support students who may require medication on school visits. A second person will also be identified and trained but would only be used in an emergency.

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Medicines will be transported in a sealed plastic box labelled with the pupil/student's name and the name of the medication. Should there be a large number of medications then storing each separate medication will be placed in a clearly labelled, sealed plastic bag and stored in one box.

The medication bag/box will also contain the consent form, recording paperwork, copies of relevant emergency protocols from the IHP and the emergency contact details.

In respect of emergency medication (for example adrenaline pens, asthma inhalers) at least two members of staff will be trained and competent in using this medication.

For residential trips, the Academy will take non-prescription medication and consent will be sought from parents/carers to enable staff to administer over the counter medication as necessary for the duration of the residential.

Controlled drugs will be transported in a separate sealed container and all medication will be held by the lead member of staff.

A separate register for recording the administering of controlled drugs will be provided for residential trips. The member of staff who administered the medication will complete the register.

6. Herbal and Homeopathic Remedies

Herbal medicines are those with active ingredients made from plant parts, such as leaves, roots or flowers. The Trust acknowledges that being 'natural' does not necessarily mean they are safe.

The Trust will not support the acceptance and/or administering of herbal or homeopathic remedies in any of the Academies across the Trust.

7. Avoiding unacceptable practice

Each case will be judged individually but in general the following is not considered acceptable.

All Academies with the Trust will not:

- Prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary.
- Ignore the views of the pupil/student and/or their parents/carers or ignore medical evidence or opinion.
- Send pupils/students to receive their medication alone or with an unsuitable escort if they become ill.

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- Make parents/carers feel obliged, or forcing parents/carers, to attend the Academy to administer medication.
- Create barriers to children participating in school life, including Academy trips.

8. Insurance

Staff who undertake responsibilities within this policy will be assured by the Trust that they are covered by the Academy's Public Liability insurance.

Full written insurance policy documents are available to be viewed by members of staff who are providing support to pupils/students with medical conditions. Those who wish to see the documents should contact the Academy's school main office.

9. Complaints

All complaints should be raised with the Academy in the first instance.

The details of how to make a formal complaint can be found in the Trust's Complaints Policy.

10. Definitions

'Parent(s)' is a wide reference not only to a pupil/student's birth parents but to adoptive, step and foster parents, or other persons who have parental responsibility for, or who have care of, a pupil/student.

'Medical condition' for these purposes is either a physical or mental health medical condition as diagnosed by a healthcare professional which results in the child or young person requiring special adjustments for the school day, either on-going or intermittently. This includes a chronic or short-term condition, a long-term health need or disability, an illness, injury or recovery from treatment or surgery. Being 'unwell' and common childhood diseases are not covered.

'Medication' is defined as any prescribed or over the counter treatment.

'Prescription medication' is defined as any drug or device prescribed by a doctor, prescribing nurse or dentist and dispensed by a pharmacist with instructions for administration, dose and storage.

A 'staff member' is defined as any member of staff employed by the North East Learning Trust.

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Name of Academy	
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Date	Student/pupil name	Consent	Medicine given	Dosage given	Time	Any reactions	Administered by	Comments

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Appendix C

Parental Agreement for the Administration of Medication (supplied by the parent/carer)

Academy		
Name of Student		
Date of birth		
Medical condition		
Name/type of medication		
Expiry date		
Dosage and method		
Timing		
Special precautions/instructions		
Side effects that the Academy should be aware of		
Self-administration (please tick where applicable)	YES	
	NO	
Procedures in case of emergency		
<p>Please note: Medicines must be in the original container as dispensed by the pharmacy and must include dosage instructions on or in the packaging.</p>		
Name of parent/carer		
Emergency contact number	Home	
	Mobile	
	Work	
I understand that the medication must be delivered to:		
<p>I confirm that the information I have included on this form is to the best of my knowledge accurate at the time of completion and I give consent to Academy staff to administer medication to my child in accordance with the Trust's Managing Medication Policy. I will inform the Academy immediately,</p>		

in writing, if there is any change in dosage or frequency of the medication or if the medicine is no longer required.

I accept that it is my responsibility to ensure that the Academy has sufficient medication and that the expiry date has not been reached. At the end of each term I will collect any unused medication from the Academy.

Signed	
Print Name	
Date	
Member of Academy staff receiving the medication	



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Appendix D

Staff trained in the administration of prescription and non-prescription medicines in school

..... **Academy**

Name	Training received	Name of medical condition (if applicable)	Date training completed	Training provided by	Date of refresher training	Refresher training completed	Date of refresher training	Refresher training completed	Date of refresher training	Refresher training completed
<i>Example Jo Bloggs</i>	<i>administration of medicines</i>	<i>N/A</i>	<i>23/02/20</i>	<i>DCC</i>	<i>23/02/23</i>					
<i>Jo Bloggs</i>	<i>Administering of Epi Pen</i>	<i>Anaphylaxis</i>	<i>21/02/2020</i>	<i>School Nurse</i>	<i>21/02/25</i>					

Copies of training certificates should be kept with this training record.



Consent form to administer school held medication

Name of student	
Date of Birth	

I understand that:

- The Trust has agreed that Academy can hold over the counter medicines that are purchased from a community pharmacy and used for the short-term management of minor, self-limiting conditions.
- The Academy will keep paracetamol for mild pain, headache, toothache, or raised temperature, a cream for insect bites, stings and nettle rashes; and an antiseptic cream to clean minor wounds and prevent infection.
- The Academy will only issue paracetamol to students in accordance with the ‘list of indications’ on the product packaging and/or patient information leaflet. The dose and maximum period of use will only be administered in accordance with the manufacturer’s directions.

Therefore, in accordance with the Trust’s Managing Medications Policy: (please tick where applicable):

I am happy for the Academy to administer paracetamol to my child in accordance with the “list of indications’ and/or patient information leaflet	
I am happy for the Academy to give my child cream for insect bites and/or antiseptic cream. I understand that the cream will be self-administered.	
I am NOT happy for the Academy to give my child paracetamol, insect bite cream and/or antiseptic cream under any circumstances.	

Signed	
Relationship to student	
Date	

I am aware that this consent will be reviewed on an annual basis and to withdraw consent I must contact the Academy directly.



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Retrospective consent for the administering of school held medication

Name of Student	
Date of Birth	
Name of staff member making the telephone call	
Date & time of telephone call	
Name of parent/carer giving verbal consent to administer school held medication	
Date & time medication administered	
Dosage	
Any side effects noted	
Administered by	

I confirm that I received a telephone call and gave verbal consent to the Academy to administer school held medication in accordance with the information on the packaging and/or the patient information leaflet to my child.

Signed	
Print Name	
Relationship to student	
Date	