



## **Health and Safety**

### **HS31: Administration of Medicines Procedure**

## **1. Scope**

This policy applies to all staff and students of The Shared Learning Trust to address the administration of both prescription and non-prescription medicines to students whilst in the care of any Trust institution.

## **2. Context**

Students with medical needs have the same rights to admission to an academy or school as other students, of these most will be short term such as completing a course of antibiotics to treat an infection but others may require long term medication to maintain their health e.g. to treat well controlled epilepsy or cystic fibrosis. Others may require medicines in particular circumstances such as a need for an epipen injection for anaphylactic shock or need daily inhalers to control severe asthma. Issues therefore surrounding administration of medication in Trust members and associates must be effectively managed.

## **3. Aims**

The Shared Learning Trust is committed to ensuring students with medical needs requiring administration of medicines are able to attend their academy / school regularly and are able to participate in normal activities, occasionally with some support. Through the application of this policy TSLT means to ensure that:

- A simple process is in place to ensure students have easy access to their medication should they require it during the teaching day.
- No students are disadvantaged through requiring access to medicines during the teaching day.
- Parents are notified of the need to advise TSLT of their child's medical needs including access to prescription medicines during the academy / school day.
- All staff receive suitable information, instruction and training for implementation of this policy.
- Secure locations are provided in every academy / school for storage of prescription medicines.
- Confidential individual records are maintained of administration of medication to students.

## **4. Statutory Position**

The Health and Safety at Work Act 1974 requires the employer of staff at any education institution to do all that is reasonably practicable to ensure the health, safety and welfare of employees and must also make sure that others, such as students, contractors and visitors are not put at risk. The Management of Health and Safety at Work Regulations 1999 require the employer to make an assessment of the risks of all activities, introduce measures to control such risks and inform staff about these measures.

The Misuse of Drugs Act 1971 and associated regulations including the Misuse of Drugs regulations 2001 are relevant because if a student has been prescribed a controlled drug these regulations allow “any person” to administer the drugs listed in the regulations.

The Medicines Act 1968 specifies that:

- Anyone may administer a prescribed medicine with consent to a third party so long as it is in accordance with the prescriber’s instructions.
- The administration of prescription-only medicine by injection may be done by any person but must be in accordance with directions made available by a doctor, dentist, nurse prescriber or pharmacist prescriber in respect of a named patient.

The Education (School Premises) Regulations 1999 require every school / academy to have a room appropriate and readily available for use for medical treatment and care for sick or injured pupils. It must contain a wash basin, be located reasonably near a toilet and not be a teaching room. A risk assessment must be undertaken by the academy to consider the suitability of the room for alternative use if the room is to be used for any other purpose or has unreasonable implications for its main purpose.

The Workplace (Health, Safety and Welfare) Regulations 1992 require provision of washing and sanitary facilities.

## **5. Policy detail**

### **5.1. Responsibilities**

- The Principal is responsible for ensuring that this policy and procedures are fully implemented, staff are provided with information, instruction and training, regular review takes place and improvement actions are undertaken whenever identified. The Principal is also responsible for ensuring the availability of a suitable and sufficient room for administration of medicines in a readily accessible location for students with secure storage for medicines.
- The Human Resources Manager is responsible for ensuring that the staff members requiring training are identified and training provision is provided.
- The Health and Safety Manager is responsible for ensuring the efficacy of the policy and procedures, carrying out monitoring and review and ensuring compliance with stateachery requirements.
- Curriculum Heads are responsible for implementation of this policy within their area, ensuring staff requiring training are identified and training courses are attended. Also that students requiring access to medicines are identified, details of the TSLT procedure to enable such

access are provided and fully explained and teachers are notified of any students on their courses requiring administration of medicines.

- Teachers / Learning Support Assistants are responsible following training to carry out this policy and procedures with their students and to notify their line manager of any irregularities regarding its implementation and day to day operation.
- Parents / carers are responsible for notifying the Trust of the requirement for their child to receive medicines during the teaching day, or other times whenever a child is in the care of the Trust.
- Students are responsible for ensuring they abide by the requirements of the policy and procedures, informing parents of the need for permission for administration of medicines and co-operating with Trust procedures on administration of medicines.

## 5.2. Safety Management

Medicines of any kind fall under the Control of Substances Hazardous to Health Regulations 2002, the Academy / school must apply the principles of COSHH risk assessment to the administration of any medicines whether or not self-administered (see TSLT policy C18 COSHH procedure).

## 5.3. Storing medicines

Large volumes of medicines must not be stored, the best solution being storage only of sufficient medicine for the current day although it is recognised that such a policy may not always be sensible.

Medicines must be stored strictly in accordance with product instructions paying particular note to temperature and only in the original container in which dispensed which should be clearly labelled with the student's name, the name and dose of the medicine and frequency of administration.

Medicines can only be accepted for storage if in the original container as dispensed by the pharmacist in accordance with the prescriber's instructions.

Non healthcare staff must never transfer medicines from their original containers.

Students must be informed where their medicine is stored and who holds the key.

Students who carry asthma inhalers or epipens must not have these medicines locked away, in most cases students should be allowed to carry their own inhalers.

Some medicines need to be refrigerated, in such an instance the medicine should be placed in a refrigerator with restricted access and in an air tight container which is clearly labelled.

#### 5.4. Access to medicines

Students must have immediate access to their medicines when required, special access arrangements will be in place for access to medicines in emergency (see 5.7 below).

#### 5.5. Disposal of medicines

Trust staff should not dispose of medicines, parents / carers are responsible for ensuring that date expired medicines are returned to a pharmacy for safe disposal. They should also collect any medicines held by an Academy / school at the end of term. If parents / carers do not collect all medicines then they should be taken to a local pharmacy for safe disposal.

#### 5.6. Hygiene and infection control

All staff should be aware of the procedures for avoiding infection and follow basic hygiene procedures. Staff must have access to disposable gloves and spill kits in each TSLT location for dealing with spillages of blood or other body fluids which should be undertaken carefully. Disposal of such contaminated material must be via the correct hazardous waste stream in yellow bins / bags.

#### 5.7. Emergency procedure

The TSLT First Aid and Accident Procedure provides instructions to follow in the event of an emergency. TSLT health and safety awareness training includes basic emergency procedures including location of first aiders and how to call an ambulance.

A member of staff should always accompany a student/pupil under 18 being taken to hospital in an ambulance and should stay until a parent / carer arrives. On such occasions medical professionals are responsible for decisions on medical treatment when parents or carers are not available.

Staff should not take students to hospital in their own car, it is safer to call an ambulance.

If a student has an individual health care plan it should include instructions on what to do in an emergency including the identity(s) of who has the responsibility in the academy / school to deal with an emergency (e.g. if there is an incident in the playground a lunchtime supervisor would need to be very clear about their role).

## **6. Staff Training**

A health care plan may reveal the need for some staff to have further information about a medical condition or specific training in administering a particular type of medicine or in dealing with emergencies. Staff should not administer medicines without appropriate training from health professionals. When members of staff agree to assist a child with medical needs, TSLT should arrange appropriate training in collaboration with local health services. Local health services will also be able to advise on further training needs. In every area there is access to training, in accordance with the provisions of the National Service Framework for Children, Young People and Maternity Services, by health professionals for all conditions and to all schools and settings.

## **7. Confidentiality**

The Principal and staff should always treat medical information confidentially. The Principal should agree with the child where appropriate, or otherwise the parent, who else should have access to records and other information about a child. If information is withheld from staff they should not generally be held responsible if they act incorrectly in giving medical assistance but otherwise in good faith.

## **8. Further Information**

Information on common conditions such as asthma, diabetes, epilepsy and anaphylaxis is available in the “Managing Medicines in Schools and Early Years Settings” document available online from the Department for Education at: <https://www.education.gov.uk/publications/standard/publicationdetail/page1/DFE-S-1448-2005>

This is the latest guidance which was updated in November 2007.

## **9. Procedure**

- 9.1. Any student who is under 18 or vulnerable requiring administration of medicine must obtain an administration of medication permission form from their teacher, complete it and ensure parental consent is confirmed via a parental signature on the form.
- 9.2. On receipt of a completed form the teacher will pass the request on to the Principal for signature.
- 9.3. Once signed the form will be returned to the student and a copy sent to Student Services / Academy attendance officer / School office as appropriate who will liaise with the student to arrange storage of medicines and times for administration of medicine.

9.4. The issue of medicine will be undertaken by the appropriate staff team member (see below) and a document completed with the student signature and that of two other staff to confirm the medicine has been correctly administered each day.

9.5. Medicines should be taken away by parents once the medication course is completed or prior to holiday periods for home use or safe disposal as appropriate.

9.6. Medicines not removed after 14 days once the medication course is complete will be taken to a pharmacy for safe disposal.

## 10. Administration of Medicines staff list

Site	Staff names	Title
<b>South Academy</b>		
<b>West Academy</b>		
<b>Studio School</b>		
<b>Moorlands Free School</b>		
<b>Vale Academy</b>		

