



<b>ACET</b>			
<b>MEDICINES IN THE ACADEMY</b>			
<b>DOCUMENT CONTROL</b>			
<b>Policy Level</b>	Trust (Junior & Senior)		
<b>Approved by</b>	Trust Board		
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		Details asking for gender and reference to M/F removed on Appendix 1 He/She reference removed and replaced by They on Appendix 2 Child medicine replaced with child's medicine on Appendix 1	

## ACET POLICY ON MEDICINES IN THE ACADEMY

### Aim

To establish a framework for the safe administration of medicines in ACET academies.

### Overall considerations

The administration of medicine is the responsibility of parents and carers. In cases where the administration of medicines is routine and straightforward and where the parent/carer asks the academy to act in loco parentis the following preconditions will apply:

1. The academy must be informed if a child brings any medication into school. All medicines and treatments will be stored in the first aid room (secondary phase) or appropriate office (primary phase) in a lockable storage facility unless requiring refrigeration, or covered by self-administration of inhalers, or giving their own injection. Any medicines or treatments which require refrigeration will be held in a separate refrigerated unit in a controlled access area. All medicines must be in the original packaging with the pharmacist's label attached stating the GP/Consultant's prescribing instructions. Academy staff will only administer the dose prescribed by the medical professional in accordance with the instructions on the pharmacist's label.
2. Parents/Carers must complete a form of consent for the administration of medicines/treatment with the academy Lead First Aiders.
3. The instruction, which can be made on the academy's consent form, should specify the medication involved, circumstances under which it should be administered, frequency and level of dosage.
4. Parents/Carers will be informed by a text message from the academy when medicines have been administered, stating time it was given and the dosage.
5. The academy will encourage students to take responsibility for their own medical care under the supervision of either the Lead First Aider, administration staff or of an appropriate teaching assistant. This may cover self-administration of medicines, using an inhaler or giving their own injection.
6. If whilst under staff supervision a child refuses to take their medication Parents/Carers will be contacted
7. Teachers will not be required to administer medicines.
8. For details of control of medicines on trips – please refer to Off Site visits policy

### General principles

- Children suffering from short-term ailments, who are clearly unwell, should not be in the academy, and we reserve the right to ask parents to keep them at home, in their own best interest and that of other children and staff.
- Should a child fall ill whilst at the academy, parents or carers will be contacted and asked to take them home.
- Children with chronic illness or disability, who need to take prescribed medicines during academy hours, will be supported in this to lead a safe and happy life whilst at the academy.
- The academy has a general duty of care towards its children. To enable staff to react promptly and reasonably if a child is suddenly taken ill the Local Governing Body has adopted the guidelines and procedures recommended by the Department for Education.

### Review

Both this policy and the associated guidance will be reviewed annually or as necessary.

Links to other policies: Supporting children with medical needs / Off site visits

Appendix 1

CONSENT FORM 1 for the:

Administration of Medication in the Academy

The academy will not administer your child's medicine unless you complete and sign this form

DETAILS OF CHILD:

Surname: .....

Forename(s): .....

Address: .....

.....

.....

Date of Birth: .....

Tutor Group: .....

Condition or illness: .....

MEDICATION:

Name / Type of Medication: (as described on the container) .....

.....

For how long will your child take this medication: .....

Date dispensed: .....

Full directions for use:

Dosage and method: .....

Timing: .....

Special Precautions: .....

Side Effects: .....

Self Administration: Yes / No

Procedures to take in an Emergency:

.....  
.....

CONTACT DETAILS:

Name: .....

Daytime Telephone Number: .....

Relationship to Student: .....

Address:

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

I understand that I must deliver the medicine personally to: [agreed member of staff]

..... and accept that this is a service which the academy is not obliged to undertake.

Date: .....

Signatures:

.....

Relationship to child: (parent/carer) .....

Parents/Carers will be informed by a text message from the academy when medicines have been administered, stating time it was given and the dosage.

Confirmation of the academy's agreement to administer medication:

Signed: ..... (Member of staff)

Role: .....

Date: .....

Appendix 2

CONSENT FORM 2:

Agreement to Administer Medication in the Academy

I agree that [name of child].....will receive [quantity and name of medicine].....every day at [time medicine to be administered eg. Lunchtime or break].....

[Name of child] .....will be given/supervised whilst he/she takes their medication by [name of member of staff].....

This arrangement will continue until [either end date of course of medicine or until instructed by parents /carers].

Parents/Carers will be informed by a text message from the academy when medicines have been administered, stating time it was given and the dosage.

Date: ..... Signed (Named Member of Staff) ..... Role of member of staff:  
.....

A copy of this form has been given to (parent/carer) .....

Signed (parent/carer) .....

Date: .....

## **Administering medicines in school - Quick Checklist**

### **DO**

- Remember that any member of school staff may be asked to provide support to pupils with medical conditions, but they're not obliged to do so
- Check the maximum dosage and when the previous dosage was taken before administering medicine
- Keep a record of all medicines administered. The record should state the type of medicine, the dosage, how and when it was administered, and the member of staff who administered it
- Inform parents if their child has received medicine or been unwell at school
- Store medicine safely
- Make sure the child knows where their medicine is kept, and can access it immediately
- Ensure that emergency medicine or devices such as adrenaline pens or asthma inhalers are kept safely but can be easily accessed for the child as and when needed

### **DON'T**

- Give prescription medicines or undertake healthcare procedures without appropriate training
- Accept medicines unless they are in-date, labelled, in the original container and accompanied by instructions
- Give prescription or non-prescription medicine to a child under 16 without written parental consent, unless in exceptional circumstances
- Give medicine containing aspirin to a child under 16 unless it has been prescribed by a doctor
- Force a child to take their medicine. If the child refuses to take it, follow the procedure in their individual healthcare plan and inform their parents

## **Addendum to the ACET policy on Medicines in the Academy.**

### **Spare Epipens (AAI's)**

Though schools may now purchase 'spare' adrenaline auto-injectors (AAI) without prescription for use in emergencies, to administer to a child with known risk from anaphylaxis who already has both medical and written parental consent in place (*Department of Health Guidance 2017*), this is not considered a replacement for the child's own prescribed medication. This being the case ACET academies, both junior and senior, will not hold spares. Parents should therefore provide two prescription injector units for their child.

### **Emergency Salbutamol Inhalers**

Due to the nature of asthma and the frequency with which some children need access to their medication during the school day **some** ACET academies do keep emergency salbutamol inhalers on site.

Where spare inhalers are kept the staff who monitor their use will follow the procedure below.

- Keep spare inhalers in a secure area where they can be readily accessed by first aiders/trained staff in emergency
- Keep an up to date register of children in the academy who have been diagnosed with asthma or prescribed a relief inhaler, a copy of which should be kept with the spare inhalers
- Ensure that a child who suffers from Asthma or has been prescribed a relief inhaler has both medical and written parental consent in their individual healthcare plan before allowing use of a spare inhaler.
- Call an ambulance/999 for any child who is struggling to breathe but has no history of asthma and where a child is not responding to their own asthma medication/emergency medication
- Ensure that a child's own prescription medication is readily accessible for them and that a spare inhaler is only used in emergencies where their own has been emptied, is outdated, unavailable or has become unusable
- Ensure a clean spacer/ the child's own spacer is used on each occasion and that the spare inhaler is cleaned following use
- Consult the individual healthcare plan of the child to establish the maximum number puffs that can be given at one time. Where a child has shown no/little improvement or their condition deteriorates following receiving a maximum of 10 puffs an ambulance/999 will be called. If an ambulance does not arrive in 10 minutes a further 10 puffs may be given
- Ensure that parents/carers are informed their child has used an emergency inhaler
- Record any use of the emergency inhaler – this should include where the attack took place, how much medication was given and by whom.
- Have at least two members of staff responsible to ensure the protocol is followed
- Provide staff with appropriate support and training in the use of the emergency inhaler in academies where these are kept on site