

Managing Medications at Warden Park Secondary Academy (WPSA)

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1. Introduction

1.1 The Local Governing Body and staff of Warden Park Secondary Academy wish to ensure that students with medically diagnosed needs/conditions receive appropriate care and support at the academy, thereby also supporting their attendance.

1.2 This policy outlines specific procedures for Warden Park Secondary Academy to provide an effective management system to support individual students with medical needs who require access to medicines during the academy day in accordance with advice and guidance within the publication ‘Supporting Pupils at School with Medical Conditions’, DfE, 2014.(updated 2017)

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

1.3 The purpose of this policy is to ensure all governors, staff and parents/carers are aware of the procedures and responsibilities in ensuring the safety and welfare of students with medical needs requiring medication in the academy.

2. **Medical/Medication Information**

- 2.1 Parents/carers of all students enrolling at the academy will be asked to complete an admissions booklet. This includes a specific medical/medication information form, emergency contact numbers and consent for paracetamol.
- 2.2 Additional information will be sought for students with complex on-going medical needs such as diabetes, epilepsy and severe allergy to be able to obtain an appropriate care plan.

3. **Prescribed Medicines**

- 3.1 Medication which is approved to be brought in the academy must always be in the original packaging with a clear expiry date, labelled with the student’s name and with full dosage/dispensing instructions.
- 3.2 An ‘Administration of Medicine in School’ form must be completed by the parent/carer. (Add to appendix)

4. **Non-Prescription Drugs**

- 4.1 Consent for paracetamol must be given via the medical form in the admissions booklet.
- 4.2 Other conditions, such as minor allergy, hay fever, conjunctivitis must be diagnosed by a medical professional and an ‘Administration of Medicine in School’ form completed by the parent/carer.

5. **Short Term Medical Needs**

- 5.1 In order to reduce the time the student is absent, the academy is willing to administer medication - such as the completion of a course of antibiotics – once their GP deems the student fit to return to school.

6. **Long Term Medical Needs**

- 6.1 It is the parent/carers responsibility to inform the academy of the student’s medical/medication needs before admission or as any new diagnosis arises, so the student can be adequately supported.

7. **Self-Management**

- 7.1 Students with asthma requiring an inhaler are encouraged to manage their own condition, keeping their inhaler with them for use when needed. A spare inhaler can be lodged in the

Medical Room if required. Students with severe allergy requiring an Adrenaline Auto-Injector (AAI) must carry this with them at all times. They must also have a spare. Please see Managing Allergies Policy and Procedure for further details.

8. **Administering Medicines**

8.1 Prior to dispensing medication staff will check:

- Student name
- Prescribed dose
- Expiry date
- Instructions on packaging
- When last dose of medication was administered

8.2 Medication will be dispensed by staff who are willing to perform such tasks and where necessary trained for the task.

8.3 Where possible, students will be encouraged to administer their own medication, with staff supervision at agreed times.

8.4 A record will be kept in the Medical Room spreadsheet of the student's name, condition/complaint, medication dispensed, dose and time given.

8.5 A written slip will be completed with the above information and given to the student to take home to their parent/carer.

8.6 It is the responsibility of the parent/carer to inform the MWO if the medication is no longer needed and to collect and dispose of this medication.

9. **Storing Medication**

9.1 The MWO will check that all medication accepted by the Medical Room is in its original packaging with a clear expiry date, labelled with the student's name and with full dosage/dispensing instructions.

9.2 Emergency medication Adrenaline Auto-Injectors, inhalers are not locked up.

9.3 All other medication, unless it requires refrigeration, is kept in locked cabinets and dispensed by the academy's MWOs. In the absence of the MWO, the Buildings and Facilities Office hold a set of keys for these cabinets.

9.4 It is the parent/carers responsibility to renew medication before it expires and to dispose of expired medication.

10. **Sporting Activities/Food Technology**

- 10.1 In some activities such as outdoor sports and food technology, it may be necessary for students to hand to their teacher any emergency type medication they could need during the lesson such as Adrenaline Auto-Injectors or inhalers.
- 10.2 These must be name labelled and it is the responsibility of the student/parent/carer to do this.

11. **Offsite – day trips**

- 11.1 Staff taking students offsite inform the MWO in advance of a trip. A trip list will then be generated and sent to the member of staff leading the trip, informing them of any medical needs of the students going offsite.
- 11.2 All necessary medications, such as Adrenaline Auto-Injectors and spare inhalers, will be in the safe care of a nominated member of staff.
- 11.3 For pupils who take daily medication during the academy day the MWO will liaise with parent/carer. If trip leader or first aider on the off-site trip is willing then they will be given the medication to take on the trip. This will be stored securely and dispensed as per instructions.

12. **Residential trips**

- 12.1 Paracetamol
- will be stored in a locked case/room
 - will be carried, securely, by a member of staff during the day
 - will only be administered if prior consent obtained via student medical information form (admissions booklet) or health section offsite 3 form
 - will be given in an age appropriate dose in accordance with instructions on the box
 - a record will be kept of the date, time, name, condition, dose in the record of medications and injuries sheet which will be stored in the medical room after the trip
- 12.2 Prescribed / Controlled Medication
- will be stored in a locked case/room
 - will be carried, securely, by the first-aider during the day if necessary
 - will only be administered if prior consent obtained via offsite 3 form
 - must be in its original packaging with clear expiry date and pharmacy sticker denoting pupil's name and full dosage / dispensing instructions
 - medication will be dispensed as per instructions and pupil will confirm their name which matches said medication before dispensing

- a record will be kept of the date, time, name and dose in the record of medications and injuries sheet which will be stored in the medical room after the trip

12.3 Adrenalin Auto Injector (AAI)

- pupils prescribed an AAI must carry an in date AAI with them at all times and it is their responsibility to do so
- their spare AAI, usually kept in the medical room, will be sent on the trip and will be carried by a member of staff who will be with the pupil each day and is willing to do so

12.4 Inhalers

- pupils prescribed an asthma inhaler must carry an in date inhaler with them at all times and it is their responsibility to do so
- if they have a spare lodged in the medical room it will be sent on the trip and will be carried by a member of staff who will be with the pupil each day and is willing to do so

13. **Dissemination of Information and Training**

13.1 Medical information from the admissions booklet will be entered into the MIS (SIMs) by the Assistant Data Manager.

13.2 The MWO will update SIMS as new information is received.

13.3 The MWO will disseminate student information to staff as appropriate.

13.4 Annual training will be provided to all staff by the NHS School Nurses on allergy, anaphylaxis and Adrenaline Auto-Injectors.

14. **Further Information**

14.1 Contact the MWO on 01444 457881 ext. 265.

14.2 [Supporting Pupils at Schools with Medical Conditions](#), DfE 2015

15. **Linked Policies**

15.1 Managing Allergies at WPSA -WPSA

15.2 First Aid Policy and Procedure - WPSA

15.3 Health, Safety, Welfare and Security Policy and Procedure - WPSA

ADMINISTRATION OF MEDICINE IN SCHOOL FORM
Please return to the Medical Room 01444 457881 (ext 265)

Sometimes it is necessary for children to take medicines during school hours. We are able to store medicines in the academy for this purpose, providing they are for a medical condition diagnosed by a Doctor and dispensed by a pharmacist. Medicines need to be in their original packaging, with a clear expiry date, dispensing instructions and labeled with the student's name. *Please complete the form below:*

Name of child Date of birth.....

Address

.....

GP Name/Surgery

My child has been prescribed medication for the following medical condition/problem:

.....

MEDICINE	DOSAGE	FREQUENCY

Any additional information:

.....

I request that treatment be given in accordance with the above information by a member of academy staff who has received any necessary training. I understand that it may be necessary for this treatment to be carried out during education visits and other out of school activities, as well as on the school premises. I will inform you of any changes in my child's medical condition.

I understand that, whilst the academy staff will use their best endeavors to carry out these arrangements, no legal liability can be accepted by the academy staff, Directors or the Local Education Authority in the event of any failure to do so, or of any adverse reaction by my child to the administration of the drug.

I understand it is my responsibility to keep a valid medication at school and expired medication will not be administrated.

Signed.....Parent/Guardian Date.....

Document Version Control

Date	Version	Comment	Ratified by	Reviewer
27.06.17	1.	Inserted Item 11.3 "For pupils who take daily medication during the school day the MWO will liaise with parent/guardian. If first aider in charge of offsite trip is willing then they will be given the medication to take on the trip. This will be stored securely and dispensed as per instructions."	HSW&S Committee	J Beck
27.06.17	1.2	<p>1.1 Insert New link 'Supporting Pupils at School with Medical Conditions', DfE, 2014.(updated 2017) https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3</p> <p>2.2 Insert to be able to obtain an appropriate care plan.</p> <p>3.1 Insert "which is approved to be brought into the academy"</p> <p>3.2 The 'Administration of Medicine (Added to appendix)</p> <p>7.1 DELETE in the medical room. It is the parent/carer's responsibility to provide this and the Medical Welfare Officer (MWO) will liaise with them with regard to an individual care plan.</p> <p>9.3In the absence of the MWO, the Buildings and Facilities Office now hold a set of keys for these cabinets.</p>		
23.01.19		12.3 Added full word Adrenalin Auto Injector (AAI)	WPSA LGB 30.1.19	C. Granlund