



MANAGING AND ADMINISTERING PRESCRIBED MEDICATIONS POLICY

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INTRODUCTION

Under the Health & Safety at Work Act 1974 the employer is responsible for making sure that all Educational settings have a Health and Safety Policy. This should include procedures for supporting students with medical needs, including managing and administering prescribed medication.

The Control of Substances Hazardous to Health (COSHH) Regulations requires that no person is placed at risk from the use of any hazardous substances. A medicine is a hazardous substance to those administering the medication and to those who may inadvertently be exposed to it.

The Children's Act 1989 authorises people who have care of a child (other than parental responsibility), subject to the provisions of the Act, to do what is reasonable in all the circumstances of the case for the purpose of safeguarding or promoting the child's welfare.

The Ark work under the guidance given within the Disability Discrimination Act (DDA) 1995 and as such, do not discriminate against any disabled person. Any students with medical needs who are also disabled will be protected under this act.

Any member of staff, who look after students in place of the parent (in loco parentis), must treat and take care of the student as a "*careful parent*" would. If a request is made in relation to a student's medical needs then consideration should be given to whether or not the request is what would be expected of a reasonable parent in the same circumstances.

Most students may need to take medication at some time whilst they are attending our centre. This managing and administering prescribed medications policy gives clear guidance and will be enhanced by an effective staff Director system, which will support individual students with medical needs.

The Ark has a legal duty to make arrangements to ensure that students with medical needs are able to attend the centre with as little disruption as possible and the Director will ensure that this policy and procedures are in place, so that no person is placed at risk from the storage, administration and or disposal of medication.

Unless so directed by the terms of their employment contract, no member of staff should feel compelled to be responsible for the Director and administration of prescribed medication, to a student.

AIM

This policy aims to ensure that:

- All parties are aware of their roles and responsibilities and are clear about the services that are expected of them when dealing with students with regard to managing and administering prescribed medications.
- Students who have short or long term medical needs or who require assistance with managing and administering prescribed medications will have the appropriate assistance, where required, when they are attending the centre.
- The approach is flexible, responsive and supportive to the medical needs of students, to ensure that they return to their educational studies as soon as possible following an illness or course of medication.
- There is a good working partnership with students, parents/carers, centre staff and health professionals to ensure a duty of care.

POLICY AND PROCEDURES

In accordance with the Health & Safety at Work Act 1974, schools are required to implement systems of work that will ensure the safety, not only of staff, but also of any other person affected by the centre's activities. This includes managing and administering and safe storage of prescribed medications.

Responsibilities

The Local Authority has a responsibility to ensure that The Ark has a Health and Safety Policy. The centre should also have a medication policy which should include procedures for assisting and supporting students with medical needs, including managing and administering prescribed medication.

Director

The Director is responsible for implementing the centre's policies and procedures and should ensure that all parents/carers are aware of the policy.

Where members of staff volunteer to assist, the Director must ensure that they receive suitable and sufficient information, instruction and training to be able to undertake this function in a safe and effective manner. This also applies to members of staff who volunteer to be reserves to cover for absences.

An up to date record is to be held with all training information contained within.

The Director should ensure that a written Healthcare Plan for each student with specific medical needs is drawn up in conjunction with the parent/carer and/or General Practitioner (GP). This is supported by specialist staff within the centre to ensure all needs are supported and met.

Where there is concern that a student's needs may not be met by the centre or the parent's/carer's expectations appear unreasonable, the Director should seek further advice from the student's GP, The Local Authority and other medical advisers.

Where the Director wishes to share information with other staff within the school they should first seek permission from the student's parent/carer, or the student. Parents/carers' culture and religious views should be respected at all times.

Parents/carers

The prime responsibility for a student's health rests with the parent/carer; they are responsible for making sure their child is well enough to attend the centre.

The parent/carer should provide the centre with sufficient information about the student's medical condition. This should be undertaken in conjunction with the child's GP or paediatrician, as appropriate.

Where a student is acutely unwell it is advised that the parent/carer keeps him/her at home.

If a student becomes unwell during the school day, they should be collected as soon as possible. It is vital to have the relevant home and emergency contact telephone numbers held on file. These details must be regularly requested and updated.

Staff

The Ark staff have no legal or contractual duty (except where this is stated in the job description) to administer medicines to students or to supervise them taking medication. For those who volunteer, the Governing Body fully indemnifies all staff against claims for any alleged negligence, provided they are acting within their conditions of service and following government guidelines.

A member of staff who has a student with medical needs in his/her class should understand the nature of the condition and when and where that student may require additional attention. In particular, staff should be aware if any emergency is likely to occur and what measures they should take if one does. These measures should be in writing, in the Healthcare Plan and be readily accessible to staff.

Information and advice should also be provided to the Centre's First Aiders if the student's medical condition has implications for any first aid treatment which may be given.

Transport escorts

Escorts on the centre's minibus are all trained to administer any form of medication.

Where The Ark transports students with medical needs to and from the centre and escorts supervise them, the escorts should be provided with suitable and sufficient information in respect of the medical conditions and medications of the students in their care. This information should be provided in consultation with the Director and the student's parent/carers.

Staff training

Nominated staff, qualified First Aiders, Administration Staff and Mentors who may volunteer their services for specific duties are to be given appropriate training to manage and administer prescribed medication.

An up to date staff training record is to be kept as specified by the Director with all relevant training undertaken recorded for each individual.

All staff will also be offered training in areas where a student has a specific illness:

- Epi Pen Administration
- Diabetes
- Asthma

Record of student details

On admission of a student to the centre, all parents/carers will be required to provide information giving full details of:

- The named student's medical condition(s)
- Any known allergies
- Regular medication taken (type/amount/frequency)
- Emergency contact numbers
- Name of family doctor
- Any special instructions/requirements

Parents will be reminded to update these records with at least one reminder letter home each Academic year. Records of student's details are to be held on file.

Administration of medication

Under no circumstances should any person employed by The Ark administer medication if they have not received requisite training or authorisation from the Director. If a student is at severe risk because their medication cannot be given the Director must ensure that there are suitable emergency arrangements in place.

Short-term medical needs

Medicines should only be taken into the centre when essential; e.g. where it would be detrimental to a student's health if the medicine was not administered during the academic day.

It is recognised that it may be necessary at times for a student to take medication to minimise absence. Where this happens it is advised the parent/carer request that the prescription is such that the student does not need to take any medication whilst in the centre e.g. a dose frequency of three times per day rather than four times per day dose.

Medicines must be provided in an original container (as dispensed by the pharmacist) and include the prescriber's instructions for administration. Prescribers should be encouraged to provide two prescriptions for a student's medication, where appropriate and practicable: one for home and one for use when at The Ark.

Any medication brought into the centre must be clearly marked with the name of the student and the recommended dosage. It must be kept secure, unless there are valid reasons for the student to keep that medication with them (e.g. asthma inhaler).

Long-term medical needs

Each case will be determined, only after discussion with the parent/carer and a doctor, if applicable. The centre must have sufficient information about the medical condition of any student with long-term medical needs and parents are responsible for ensuring this information is shared.

The parent/carer should supply such information either prior to a student attending the centre or as soon as the condition becomes known.

The Ark will allow students who can be trusted to administer and manage their own medication, however parents/carers must give their written consent and the student should be supervised when taking the medication.

Non-prescription medicines

The Ark will only allow medications onto the premises that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. The centre will not enter into an agreement to administer non-prescribed medicines on a regular basis.

Staff should never give a non-prescribed medicine to a student unless there is a specific prior written permission from the parents/carers. Such written consent will need to state the medicine and the dose to be taken. The parent/carer should supply the medicine in the original packaging.

Where the Director agrees for staff to administer a non-prescribed medicine, it must be in accordance with this policy. The Director must set out the circumstances under which staff may administer non-prescribed medicines.

Where non-prescription medicine has been given, a strict system must be in place to ensure that a record is made of who received the medicine, what dose was given, who gave the medicine and when. A written note should also be sent to the student's parent/carer on the same day the medicine is given. It should inform them that a specified non-prescription medicine has been given, at what time and at what dose.

The student must be supervised whilst he/she takes any non-prescription medicine.

If a student suffers regularly from frequent or acute pain, the parents/carer should be encouraged to refer the matter to the student's GP.

No student under the age of 16 should be given aspirin or medicines containing ibuprofen unless prescribed by a doctor, or without their parent/carer's written consent.

The UK Medicines Control Agency has recommended that children under 16 should not be given aspirin, because of its links with Reye's syndrome, the rare but potentially fatal disorder found almost exclusively in children and adolescents.

The use of aspirin by children under 12 has been banned in the United Kingdom since 1986, and the Committee on Safety of Medicines warned that it should also be avoided in children up to 15 if they were feverish.

Self-director

The Ark encourages students to take control of their medication and illness from a young age. The ages that students are able to take control of their medicines varies enormously. It should however be considered that in some circumstances a young person might not ever mature enough to take medical responsibility for themselves whilst at The Ark. As young people grow, develop and mature they should be encouraged to participate in decisions about their medications and to take responsibility for them.

Where students are prescribed controlled drugs, staff will need to be aware that these are to be kept in safe custody. Students should be able to access these for self-medication, if it is agreed that it is appropriate.

Refusal to take medicine

No person can be forced to take medicine should they refuse.

If a student refuses to take medicine, and the information provided by the student's parent/carer and/or GP suggests that the student is at great risk if they do not take their medication, the parents should be contacted immediately. If a parent cannot be contacted, medical advice and/or a call to the emergency services should be made.

Where the information provided indicates that the student will not be at great risk if they do not take their medication, but the parent/carer has informed the school that their child should receive their medication, the parent/carer should be contacted as soon as possible.

Parents/carers should be communicated with directly and not via a note sent home with the student. Records of the conversations should be kept should the school wish to follow this up with a letter.

Parental requests to administer medication

Any requests for medicine to be administered must come from the parent/carer in writing. A signed, dated and completed parental agreement form must be submitted. Medication will not be administered to any student unless this form is completed correctly and the medicines concerned have been handed over to the designated member of staff within the school.

The medication must be in a container as prescribed by the doctor and must have the students name together with clear instructions. Medications should generally be administered during break times unless unavoidable.

Any member of staff administering medicine should check:

- the students name
- that there are written instructions provided by the parent or doctor
- the prescribed dose and the expiry date of the medicine

If there is any doubt about these details or they are not provided, then medication should not be given until the full details are known. Medication should not be administered until full information is provided.

Centre staff should never accept medicines that have been removed from their original container or make changes to dosages on parental instruction.

Pain relievers

The centre staff will administer pain relief, if the parent has sent pain relief in with the student giving permission to administer medication such as paracetamol, as/when required. Any pain reliever medication will be kept in a secure medicine cupboard with the students name clearly labelled on it.

Record of medicines administered to individual students

Up to date records are to be maintained by staff on every occasion after a student has been administered his/her medication. These records are to be held by the centre.

Records

A file labelled "Managing and Administering Prescribed Medications" is to be held at the centre, along with all student medication and any completed Policy Medical Forms for ease of reference and in the event of any emergency.

The file will record all of the relevant details for the student's condition or medication to be administered, on the appropriate Policy Medical Form as provided within this policy.

Clinical decisions

In the absence of any guidance from a medical professional it is not advised that any member of centre staff makes a clinical decision with regard to the needs of a student unless in extreme circumstances.

Any instructions given to centre staff in relation to a student's medical requirements should be specific and clear enough to avoid the need of requiring staff to make any judgment about what medication to administer. If necessary, Director will arrange a multi-agency meeting with appropriate health care professionals where clear instructions can be obtained and a student risk assessment can be agreed.

If a student's medical needs are such that the dosage or method of administration of any medication might vary depending on other factors, the centre should be provided with explanatory charts, diagrams or other printed guidance wherever possible.

If any medical problems arise which are not covered by a student's Healthcare plan, or any instances where the details on the Health Care plan are found to be unclear, the centre should contact the student's parent/carer, or seek medical advice, before taking any further action unless doing so would put the student at risk.

Student privacy and intimate care

Where invasive or intimate treatments are required then the person carrying out such a treatment should be of the same gender as the student receiving the treatment. One additional adult should be present whilst the treatment is carried out unless intimate care procedures indicate otherwise.

Those persons who volunteer to provide intimate or invasive treatments must be suitably trained.

Where invasive or intimate treatments are required but no member of staff volunteers to provide it, the Director and parents/carers must respect the staff's wishes not to do so, and not put any pressure on them to assist in such treatment.

Epi pens and asthma inhalers

Children and adults who have a sudden and severe allergic reaction to a foodstuff; insect bite or other external irritant may become ill quickly. Epi pens are considered to be a risk free treatment.

If staff are correctly trained to administer the Epi pen they are a one shot injection that cannot do any harm and at the worst they have no effect.

The centre is expected to have some provision for the emergency treatment of anaphylaxis. First aid treatment can include the appropriate use of Epi pens. Staff may volunteer to attend Epi pen training to enable them to administer treatment if needed.

If staff are not prepared to administer Epi pens this needs to be made clear to parents/ carers of individuals involved.

Epi pens are to be stored in a dry area which has a constant temperature, they are fragile to handle and can become ineffective if they are knocked or become too cold.

Where possible a minimum of two Epi pens should be kept on site in the event that one fails.

The "use by" date of each Epi pen should also be monitored to ensure they are within the effective date for use. Out of date Epi pens should be replaced as soon as practicable.

It is important that the parent/carer inform the centre if a student requires an Epi pen or inhaler. Older students are able to self-administer their own medication and parents/carers should be part of this process.

The designated member of staff for the centre is to hold a register of student's names of who have been diagnosed with suffering from Asthma, the severity of it, the type of inhaler to be used, whether it is to be administered by staff or can be self-administered.

Inhalers for younger students who are unable to administer their own medication should be kept in a safe place and labelled in the same manner as any other medication.

In the case of an asthma attack the inhaler would need to be administered urgently so the centre must have an emergency procedure in place so that all staff are aware of the location of all inhalers.

The storage of inhalers needs to be well managed and the distance between where the student is situated and where the inhalers are stored must also be considered.

Parents/carers should request an extra inhaler from their family doctor so that this can be left at the centre.

The Ark staff must not allow inhalers for one student to be used by another and must only allow inhalers to be used by the student it is prescribed for.

Healthcare plans

The Ark will ensure that each student with medical needs receives the appropriate support, and that all persons who may come into contact with the student have access to sufficient information.

A Healthcare plan should give details of the student's condition, daily care requirements, emergency action to take and when to take it, who is responsible in an emergency including reserves and any follow up care that may be needed.

Healthcare plans are to be held as designated by the centre.

Input into the Healthcare plan should be sought from everyone with whom the student is likely to have contact with, and who have agreed to administer prescribed medication.

The Healthcare plan should be provided to all staff that will have contact with the student. As the medical information contained within the Healthcare plan is confidential, the level of information provided to various staff should be carefully planned.

The Healthcare plan should also identify what particular training needs will be required for anyone volunteering to administer prescribed medication.

The Healthcare plan should reflect not only the physical needs of the student but the emotional needs as well. However, the Director should be cautious in making value judgments about any medication prescribed, even though the student may appear to be unable to cope with taking his/her medicine. In those instances, the Director will need to discuss his/her concerns with the student's parent/carers and/or healthcare professionals.

The Healthcare plan should always identify what action should be taken in the event of an unexpected injury/emergency. If a student who accesses medication in the centre requires hospital or clinical

treatment as a result of some incident, the Healthcare plan and the medication must be taken with them to hospital or ensure that the parent/carer takes them. This is to be noted in the Healthcare plan.

School trips and sporting activities

Students with medical needs should be encouraged to participate in extracurricular activities and trips as long as the safety of the student, other students and/or staff is not placed at significant risk. The Director may take additional measures for outside visits for students with medical needs.

This may include:

- additional staff supervision
- adaptations for bus or coach seats and entrances
- provision of secure cool-bags to store medicine
- provision of properly labelled single dose sets
- copies of the student Healthcare plans in the event of an emergency referral
- copies of completed Medical Forms (as required)
- copies of blank Medical Forms for completion (as required)

When planning trips and extracurricular activities which will include a student with medical needs, all staff supervising the trip should be made aware of any additional requirements that the student may need and any emergency procedures that may be required (unless the parent/carer does not give their prior consent to do this). This is to be covered in the event Evolve Risk Assessment and can also be in a person specific Risk Assessment where necessary.

The location to be visited should be made aware that student(s) with medical needs are included in the party, if this is practicable and if the parents have consented.

If a student's medical condition could be aggravated by the location being visited they should not be permitted to go.

If there is any doubt regarding the activity, the Director should discuss the activity with the parent/carer and also, if necessary, seek medical advice.

Some students will need to take precautionary measures prior to and/or during exercise and may need immediate access to medication afterwards.

Any members of staff supervising students involved in Physical Education and sporting activities must be aware of the relevant medical conditions and emergency procedures for any student with a medical condition who is participating in the lesson or activity.

For extracurricular activity or after hour physical education lessons, where a student with a medical need is participating, the level of supervision should be assessed, and it may need to be increased.

Storage and administration of medicines

Medicines may cause harm to anyone for whom they were not prescribed. They may also be harmful for the person for whom they were prescribed if that person takes an incorrect dose. Some medicines are poisons; others can become poisons when they react with other substances.

Where a medicine may be thought to be non-toxic or non-poisonous, it should still be classed as being toxic to avoid any confusion.

Staff are required to assess the risks presented by a hazardous substance to any person who may come into contact with it. Then, having assessed the risk, they should determine the method or methods by which that risk may be removed, reduced or controlled. The primary consideration is to eliminate the risk completely. This may be done by not allowing medicines into the centre and, for example, requiring students to be placed on three time's daily doses rather than four times daily doses, if appropriate.

If the hazardous substance cannot be eliminated from the school, the next requirement is to substitute it for a less hazardous substance if one exists. If there is no means of eliminating or substituting the hazardous substance, controls to reduce any risk of harm to the lowest level that is possible should be implemented.

All controlled drugs must be kept in an approved lockable receptacle. This must be locked at all times except when being accessed for the administration of medication for the named recipient.

Lockable receptacles should be, where possible:

- Of robust construction
- Made of steel
- Securely bolted to the floor or wall
- Kept in a room or building that is alarm protected.

It is recommended that it is locked by a key and or a combination lock together. This will allow for a master key to be fastened to the inside of the receptacle and only the nominated member of staff to have the combination code to unlock in an emergency. The integrity of using only a combination lock cannot be guaranteed.

Keys should be kept to a minimum and only held by individuals who have legitimate authority to access the medicine cabinet. They should never be given to an unauthorised person, left on hooks, in desks or out on display.

The Director is to nominate a responsible person for making sure that all medicines and medications are secure and safe at all times.

It is important to ensure that:

- Large volumes of medicines should not be stored. Staff should only store, supervise and administer medicine that has been prescribed for an individual student.
- Medicines should be stored strictly in accordance with product instructions.
- Students should know where their own medicines are stored and who holds the key.
- All emergency medicines, such as asthma inhalers and adrenaline pens, should be readily available to students and should not be locked away.
- Few medicines need to be refrigerated. These can be kept in a refrigerator with food but they must be in an air tight container and clearly labelled.
- There should be restricted access to a refrigerator holding the medication.
- When the room holding the refrigerated medication is not occupied, depending on the risk assessment undertaken by the Director, the room or the fridge should be locked so that access is denied to everyone except those authorised by the Director.
- Medicine should be stored in original containers which are labelled with:
 - The name of the person for whom the medicine is prescribed
 - The name and constituents (if known) of the medicine
 - The prescribed dose

- The time the prescribed dose is to be taken
- Who to contact in an emergency
- The expiry date of the medicine
- The name of the person or organisation responsible for prescribing the medicine - the likely side effects for the person taking the medicine (e.g. harmful or toxic if swallowed, harmful by inhalation, harmful if in contact with the skin or eyes).

(It may not always be possible to get all the above information from the original container. If this is so, the pharmacy supplying the medicine or the pharmacy department of the local NHS Trust may be of assistance).

Some medicines can have serious ill health effects on those giving the medicine, produce harmful vapours, some can be corrosive or produce dermatitis; some can sensitise those giving the medicine, some people may already be sensitive to the medication, particularly those who suffer from eczema or asthma.

Staff who volunteer to administer prescribed medications which have been assessed as being a sensitizer should be asked if they have respiratory or skin problems. If they have, the Director should seek an alternative volunteer.

Volunteers should be provided with suitable personal protection such as disposable gloves, face mask.

Should a volunteer become sensitised to a particular medication they should cease to administer it and again the Director should seek an alternative volunteer. Such reactions, however, are rare.

Disposal of medicines

Under no circumstances should the centre dispose of any prescribed medication or the container from which it came.

The parent/carer of the student for whom the medication was provided should collect all empty containers, surplus medication and out-of-date medications. They should also collect medicines held at the end of each term.

If parents/carers do not collect these medications, they should be taken to a local pharmacy for safe disposal.

Disposal of sharps

Sharps boxes should always be used for the disposal of needles. Sharps boxes can be obtained by parents on prescription from the student's GP or paediatrician. Collection and disposal of the boxes should be arranged with Leeds City Council's Environmental Waste Disposal Unit.