

MEDICATION POLICY



Produced Date:	Version No:	Reviewed By:	Approval Date:	Review Date:
Oct 2017	Version 4	SLT Apr 2021	Apr 2021	Aug 2022



Medication Policy

Introduction

Employability Solutions Ltd aims to ensure that all students have full access to the curriculum regardless of their individual medical needs. This policy outlines the procedures to enable student's medical needs, both physical and mental health, to be catered for without disrupting their education, including college trips and physical education. The roles and responsibilities of staff involved, implementation and monitoring of the policy are also outlined.

Employability Solutions is an inclusive community that aims to welcome and support all students including students with medical condition:

- Employability Solutions understands that, in addition to the educational impacts, there are social and emotional implications associated with medical conditions, and that we have a responsibility to make the centre welcoming and supportive to our students with medical conditions who currently attend and to those who may enrol in the future.
- Employability Solutions aims to provide all students with all medical conditions the same opportunities as others at the centre. We will help to ensure they can be healthy, stay safe, enjoy and achieve, make a positive contribution and achieve economic well-being.
- Employability Solutions aims to include all students with medical conditions in all school activities.
- Parents/Cares of students with medical conditions are often concerned that their child's health will deteriorate when they attend centre. At Employability Solutions we listen to and value the views of Parents/Carers and Students and work in liaison with and take advice from appropriate healthcare professionals.
- Parents/Carers of students with medical conditions are aware of the care their children receive at Employability Solutions.

Main Aims

- To facilitate the attendance of students with medical needs
- To minimise the disruption to the education of the students with medical needs;
- To receive, store, administer, dispose of medication in line with the organisations procedures
- To ensure systems and procedures are effectively implemented
- To use individual health care plans for students with complex medical needs
- To provide proper training for staff who administer medication
- To keep a comprehensive and confidential record of student's medical needs
- Where appropriate, to consult with health and social care professionals, parents and students to ensure students are effectively supported
- To monitor, review and have emergency interventions in place for those students at high risk
- To ensure that students are supported emotionally and socially who have difficulties physically and mentally

How does Employability Solutions Respond?

Employability Solutions Ltd will ensure that the following procedures are in place:

Receiving Medication

- All medication must be in the original container
- All medication **MUST** be clearly labelled with:
 - The Student Name
 - The name and strength of the medication
 - The dosage and when the medication should be given
 - The expiry dates
- All medication must be accompanied by a written confirmation by a health practitioner (e.g. GP, clinical nurse, specialist, nurse practitioner) including the time/dose to be given in centre.



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- If two medications are required, these should be in separate, clearly and appropriate labelled containers.
- On arrival at centre, all medication is to be handed to Education Administrator, the designated member of staff, by the parent/carer (unless there is a prior agreement with the school and student for the student to carry medication, e.g. asthma inhalers) and details entered into the medication record.

Storage of Medication

- Each student receiving medication will have the following documentation:
 - Written request for staff to administer medication
 - Written confirmation of administration from a health or medical practitioner
 - Student record of medication administered
 - Parent/Carer consent for offsite activities/trips and visits
 - Verbal messages are not acceptable
- In addition to these, student with complex medical needs will have an individual Education Health Care Plan (EHCP).

Administration of Medication

The Education Administrator role includes the administration of medication and health care. The Pastoral Mentor and Student Services Manager may also administer medication.

The following procedures should continue to be implemented:

- Medicine should be administered in an appropriate/confidential room
- Before medication is administered, the student's identity must be established by checking with another competent adult
- Staff will follow directions for administration provided in writing by the health practitioner
- Staff will record details of each administration and note any side effects
- A student should never be forced to accept medication, the parent/carer must be informed of this refusal on the same day
- No student under the age of 16 years should be given medication containing aspirin unless prescribed by a doctor

Self-Administration of Medication

- Parents/carers must complete a written request form for a child to self-administer medication (examples would include asthma medication and or insulin, but this is not a conclusive list). This would only be allowed if a child has been trained and is competent to administer their own medication
- If appropriate the Education Administrator will take steps to monitor or have a level of supervision for students who self-administer

Record Keeping

- A system of record keeping will include:
 1. List of authorised staff
 2. Record of all instruction undertaken by designated staff
 3. Record of children allowed to self-administer medication and competent to do so
 4. Individual Health Care Plans
 5. Records of parental/carer consent and health practitioner instructions, including those for self-administration consent, should be reviewed and confirmed annually, in addition to on-going updating
 6. Record of administration of medication including amount administered is to be kept
 7. An accurate record of controlled drugs that have been prescribed and amount used should be carefully monitored
 8. Record of medication disposed of to the parent/carer or through a pharmacy
 9. Pen portraits for first aid staff



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- A parent/carer request form should be completed each time there is a request for medication to be administered or there are changes to medication/administration instructions
- The request must include:
 - Child's name, date of birth
 - Name of medication, timing and dosage of administration and expiry date (Confirmed in writing by a health practitioner)
 - Emergency contact names and telephone numbers
 - Name and details of doctor and/or health practitioner
 - Method of administration
- Reasons for not administering regular medication must be recorded and parents/carers informed immediately/within the timescale agreed by the Education Administrator
- Must keep records of administration of medication on the appropriate forms

Emergency Medication

- Emergency medication is subject to the same request and recording systems as non-emergency medication, with additionally signed Consent and written Individual Health Care Plan.
- This type of medication will be readily available
- Consent and Health Care Plan must be checked and reviewed as needed throughout the year.
- It is the parents/carers responsibility to notify of any changes in medication or administration.

Emergency Procedures

- Students are to be made aware of what to do in an emergency by informing a teacher immediately.
- A member of staff will accompany a student to hospital and remain there until the parent/carer arrives, a copy of the student's medical form will be taken by the accompanying member of staff for information purposes.
- Emergency procedures will be documented for each student attending our provision who takes regular medication, staff attending to an emergency medical need will follow this plan.

Healthcare Plans

Healthcare Plans will identify:

- Who will be involved in the initiation, monitoring and review (these reviews will take place at least annually)
- When the next review date will be held
- Where the medication is stored
- Who should collect it in an emergency
- Who should stay with the child
- Who will 'phone' for an ambulance/medical support
- Contact arrangements for parents/carers
- Supervision of other students
- Support for students witnessing the event
- Recording systems
- Arrangements for any dietary or environmental requirements
- Arrangements for educational, social or emotional needs and considerations when moving around the building



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- Provision that will be made available to staff on all medical conditions affecting students in the college and are fully understood so that staff can recognise and respond quickly when a problem occurs.

Healthcare Plans will also be accessible to parents and the appropriate staff including, when appropriate supply teachers

If the medical condition fluctuates or is high risk of emergency then intervention, parents, lead Clinician, SENDCo and lead administrator team will agree the appropriate level of monitoring and review of the healthcare plan.

Transitional Arrangements for New Students

During transition from another school/education provider, Employability Solutions will liaise between previous schools/education and healthcare professionals, if appropriate, so that Healthcare Plans are in place when students arrive in Employability Solutions.

New Diagnosis of Health Conditions

- In the event of a new diagnosis, every effort will be made to ensure that a Healthcare Plan review is arranged within 2 weeks

Offsite visits and other activities outside the normal timetable

- For any additional visits the Student Services Manager will ensure that they refer to student Healthcare Plans and prepare risk assessments prior to the event to consult with parents and staff if appropriate.
- On trips, any medication or emergency medication (asthmas inhalers etc) to be readily available and not locked away.

Roles and Responsibilities

The people responsible for implementing this policy are the Senior Leadership Team.

The following individuals will have roles in ensuring the policy is implemented effectively:

- Head of Education will work with Student Services Manager with the implementation of monitoring and review of Healthcare Plans.
- GP's and paediatricians should notify the centre when a child has been identified with a medical condition
- Students should be fully involved in discussions about their medical needs and make a contribution to their Healthcare Plan
- Parents/carers must provide the centre with sufficient and up to date information about their child's condition and be involved in the development of their Healthcare Plan and review and carry out actions they have agreed to implement, such as providing equipment and medicines.
- Employability Solutions will access the Local Authority should further support advice and guidance be required
- Tutors/staff will be informed how a child's medical condition impacts on their lesson
- Tutors/staff will make reasonable adjustments for the inclusion of students so that they are able to take part in activities fully and safely
- Parents/carers will be informed if a child becomes unwell during their education by a member of the pastoral or admin team

Guidelines for best practice

- Students will be allowed to access their inhalers and medication and be able to administer them when necessary
- Do not assume every student with the same condition requires the same treatment



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- Take into account the views of students and parents/carers
- Always take into account medical evidence and opinion (although this may be challenged)
- Ensure a student who becomes ill is not sent unaccompanied or with someone unsuitable
- Do not penalise students for poor attendance due to their medical condition
- Do not require parents/carers to attend college to administer medication or provide medical support
- Never prevent students from participating or create barriers for students in any aspect of their education
- Students will always be allowed to drink, eat and take toilet breaks or other breaks whenever they need to in order to manage their medical condition