

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	Jan 2018	Review date:	Jan 2020
Policy Owner:	COO	Page: 1 of 3			
Audience:	Trustees <input checked="" type="checkbox"/> Parents <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/>	Students <input checked="" type="checkbox"/>	Local Academy Council <input checked="" type="checkbox"/>	

Supporting Students with Medical Conditions

Introduction

The Trustees and staff of Staffordshire University Academies Trust (SUAT) wish to ensure that students with medication needs receive appropriate care and support. The Principal / Headteacher accepts responsibility in principle for members of their Academy staff supervising students taking prescribed medication during the school day **where those members of staff have volunteered to do so.**

The administration of medicine is the responsibility of parents/carers. SUAT staff have a professional and legal duty to safeguard the health and safety of students.

No child under 16 should be given medicine containing aspirin unless prescribed by a doctor.

Written Instructions

All medicines that are to be administered with the SUAT **must** be accompanied by written instructions from the parent/carer or the GP. Non-prescription medicines are allowed into school, e.g. paracetamol if accompanied by a parental consent form.

Parents are responsible for providing the Principal / Headteacher with comprehensive information regarding the student's condition and medication.

Labelling of Medicines

When medicines have to be brought into school, the original container complete with the original dispensing label to identify directions for use.

If a student is on regular medication, the dispensing chemist may, at his own discretion, agree to supply two filled containers. The Academy bottle would contain more than one day's supply and the dispensing chemist may request that the GP writes two prescriptions; one for home, the other for Academy use. In any event, only reasonable quantities of medication should be supplied to the Academy (for example, a maximum of four weeks supply at any one time).

The label on prescribed medication should clearly state:

- Name of student
- Date of dispensing
- Dose and dose frequency
- Cautionary advice/special storage instructions
- Name of medicine
- Expiry date

Where the information on the label is unclear, i.e. 'as directed' or 'as before', then clear instructions must be given on a parental consent form. **Medication, e.g., for pain relief should not be administered without first checking maximum dosages and when the previous dose was taken. Parents will be informed when medication is taken. Academies will not accept items of medication in unlabelled containers.**

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Storage

Medication must, at all times, be stored in containers as indicated above even when kept by students themselves. Medicines should be kept safely and be accessible when required. Special storage requirements should be clearly stated.

Administration of Medicines

Three general rules apply to the administration of medicines:

- The student self-administers their own medicine of which the Academy is aware and parental consent form is completed.
- The student self-administers the medication under the supervision of a member of staff with First Aid qualifications.
- It is the responsibility of parents to notify the school in writing if the student's need for medication has ceased.

Educational Visits/Other Academy Journeys

The Academy will make every effort to continue the administration of medication to a student whilst on trips away from the school premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a student on a school trip if appropriate supervision cannot be guaranteed.

Where the student travels on school transport with an escort, parents should ensure the escort has written instructions relating to any medication sent with the student, including medication for administration.

Prohibited Treatments

The treatments listed below should not be carried out by SUAT staff:

- **Injections (excluding Epipens used in treatment of anaphylactic shock).**
- **Administration of a medication to any child unless specifically prescribed or provided for that child.**
- **Administration of Buccal Midazolam.**
- **Insertion of any form of catheter or any form of intravenous therapy.**
- **Insertion or changing of any form of tube feeding.**

Medical Confidentiality

Any medical or related information provided to the Academy will be treated in the strictest confidence.

Please note that parents should keep their children at home if acutely unwell or infectious.

Medication will be kept in a secure place, out of the reach of students. Unless otherwise indicated all medication to be administered in school will be kept in a locked medicine cabinet.

The Academy will keep records, which they will have available for parents.

If a student refuses to take medicines, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.

It is the responsibility of parents to notify the Academy in writing if the student's need for medication has ceased.

Staffordshire University Academies Trust		Trust Policy Document			
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Policy Owner:	COO	Page: 3 of 3			
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It is the parents' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.

The SUAT will not make changes to dosages on parental instructions.

The SUAT staff will not dispose of medicines. Medicines, which are in use and in date, should be collected by the parent at the end of each term. Date expired medicines or those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal. **Sharps boxes should always be used for the disposal of needles and other sharps.**

For each student with long-term or complex medication needs, the Principal / Headteacher, will ensure that a Care Plan is drawn up, in conjunction with the appropriate health professionals.

Where it is appropriate to do so, students will be encouraged to administer their own medication, if necessary under staff supervision. Parents will be asked to confirm in writing if they wish their child to carry their medication with them in school (with the exception of controlled drugs, which are prohibited within school and must be stored within the lockable first aid cabinet).

Staff who assist in the support of students with medical conditions will receive appropriate training/guidance through arrangements made with the School Health Service.

All staff will be made aware of the procedures to be followed in the event of an emergency.

Emergency Procedures

Where a child has an individual healthcare plan, this should clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other students in the Academy should know what to do in general terms, such as informing a teacher immediately if they think help is needed.

If a student needs to be taken to hospital, a member of staff should stay with the child until the parent arrives, or accompany a student taken to hospital by ambulance. Staff should never take a student to the hospital in their own car unless accompanied by another member of staff and only then in extreme emergencies.