

West Midlands UTC

Administration of Medicines Policy

West Midlands UTC recognises that many students will at some time need to take medication whilst at the UTC. Whilst parents or carers retain responsibility for their son or daughter's medication, the UTC has a duty of care to students whilst at UTC. The governing body wish to do all that is reasonably practical to safeguard and promote the health and welfare of students.

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Comments			
Monitoring, Evaluation and Review	This policy will be reviewed as it is deemed appropriate, but no less frequently than every 2 years. The policy review will be undertaken by the Principal, or nominated representative.		

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1. Purpose

1.1. This policy aims to:

1.1.1. ensure that everyone, including parents and carers, are clear about their respective roles;

1.1.2. put in place effective management systems to help support individual students with medical needs, and

1.1.3. ensure that medicines are handled responsibly.

2. Guidelines

2.1. Procedures for the management of prescription medicines during the UTC day.

2.1.1. Medicines should only be brought to UTC when essential, that is where it would be detrimental to a child's health if the medicine was not administered during the UTC day.

2.1.2. Medicines will only be accepted if they have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include instructions for administration.

2.1.3. All tablets should be checked on arrival to ensure that the prescribed strength of individual tablets are the same e.g. all 10mg.

2.1.4. The UTC will not make changes to dosages on the instructions of parents or carers

2.1.5. Parents or carers are encouraged to ask for medicines to be prescribed in dose frequencies which enable it to be taken outside UTC hours. Medicines that need to be taken three times a day should be taken in the morning before UTC, after UTC hours and at bedtime.

2.1.6. No student under 16 should be given medicines by staff without their parent or carer's written consent.

2.1.7. Before giving any medicines to a student staff should check:

2.1.7.1. the student's name

2.1.7.2. prescribed dose

2.1.7.3. expiry date

2.1.7.4. written instructions provided by the prescriber on the label or container

2.1.8. If the member of staff has any doubts about any procedure they should not administer the medicine but check with the parents, carer or a health professional.

2.2. Controlled drugs

2.2.1. The supply, possession and administration of some medicines are controlled by the Misuse of Drugs Acts and its associated regulations. Some controlled drugs may be prescribed as medication for use by students.

2.2.2. Controlled drugs should be stored in a locked non-portable container and only named staff should have access. A record should be kept for audit and safety purposes.

2.2.3. Staff administering a controlled drug should do so in accordance with the prescriber's instructions.

2.2.4. A controlled drug, as with all medicines, should be returned to the parent or carer when no longer required to arrange for safe disposal. If this is not possible, it should be disposed using a licenced pharmacist or through a GP's surgery.

2.3. Procedures for managing medicines on educational visits

- 2.3.1.** Staff supervising educational visits should always be aware of any medical needs, and relevant emergency procedures.
- 2.3.2.** A copy of any health care plans should be taken on visits in the event of information being needed in an emergency.
- 2.3.3.** Emergency medication and inhalers must be with the student at all times. If this is not appropriate, eg the student is swimming, the medication should be kept by the designated teacher who is in close contact with the student.
- 2.3.4.** A first aider or appointed person is identified for all educational visits and a first aid kit is always accessible.
- 2.3.5.** At least one member of staff on an educational visit should be trained in the use of an auto-injector for emergencies where appropriate.

2.4. Sporting activities

- 2.4.1.** Most students with medical conditions can participate in physical activities and extra-curricular sport. Any restrictions on a student's ability to participate in PE should be recorded in their individual health care plan.
- 2.4.2.** Some students may need to take precautionary measures before or during exercise, and may also need to be allowed immediate access to their medicines such as asthma inhalers. Students should carry their own inhalers. The UTC will store spare inhalers which should be clearly marked with the student's name.

2.5. Off-site education or work experience

- 2.5.1.** The UTC will ensure that work experience placements are suitable for students with a particular medical condition.
- 2.5.2.** The UTC or their representative will assess the suitability of all off-site provision including UTC and work placements. This includes responsibility for an overall risk assessment of the activity, including issues such as travel to and from the placement and supervision during non-teaching time or breaks and lunch hours.
- 2.5.3.** The UTC or employer will undertake a risk assessment to identify significant risks and necessary control measures whilst the students are on site.
- 2.5.4.** Parents or carers and students must give their permission before relevant medical information is shared on a confidential basis with employers.

2.6. Health care plans

- 2.6.1.** The main purpose of an individual health care plan for a student with medical needs is to identify the level of support that is needed. Not all students who have medical needs will require an individual plan.
- 2.6.2.** The health care plan should be prepared by the UTC nurse and reviewed regularly depending on the nature of the child's particular needs. As a minimum plans should be reviewed at least once a year.
- 2.6.3.** Copies of health care plans should be located in the medical room.

2.7. Roles and responsibilities of staff managing the administration of medicines

- 2.7.1.** The UTC will ensure that the administration of medicines is included in the job description of at least two members of support staff.

2.7.2. The UTC should ensure that staff are appropriately trained to manage medicines as part of their duties and where appropriate, trained and signed off as competent by the school nurse.

2.8. Parental responsibilities

2.8.1. Parents and carers are responsible for their child's health and should provide full information about their child's medical condition, including details of any medication.

2.8.2. It is the parent or carer's responsibility to ensure that medicines are in date and are replaced as appropriate.

2.8.3. It is the parent or carer's responsibility to inform the UTC in writing if there have been any changes in the administration of their child's medication.

2.8.4. It is the parent or carer's responsibility to ensure that employers providing work placements and off-site training providers are aware of their child's medical condition and any prescribed medication.

2.9. Non-prescription medicines

2.9.1. Staff should never give a non-prescribed medicine to a student.

2.9.2. A student under 16 should never be given aspirin or medicines containing Ibuprofen unless prescribed by a doctor.

3. Students carrying/self-administering medicines

3.1. The UTC does not provide pain relieving medication.

3.2. Students over 13 may carry a one-day supply of pain relieving medication. A one-day supply consists of a maximum of two tablets.

4. Staff Training

4.1. Staff should be familiar with normal precautions for avoiding infection and follow basic hygiene procedures. They should have access to protective disposable gloves and take care when dealing with spillages of blood or other body fluids and the disposal of dressings or equipment. Any dressings should be placed in the designated yellow bags and placed in a ST disposal bin for incineration.

4.2. The UTC will ensure that staff have received appropriate training to support students with medical needs.

4.3. Arrangements should be made to ensure that staff attend refresher courses to update their knowledge on a regular basis.

4.4. Annual training in the use of an auto-injector takes place in September.

5. Record Keeping

5.1. A completed copy of the proforma 'Medicine Consent Form' is obtained from the parent or carer before any medication is administered.

5.2. Staff should complete and sign the 'Record of Medicines Administered' proforma each time they give medicine to a student.

5.3. Staff should make sure that the information given by the parent or carer is the same as that provided by the prescriber.

5.4. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions. In all cases staff should check that the written details include:

5.4.1. name of student

5.4.2. name of medicine

- 5.4.3.dose
- 5.4.4.time/frequency of administration
- 5.4.5.method of administration
- 5.4.6.any side effects
- 5.4.7.expiry date

6. Safe storage of medicines

- 6.1. Staff should only store, supervise and administer medicine that has been prescribed for an individual student.
- 6.2. Medicines should be stored in accordance with product instructions (paying particular note to temperature) and in the original container in which dispensed.
- 6.3. Staff should ensure that the supplied container is clearly labelled with the name of the student, the name and dose of the medicine and the frequency of administration.
- 6.4. Students should know where their own medicines are stored and who holds the key.
- 6.5. All emergency medicines, such as asthma inhalers and auto-injectors, are readily available to students in the medical room and they are not locked away. Other non-emergency medicines are kept in a secure place not accessible to students.
- 6.6. A few medicines need to be refrigerated. They can be kept in a refrigerator containing food but should be in an airtight container and clearly labelled. There should be restricted access to a refrigerator containing medicines.

7. Disposal of medicines

- 7.1. Staff should not dispose of medicines.
- 7.2. Parents or carers are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal. If parents or carers do not collect medicines a member of the SLT should dispose of medicines following correct procedures.
- 7.3. At the end of every term a check will be undertaken by the lead first aider of all the student medication on site including the lockable medicine cabinet. Any medication that is not returned or no longer needed, is out of date or no longer clearly labelled will be returned to a local pharmacy for safe disposal by a member of the SLT.

8. Safe Disposal of Medical waste

- 8.1. If a student requires enhanced provision of medical needs e.g. requiring injections, it is the parents'/carers' responsibility to provide the required equipment for this procedure. Parents/carers must also provide the school with an empty sharps container, which must be used to dispose of any used needles.
- 8.2. Sharps must be disposed of in a sharps box where the injection has taken place. The sharps box is then temporarily closed (click once) depending on the box design prior to safe storage and not left open as items can fall out or be accessed. Sharps containers must be used for the safe disposal of any sharp implements which could have been contaminated with bodily fluid. Sharp containers must only be kept in the designated medical area of the UTC. Policy and practice is reviewed by the school nurse on an annual basis when reviewing the working together agreements.
- 8.3. Any other clinical waste must be disposed of using the RWT NHS Trust 'orange bag' system or other procedure agreed by the Local Authority.

9. Non-Prescription Medications

9.1. Normally this type of medication should not be given at the UTC. However there may be exceptional circumstances where this is appropriate, for example where a student is known to suffer from recurring acute pain. Parents are required to complete a permission form.

10. Herbal Medicines

10.1. Many over-the counter herbal medicines may be contra-indicated if a child is taking prescribed medication. If parents request that herbal medicines are administered on school premises, this should only be agreed to upon receipt of written consent form from the students G.P.

11. Homeopathic Medicines

11.1. Many homeopathic medicines need to be given frequently during the day. This is difficult to manage in school therefore homeopathic medicines are only acceptable at the UTC if a student is capable of self-administering.

12. Risk assessment and management procedures

12.1. Staff should never take a student to hospital in their own car; it is safer to call an ambulance.

13. Confidentiality

13.1. Staff should always treat medical information confidentially.

13.2. The Principal (or his representative) should agree with the parents or carers who else should have access to medical information.

13.3. If the information is withheld from staff they should not generally be held responsible if they act incorrectly in giving medical assistance but otherwise in good faith.

14. Refusing medicines

14.1. If a student refuses to take medicine, staff should not force them to do so, but should note this in the records.

14.2. The student's Form Tutor or a member of the senior team should inform the parents or carers on the same day of the student's refusal to take medication.

14.3. If a refusal to take medicines results in an emergency, the UTC's emergency procedures should be followed by calling an ambulance.

15. Students visiting the UTC

15.1. Students visiting the UTC or on a work placement are in a vulnerable position. It, therefore, is important that the person organising the visit provides details of students and their medical needs to UTC office staff and any staff that the student has contact with.

16. Adults visiting the UTC

16.1. Adults visiting the UTC who have a medical condition should inform the relevant member of staff, e.g. ITT student should inform the training UTC who will inform UTC office staff. Other visitors should inform the staff they are visiting who will then inform UTC office staff.

17. Dissemination of the Policy

17.1 This policy is available on the UTC website, on request to parents and carers, the LA and Ofsted through the Principal.

18. DfE Guidance and other documentation and guidance has been used to create this document. The specific guidance documents include: