



**University Academy Keighley**

**Medical Treatment of Student  
Procedures Policy**

**‘Inspiring Education in the Bradford District’**

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## **1.0 Roles and Responsibilities**

- 1.0 The responsibility for the implementation of this policy and provision rests with the Principal. On an operational basis, the management, responsibility and evaluation of this policy will be undertaken by the Business and Operations Manager.

## **2.0 Suggested Audience:**

**All Staff**

## **3.0 Related policies**

- 3.1 This policy is part of a suite of policies which should also be referred to:
- Off-site and Educational Visits Guide
  - Health and Safety Policy
  - First aid policy

## **4.0 University Academy Keighley Mission Statement:**

**'Inspiring Education in the Bradford District'**

## **5.0 Aim**

- 5.1 The Governors and staff of the Academy wish to ensure that students with medical needs receive proper care and support at the Academy. The Principal/Head of Pastoral Support will accept responsibility in principle for members of the Academy staff giving or supervising students taking prescribed medication when students are on site, where those members of staff have volunteered to do so.
- 5.2 The guidance and policy is based on the Department for Children Schools and Families (DCSF) guidance 'Supporting pupils with Medical Needs' as well as current guidance from the DFE website.
- 5.3 Schools and academies should be aware also of the wider context of the extension of the Disability and Discrimination Act 1995 to include educational settings, as well as the good practice guide produced by the DCSF entitled 'Health and Safety of Pupils on Educational Visits'.

## 6.0 Procedures for the administration of medication

- 6.1 Whilst all staff have a duty to take reasonable care for the health and safety of students in the Academy (including the oversight and management of the students' care plan/care package which must be up-to-date and received on time) *there is no contractual obligation for teachers to administer medication.* Where teachers do agree to participate in this duty it should be recognised that these duties are a voluntary action.
- 6.2 Provided staff act in accordance with the Academy's policies and procedures they will normally be fully covered by the Academy's (or Governing Body's) public liability insurance. These procedures make it clear that only authorised and appropriately trained staff can administer medication to students or supervise the self-administration of medicine by students. In general, the consequences of not taking action are likely to be more serious than those of trying to assist in an emergency.
- 6.3 Medication will only be accepted in the Academy if a doctor has prescribed it. The Academy must inform the Academy Nurse, SEN Coordinator and Student Support Team of any student, who has been prescribed a controlled medication e.g. Methylphenidate (Ritalin, Equasym). Controlled drugs are subject to the prescription requirements of Drug Regulations. The prescribing doctor is responsible for informing the patient when a drug belongs to this group. They are most unlikely to be prescribed to students at the Academy except Methylphenidate (e.g. Ritalin, Equasym).
- 6.4 It is expected that parents/carers will normally administer medication to their children at home. Medication will not be accepted anywhere in the Academy without complete written and signed instructions from parents/carers, including written medical authority if the medicine needs to be altered (e.g. crushing of tablets).
- 6.5 Only reasonable quantities of medication should be supplied to the Academy by a responsible person (no more than one (1) week's supply) and recorded in the Medication Administration Records File. It is the responsibility of parents/carers to collect and dispose of any medicines held in the Academy at the end of each term.
- 6.6 Each item of medication must be delivered in its original container and handed directly to the First Aid Coordinator or to a nominated person authorised by the Principal/ Business and Operations Manager.
- 6.7 Each item of medication must be clearly labelled with the following information:
- Student's name
  - Name of medication
  - Dosage
  - Frequency of dosage
  - Date of dispensing
  - Storage requirements (if important)

Expiry date (if available)

- 6.8 The Academy will not accept items of medication, which are in unlabelled containers.
- 6.9 Unless otherwise indicated all medication to be administered in the Academy will be kept in a designated clearly identified locked cupboard.
- 6.10 The Academy will provide parent/carers with details of when medication has or has not been administered to their child.
- 6.11 Where it is appropriate to do so, students will be encouraged to administer their own medication under staff supervision. For safety reasons students are not allowed to carry medication, with the exception of inhalers and epipens. The Academy reserves the right to insist that these items are also handed in if the student is not believed to be responsible enough to keep them on their person. All medicines must be handed to the First Aid Coordinator or to a nominated person authorised by the Principal.
- 6.12 It is the responsibility of parents/carers to notify the Academy if there is a change in medication, a change in dosage requirements, or the discontinuation of the student's need for medication.
- 6.13 Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Nurse Service.
- 6.14 To ensure that as far as possible, all students have access to all activities and areas of Academy life, a thorough risk assessment will be undertaken to ensure the safety of all students and staff. No decision about a student with medical needs attending/not attending an Academy trip will be taken without prior consultation with the parents/carers.

## **7.0 Residential trips and visits off-site (See Off-Site and Educational Visits Guide)**

- 7.1 Sufficient essential medicines and appropriate Health Care Plans will be taken and controlled by the member of staff supervising the trip.
- 7.2 If it is felt that additional supervision is required during any activities e.g. swimming, the Academy/setting may request the assistance of the parent/carer.

## **8.0 Health Care Plan**

- 8.1 Where appropriate, a personal Health Care Plan will be drawn up in consultation with the Academy/setting, parents/carers and health professionals. The Health Care Plan will outline the students' needs and the level of support required.

Health Care Plans will be reviewed annually.

## **9.0 Intimate or Invasive Treatment**

- 9.1 This will only take place at the discretion of the Principal, Academy's Board of Governors, with written permission from the parents/carers and only under exceptional circumstances. Two adults, one of the same gender as the student, must be present for the administration of such treatment. Cases will be agreed and reviewed on an individual basis. All treatment will be recorded.

## **10.0 Emergency procedures**

- 10.1 The Principal will ensure that all staff are aware of the Academy's planned emergency procedures in the event of medical needs.

## **11.0 Monitoring, Evaluation and Review**

- 11.1 The Governing Body will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy.

## **12.0 Approval by the Governing Body and Review Date**

- 12.1 This policy has been formally approved and adopted by the Governing Body at a formally convened meeting

Policy approved:

\_\_\_\_\_  
(Chair of Governing Body)

Date:

Date of Policy review:

### **13.0 APPENDIX 1**

- 13.1 This form ensures that the Academy has received the correct information from parents/carers and is able to monitor and correctly support the use of medication in the Academy. If a student requires several items of medication in the Academy, appropriate details should be provided on this form.

### **14.0 APPENDIX 2**

- 14.1 This form provides details of the staff training record.

### **15.0 APPENDIX 3**

- 15.1 This form is an example of a student's individual medication administration record.

### **16.0 APPENDIX 4**

- 16.1 This form informs parents/carers, when a student has not received the requested medication.

## 17.0 APPENDIX 1: MEDICATION CONSENT FORM

**(To be filed in Medication Administration Record File)**

The Academy/setting will not give your child any medication unless you complete and sign this form and the Principal/Head of Pastoral Support has confirmed that Academy staff have agreed to administer the medication.

.....

### DETAILS OF STUDENT

Surname:

Address:

Forename(s):

M/F:

Date of Birth:

Class/Form:

Reason for medication (optional):

.....

### CONTACT DETAILS:

Name:

Daytime Contact Telephone No:

Relationship to Student:

Address:

### MEDICATION

Name/Type of Medication (as described on the container):

For how long will your child take this medication?

Date dispensed:

.....

### FULL DIRECTIONS FOR USE:

Dosage and amount (as per instructions on container):



Method:

Timing:

Special Precautions:

Self-Administration:

a) I would like/would not like **(please delete accordingly)** my son/daughter to keep his/her asthma inhaler with him/her to use as necessary.

b) I would like/would not like **(please delete accordingly)** my son/daughter to keep his/her epipen on him/her for use as necessary.

I understand that the medication must be delivered by a responsible adult to an authorised/appointed person in the Academy and accept that this is a service which the Academy is not obliged to undertake.

Date:

Signature (s):

.....

## 18.0 APPENDIX 2: Staff Training Form for Medications

Academy:

Because of medical conditions students may require medication to be administered in the Academy on a regular basis.

Named staff are contracted to perform this procedure as specified in their job description and have agreed to be trained.

The training given by Bradford PCT staff will be monitored termly by the Academy Nurse and reviewed and updated annually or as required.

Nature of Procedure:

.....

Name of learning support staff trained and willing to perform procedure:       <b>Print Name</b>	Statement of learning support staff:  I feel competent to perform the procedure detailed above.      <b>Signature and Date</b>	Statement of trainer:  On the day assessed this individual was competent to carry out the procedure named above, and fulfilled the standard of competence described for the procedure.      <b>Signature and Date</b>

To be retained by trainer and copied to learning support staff

### 19.0 APPENDIX 3: Medication Administration Record

Student's Name:

Form/Class:

Medication:

Time to be given:  
(check prescribing label)

Date cancelled:

Controlled medication e.g. Ritalin received:  
(Give date(s) and number of tablets in table below)

How medication was altered (if applicable):  
(e.g. crushing tablets, diluting)

Review date:

Medication Given	Date	Time	Staff Signature	Print Your Name	Medication unable to be administered (Y/N)	Reason e.g. student refusal	Action Taken e.g. phone/letter home
Examples Ritalin (1 tablet)	6.1.08	12.00					
Epilim (200mg/5ml)	12.1.08	12.30					

**Note1:** Controlled medication e.g. Ritalin must be measured or counted on receipt and recorded above.

**Note 2:** it is important that there is a minimum 4-6 hours gap between doses of paracetamol based medication. If unsure contact should always be made with parents before administering.

**20.0 APPENDIX 4 : A form informing parents/carers, when a student has not received the requested medication.**

Date:

Dear

Re: the Administration of requested medication

Unfortunately, we were unable to give ..... his/her  
.....

today because

Yours sincerely,

(If you would like to discuss this please contact the Academy office on the following number .....)