



Mildenhall College
A C A D E M Y

Medicines Policy

Adoption Date: July 2013

Last Reviewed: July 2017

Next Review: July 2020

This policy is reviewed every three years. It can be reviewed sooner if amendments to legislation or educational practice necessitate a change.

Links to other policies:

- **First Aid Policy**
- **Health and Safety Policy**
- **Medical Conditions Policy**
- **Equalities Policy**

Mildenhall College Academy

Medicines Policy

When Would the Academy Administer Medicine to a Student?

1.1. There are four sets of circumstances in which an academy could be expected to administer medicine to a student:

- (i) as part of appropriate first aid treatment;
- (ii) in the event of unexpected discomfort such as headaches, sickness or period pains;
- (iii) to a student with a chronic or long-term complaint - e.g. asthma, diabetes or epilepsy;
- (iv) during or following a period of illness for which a course of treatment has been prescribed or which has not been completed while the student is away from the academy.

The academy would be prepared to administer appropriate medicine in the first three of these circumstances provided written or verbal permission is provided by the parent/carer. The academy has discretion to respond appropriately in cases where parents request that their student receives medicine administered by a member of staff during or following a period of illness. In these cases, the academy may agree or decline this request, having paid due regard to the particular circumstances and the best interests of the student concerned.

1.2. When students are temporarily ill, it is the parents' responsibility to ensure that they receive proper care, and the academy may advise parents that when their children are unwell they should not be sent to the academy. The administering of medicines to students is also the parents' responsibility unless the circumstances make this impractical. Since very few short-term medications need to be administered in the middle of the day when the student is well enough to be at the academy, parents may be expected either to keep the student at home or to arrange to administer the medicine personally or give the academy permission to administer the medicine during the academy day.

1.3. When a student returns to the academy after an illness any request by the parents that the academy continues the treatment should be accompanied by a signed statement of support to this effect from the parents. Where this has not been supplied, the academy may refer the case to the student's GP for guidance as to the appropriateness of the student being at the academy. In the light of advice received, the parents could then be asked to take the student home. Class teachers must not act on parental instructions without referring their request to the senior first aider for further action or approval.

2. **The Principal's Responsibilities**

2.1. There will be many times when a Principal, acting in loco parentis and recognising that a student's parents are not readily available, should arrange for the administering of medicine to a student if this is required during academy hours. Individual cases should be considered on their own merits and any doubts or reservations should be discussed with the student's GP and in the event of an emergency an ambulance called.

2.2. If a student appears unwell in the academy and the Principal is concerned, the parent should be informed immediately and if necessary, asked to come and collect the student. A parent bringing a student to the academy in the morning who is obviously too unwell to be there should be asked to take the student home. At Mildenhall College Academy the qualified first aider at reception staff will act on behalf of the Principal and make arrangements for students who are deemed unwell to go home.

3. **Guidelines for the Administering of Medicine**

3.1. In the event of a student experiencing problems such as headache, toothache or menstrual pain, pain relief medication is not given except by prior written agreement or verbal consent from parents / carers. In such cases the medication provided by the parents is for use by their children only. Dispensing of medication is controlled and a record kept of what is dispensed. A record of medicines dispensed will be kept and a copy sent to the parents.

3.2. The Reception staff are authorised by the Principal to dispense tablets. The student's name will be recorded as a matter of routine along with details of the name of the medication, dosage, the time of issue, the reason, when the medication was last given and any known allergies.

3.3. All medicines will be dispensed as per the printed instructions that come from the dispensary. No medication will be dispensed unless the printed instructions are clear.

3.4. Appropriate written instructions for medication in the case of a long-term illness (e.g. asthma, epilepsy) should be sought from the school nursing service/community paediatric team and kept with the student's health care plan if appropriate.

3.5. All medicines should be labelled clearly with the student's name, the contents, dosage and frequency of administration. With the exception of Epipens, asthma inhalers and medicines requiring refrigeration all medicines should be kept in a locked cupboard out of reach of students.

3.6. Only the Principal and designated staff, as appropriate to the individual case, should take responsibility for administering medicine.

3.7. Where technical or medical expertise is required in the administration of medicines, specific instructions from the GP or school nursing/medical service must be sought before any responsibility is taken by the academy. This would apply in cases of medication where the substance is known to be dangerous, where timing and nature of the dosage must be precise, or where serious consequences might arise from a failure to administer medicine. Principals should not accept any responsibility for the administration of medicine to students where intimate contact is necessary before such written advice (and any necessary training) has been received from the school nursing service/community paediatric team. Injections should normally be given only by a suitably trained person. However, there are a few rare conditions such as anaphylaxis and hypoglycaemia where an injection may be required as a life saving procedure. Where a student with such a condition attends the academy it would be important to discuss the procedures to be adopted with the school nursing service/community paediatric team in the first instance. It would then be possible for suitable training to be given to staff. All such information must be recorded on a student's health care plan as per the academy's Medical Conditions Policy.

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