SHEFFIELD UTC ACADEMY TRUST
MAKING THE FUTURE

MANAGING MEDICINES POLICY

Status: Statutory

Member of Staff Responsible: Principal and Assistant Principal (Pastoral)

Related Policies:

- Health & Safety Policy
- Whole School Risk Assessment
- First Aid Policy
- Supporting Students with Medical Conditions

Implementation date: September 2013

Reviewed date: September 2026

Next review date: September 2027

INTRODUCTION

This document details the UTC's policy and practice for the safe and secure provision of medicines. Please see appendix documents for details of UTC procedures.

THE DUTY AND RESPONSIBILITIES

Staff 'duty of care'

All staff caring for children (teachers, other school staff in charge of children) have a common law duty of care to act like any reasonably prudent adult. In exceptional circumstances the duty of care could extend to administering medicine and/or acting in an emergency.

Parental/Carers Responsibility

All parents/carers have the prime responsibility for their child's health and are required to provide full information about their child's medical needs, including details on medicines. Where detailed medical needs exist, appropriate measures should be taken to implement care plan procedures.

Emergency Procedures

All staff should know how to call the emergency services. The UTC's First Aiders are responsible for carrying out emergency procedures in the event of a need. A member of staff should always accompany a child taken to hospital by ambulance and should stay until a parent/carer arrives (where possible the parent/carer should travel from the UTC with the child in the ambulance). Where parent/carers are not available health professionals are responsible for any decisions on medical treatment.

UTC staff should refrain from taking children to hospital in their own vehicle (it is safer to call an ambulance). Individual Health Care Plans should include instructions as to how to manage a child in an emergency and identify who has the responsibility in an emergency e.g. if there is an incident in the playground a lunchtime supervisor would need to be very clear in their role.

Administering Medicines

No child under the age of 16 should be given medicines containing aspirin or ibuprofen unless it has been prescribed by a doctor and a written consent form has been signed by their parent/carer.

A consent form enabling a member of UTC staff to administer medication to a child must be completed by a parent/carer in all cases. No medication will be given under any circumstances without this form being completed.

The UTC will keep a register of drugs for all medicines brought into the UTC by a parent/carer for administration to a student during the school-day. The register will be signed by the student when medication has been administered and in the case of controlled drugs two staff signatures will be required.

Staff Administering Medicine

There is no legal or contractual duty on staff to administer medicine or supervise a child taking it. Support staff may have specific duties to provide medical assistance as part of their contract (i.e. individuals appointed for the purpose of administering first aid). Swift action needs to be taken by any member of staff to assist any child in an emergency.

Storing Medicines

Non-emergency medication will be kept locked in the first aid cabinet located in the first aid room.

Emergency medicine e.g. inhalers and adrenalin EpiPen's should be readily available and not locked away, therefore will be kept in Reception in an unlocked drawer during the day and locked up overnight. All medicine should be kept in their original container and clearly labelled.

Adrenalin EpiPen's should only be administered by trained adults.

Access to Medicines

Children should, where necessary, have immediate access to their medicines when required. This should be considered as part of the policy regarding children carrying their own medicines.

Disposal of Medicines

Parent/carers must collect medicine held at the end of each term. Parent/carers are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal. If parent/carers do not collect medicines, they will be taken to a local pharmacy for safe disposal.

THE CONTROLLING OF DRUGS AND MEDICINES

Prescribed Medicines

Medicines should only be taken to the UTC when essential; (i.e. where it would be detrimental to a child's health if the medicine were not administered during the school day). The UTC will only accept medicines that have been prescribed by a doctor, dentist, nurse practitioner or pharmacist. Medicine must be provided in the original container as dispensed by a pharmacist and include the prescriber's instruction.

The UTC will never accept medicines that have been taken out of the container as originally dispensed. The UTC will not make changes to dosages on parental/carer instructions.

Controlled Drugs

Controlled drugs should be brought into the UTC by an **adult if possible (if not, in a sealed envelope signed by the parent/carer with the number of tablets clearly stated on the front of the envelope)** in the original container and passed directly to First Aid staff. All drugs brought into the UTC must be counted and signed for, by the person receiving them for audit purposes.

Members of staff may administer a controlled drug to the child for whom it has been prescribed providing the administration of the drug has been witnessed and two signatures obtained. Staff administering medicine should do so in accordance with the prescriber's instructions, (see our procedure for the administration of drugs).

The UTC will keep controlled drugs in a locked, non-portable container and, only named staff will have access (unless emergency medication).

All drugs will be returned to the parent/carer when no longer required to arrange for safe disposal.

Non-Prescription Medicines

UTC staff will not give a non-prescribed medicine other than paracetamol to a child unless it has been prescribed by a Doctor, Dentist or Nurse Practitioner and a request for the UTC to administer medication form has been completed.

By administering paracetamol to students in school, we aim to aid students in staying in school longer so that their education is not limited by a medical condition which can be treated with paracetamol.

For paracetamol to be given to a child, it must be:

- In the original, unopened packaging brought into the UTC by an adult if possible and passed directly to first aid staff to be stored securely in school.
- Only standard 500mg paracetamol tablets can be brought in to school.
- A consent form must be completed by parent/carer enabling a member of UTC staff to administer paracetamol to a student for any given reasons, e.g headache, toothache, period pain or any type of mild to moderate pain. No medication will be given under any circumstances without this form being completed.
- Before administering paracetamol, consider whether the child has taken any pain relief medication in the past four hours, as it is recommended not to give paracetamol if they have. The student should be encouraged to get some fresh air, have a drink or have something to eat and paracetamol only considered if these actions do not work.
- A call must be made to parent/ carer prior to giving paracetamol to a student so that they can consent over the phone and to ensure no other medication has been taken and also to make them aware of the time it is being administered.
- Each student will have a log created which will be stored in the first aid room. This must be completed and signed with date/ time administered/ amount taken and signature of both the staff administering and the student.
- Students can only be given one dose of 500mg paracetamol during the school day. If this does not work we will contact the parent or carer to seek further guidance.
- Any paracetamol left on site will be returned to parent/ carer at the end of each school year.

Paracetamol must not be given:

1. Following a head injury as per the NHS guidance.
2. Where a student has taken paracetamol containing medicine within the last four hours.

Refusing Medicine

Where a child refuses medication, the UTC staff member will make a record to this effect and follow the appropriate procedure. Under no circumstances will the child be forced to take such medication. The procedure may either be set out in the policy or in an individual child's health care plan. Parent/carers will be informed of the refusal on the same day. If a refusal to take medicine results in an emergency the UTC should follow emergency procedures.

GENERAL ADMINISTRATION PROCEDURE AND PRACTICE

Record Keeping

Parent/carers must inform the UTC about medicines as outlined previously. Any changes must be notified to the UTC immediately. Staff must ensure that this information is the same as that provided by the prescriber.

Educational Visits

Arrangements for taking any necessary medicines will also need to be taken into consideration. Staff supervising visits must always be aware of any medical needs and relevant emergency procedures (refer to the educational visits procedure). A copy of any health care plans should be taken on visits in the event of the information being needed in an emergency.

Personal Health Care Plans

The Assistant Principal / Learning Managers will ensure that all new students who have a recorded medical issue/condition are issued with a Health Care Plan. The Health Care Plan should be completed by Parent/Carer for those students classified with a medical issue for which the UTC needs to be aware. Learning Managers and the Assistant Principal will ensure these are completed and other staff are aware of conditions relating to students.