



**The Khalsa Academies Trust**

# Administering Medication Policy

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## Statement of intent

The Khalsa Academies Trust (TKAT) will ensure that learners with medical conditions receive appropriate care and support at our academies, in order for them to have full access to education and remain healthy. This includes the safe storage and administration of learner's medication.

TKAT is committed to ensuring that parents/ carers feel confident that we will provide effective support for their child's medical condition, and make the learner feel safe whilst at academies.

For the purposes of this policy, "**medication**" is defined as any prescribed or over the counter medicine, including devices such as asthma inhalers and adrenaline auto-injectors (AAIs). "**Prescription medication**" is defined as any drug or device prescribed by a doctor. "**Controlled drug**" is defined as a drug around which there are strict legal controls due to the risk of dependence or addiction, e.g. morphine.

## Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Equality Act 2010
- Children and Families Act 2014
- DfE (2015) 'Supporting learners at academies with medical conditions'
- DfE (2017) 'Using emergency adrenaline auto-injectors in academies''

This policy operates in conjunction with the following academies policies:

- Supporting Learners with Medical Conditions Policy
- First Aid Policy
- Records Management Policy
- Complaints Procedures Policy

## Roles and responsibilities

### The Trust is responsible for:

- The implementation of this policy and procedures.
- Ensuring that this policy, as written, does not discriminate on any grounds, including the protected characteristics as defined by the Equality Act 2010.
- Ensuring the correct level of insurance is in place for the administration of medication.
- Ensuring that members of staff who administer medication to learners or help learners self-administer, are suitably trained and have access to information needed.
- Ensuring that relevant health and social care professionals are consulted in order to guarantee that learners taking medication are properly supported.
- Managing any complaints or concerns regarding this policy, the support provided to learners or the administration of medication in line with the academies' Complaints Procedures Policy.

### The Head of School/Principal is responsible for:

- The day-to-day implementation and management of this policy and relevant procedures.
- Ensuring that appropriate training is undertaken by staff members administering medication.
- Ensuring that staff members understand the local emergency services' cover arrangements and that the correct information is provided for the navigation system.
- Organising another appropriately trained individual to take over the role of administering medication in case of staff absence.

### The medical officer is responsible for:

- Adhering to this policy and supporting learners to do so.
- Carrying out their duties that arise from this policy fairly and consistently.
- Keeping Individual Health Care Plans up to date.
- Storing medication and ensuring medication is in date.
- Ordering and keeping medical supplies up to date.

- Ensuring consent is given for medication in academies.
- Ensuring that all necessary risk assessments are carried out regarding the administration of medication, including for academies trips and external activities.
- Keeping paper work up to date for learners who have received medication.

#### All staff are responsible for:

- Adhering to this policy and supporting learners to do so.
- Carrying out their duties that arise from this policy fairly and consistently.

#### Parents/ carers are responsible for:

- Keeping the academies informed about any changes to their child's health.
- Completing an administering medication parental consent form prior to them or their child bringing any medication into academies.
- Discussing medication with their child prior to requesting that a staff member administers the medication.

It is both staff members' and learners' responsibility to understand what action to take during a medical emergency, such as raising the alarm with the academies medical officer or other members of staff. This may include staff administering medication to the learner involved.

#### Training staff

The Head of School/ Principal will ensure that a sufficient number of staff are suitably trained in administering medication. All staff will undergo basic training on the administering of medication to ensure that, if exceptional circumstances arise where there is no designated administrator of medication available, learners can still receive their medication from a trained member of staff. The Head of School will also ensure that a sufficient number of staff have been trained in administering medication in an emergency by a healthcare professional.

Where it is a necessary or vital component of their job role, staff will undertake training on administering medication in line with this policy as part of their new starter induction.

Staff will be advised not to agree to taking on the responsibility of administering medication until they have received appropriate training and can make an informed choice. The academies will ensure that, as part of their training, staff members are informed that they cannot be required to administer medication to learners, and that this is entirely voluntary, unless the supporting of learners with medical conditions is central to their role within the academies, e.g. the medical officer.

Training will also cover the appropriate procedures and courses of action with regard to the following exceptional situations:

- The timing of the medication's administration is crucial to the health of the child
- Some technical or medical knowledge is required to administer the medication
- Intimate contact with the learning is necessary

Staff members will be made aware that if they administer medication to a learner, they take on a legal responsibility to do so correctly; therefore, staff will be encouraged not to administer medication in the above situations if they do not feel comfortable and confident in doing so, even if they have received training.

### Training for administering AAls

The academies will arrange specialist training for staff on a termly basis where a learner in the academies has been diagnosed as being at risk of anaphylaxis.

Designated staff members with suitable training and confidence in their ability to use AAls will be appointed to administer this medication. As part of their training, all staff members will be made aware of:

- How to recognise the signs and symptoms of severe allergic reactions and anaphylaxis.
- Where to find AAls in the case of an emergency.
- The dosage correlates with the age of the learner.
- How to respond appropriately to a request for help from another member of staff.
- How to recognise when emergency action is necessary.
- Who the designated staff members for administering AAls are.
- How to administer an AAI safely and effectively in the event that there is a delay in response from the designated staff members.

- How to make appropriate records of allergic reactions.

There will be a sufficient number of staff who are trained in and consent to administering AAls on site at all times.

## Receiving, storing and disposing of medication

### Receiving prescribed medication from parents

The parents/carers of learners who need medication administered at the academies will be sent an administering medication parental consent form to complete and sign; the signed consent form will be returned to the academies and appropriately filed before staff can administer medication to learners under the age of 16. A signed copy of the parental consent form will be kept with the learner's medication, and no medication will be administered if this consent form is not present. Consent obtained from parents/ carers will be renewed annually.

The academies will only store and administer prescribed medication. The academies will store a reasonable quantity of medication, e.g. a maximum of four weeks' supply at any one time. Aspirin will not be administered unless the academies has evidence that it has been prescribed by a doctor.

Parents/ Carers will be advised to keep medication provided to the academies in the original packaging, complete with instructions, as far as possible, particularly for liquid medications where transfer from the original bottle would result in the loss of some of the medication on the inside of the bottle. This does not apply to insulin, which can be stored in an insulin pen.

### Storing learners' medication

The academies will ensure that all medications are kept appropriately, according to the product instructions, and are securely stored. Medication that may be required in emergency circumstances, e.g. asthma inhalers and AAls, will be stored in a way that allows it to be readily accessible to learners who may need it and can self-administer, and staff members who will need to administer them in emergency situations. All other medication will be stored in a place inaccessible to learners, e.g. a locked cupboard.

The academies will ensure that learners know where their medication is at all times and are able to access them immediately, e.g. by ensuring that the identities of any key holders to the storage facilities are known by these learners.

Medication stored in the academies will be:

- Kept in the original container alongside the instructions for use.
- Clearly labelled with:
- The learner's name.
- The name of the medication.
- The correct dosage.
- The frequency of administration.
- Any likely side effects.
- The expiry date.
- The accompanying administering medication parental consent form will also be stored.

Medication that does not meet the above criteria will not be administered.

### Disposing of learners' medication

The academies will not store surplus or out-of-date medication. Where medication and/or its containers need to be returned to the learner's doctor or pharmacist, parents/ carers will be asked to collect these for this purpose.

Needles and other sharps will be disposed of safely and securely, e.g. using a sharps disposal box.

### Administering medication

Medication will only be administered at the academies if it would be detrimental to the learner not to do so. Only suitably qualified members of staff will administer controlled drugs. Staff will check the expiry date and maximum dosage of the medication being administered to the learner each time it is administered, as well as when the previous dose was taken.

Medication will be administered in a private, comfortable environment and, as far as possible, in the same room as the medication is stored; this will normally be the Medical officer's medical room. The room will be equipped with the following provisions:



- Arrangements for increased privacy where intimate contact is necessary
- Facilities to enable staff members to wash their hands before and after administering medication, and to clean any equipment before and after use if necessary.
- Available PPE for use where necessary.
- Before administering medication, the responsible member of staff should check:
  1. The learner's identity.
  2. That the academy possesses written consent from a parent.
  3. That the medication name, dosage and instructions for use match the details on the consent form.
  4. That the name on the medication label is the name of the learner being given the medication.
  5. That the medication to be given is within its expiry date.
  6. That the learner has not already been given the medication within the accepted frequency of dosage.

If there are any concerns surrounding giving medication to a learner, the medication will not be administered and the academy will consult with the learner's parent / carer or a healthcare professional, documenting any action taken.

If a learner cannot receive medication in the method supplied, e.g. a capsule cannot be swallowed, written instructions on how to administer the medication must be provided by the learner's parent/ carer, following advice from a healthcare professional.

Where appropriate, learners will be encouraged to self-administer under the supervision of a staff member, provided that parental consent for this has been obtained. If a learner refuses to take their medication, staff will not force them to do so, but will follow the procedure agreed upon in their IHPs, and parents will be informed so that alternative options can be considered.

The academy will not be held responsible for any side effects that occur when medication is taken correctly.

Written records will be kept of all medication administered to learners, including the date and time that medication was administered and the name of the staff

member responsible. Records will be stored in accordance with the Records Management Policy.

## Medical devices

### Asthma inhalers

The academies will allow learners who are capable of carrying their own inhalers to do so, provided that parental consent for this has been obtained. The academies will ensure that spare inhalers for learners are kept safe and secure in preparation for the event that the original is misplaced, unavailable or not working.

### AAIs

The academies will allow learners who are capable of carrying their own AAIs to do so, provided that parental consent for this has been obtained. The academies will ensure that spare AAIs for learners are kept safe and secure in preparation for the event that the original is misplaced, unavailable or not working.

Spare AAIs are not located more than five minutes away from where they may be required. The emergency AAIs can be found at the following location:

- Admin Medical Room

There will be a stock of AAIs, that are replenished when used, within locations where there is a greater risk of anaphylaxis occurring, e.g. the dining hall. The academies will ensure that risk assessments regarding the use and storage of AAIs on the premises are conducted and up-to-date.

Medical authorisation and parental consent will be obtained from all learners believed to be at risk of anaphylaxis for the use of spare AAIs in emergency situations. The spare AAIs will not be used on learners who are not at risk of anaphylaxis or where there is no parental consent. Where consent and authorisation has been obtained, this will be recorded in the learner's IHP.

## Individual Health Care Plans

For learners with chronic or long-term conditions and disabilities, an IHP will be developed in liaison with the learner, their parent/ carer, the medical officer, the SENDCO and any relevant medical professionals. When deciding what information should be recorded on an IHP, the following will be considered:

- The medical condition and its triggers, signs, symptoms and treatments.
- The learner's resulting needs, such as medication, including the correct dosage and possible side effects, medical equipment, and dietary requirements.
- The specific support needed for the learner educational, social and emotional needs.
- The level of support needed and whether the learner will be able to take responsibility for their own health needs.
- The type of provision and training that is required, including whether staff can be expected to fulfil the support necessary as part of their role.
- Which staff members need to be aware of the learner's condition.
- Arrangements for receiving parental consent to administer medication
- Separate arrangements which may be required for out-of-academies trips and external activities.
- Which staff member can fulfil the role of being a designated, entrusted individual to whom confidentiality issues are raised.
- What to do in an emergency, including whom to contact and contingency arrangements.
- What is defined as an emergency, including the signs and symptoms that staff members should look out for.

The Trust will ensure that IHPs are reviewed at least annually. IHPs will be routinely monitored throughout the year by the medical officer.

### Educational trips and visits

In the event of an educational trips or visit which involve leaving the academies premises, medication and medical devices will continue to be readily available to staff and learners. This may include learners carrying their medication themselves, where possible and appropriate, e.g. for asthma inhalers. If the medication is of a type that should not be carried by learners, e.g. capsules, or of learners are very young or have complex needs that mean they cannot self-administer, the medication will be carried by a designated staff member for the duration of the trip or activity.

There will be at least one staff member who is trained to administer medication on every out-of-academies trip or visit which learners with medical conditions will attend. Staff members will ensure that they are aware of any learners who will need

medication administered during the trip or visit, and will ensure that they know the correct procedure, e.g. timing and dosage, for administering their medication.

If the out-of-academies trip or visit will be over an extended period of time, e.g. an overnight stay, a record will be kept of the frequency at which learners need to take their medication, and any other information that may be relevant. This record will be kept by a designated trained staff member who is present on the trip and can manage the administration of medication.

All staff members, volunteers and other adults present on out-of-academies trips and visits will be made aware of the actions to take in a medical emergency related to the specific medical needs and conditions of the learner, e.g. what to do if an epileptic learner has a seizure.

### Medical emergencies

Medical emergencies will be handled in line with the First Aid Policy.

For all emergency medication stored by the academies, the academies will ensure it is readily accessible to staff and the learner who requires it, and is not locked away. For all emergency medication kept in the possession of a learner, e.g. AAls, the academies will ensure that learners are told to keep the appropriate instructions with the medication at all times. A spare copy of these instructions will be kept by the academies in the academies Medical Officers office.

### Monitoring and review

This policy will be reviewed annually by the Trust DSL and Trust Inclusion Lead. The next scheduled review is date October 2024.

Records of medication administered on the academy's premises, or on academies trips and visits, will be monitored, and the information recorded will be used to improve academies procedures.

Staff members trained in administering medication will routinely recommend any improvements to the procedure. The academies will also seek advice from any relevant healthcare professionals as deemed necessary. Any changes made to this policy will be communicated to the relevant stakeholders, including learners whose medication is stored at academies and their parents/ carers.