



Maplefields Academy

Guidelines for Medication

<p>Accountability: Trustee Committee: Full Board of Trustees SLT: Jessie Walker</p> <p>Revised Date: February 2025 Ratified Date: 3rd March 2025 Date of review: This policy will be reviewed if there are any significant developments or changes to legislation. Date of review: March 2027</p>	<p>Approved by: Full Board of Trustees</p> <p>Name: Howard Reid</p> <p>Signed: <i>Howard Reid</i></p> <p>Date: 3rd March 2025</p> <p>Chair of Trustees: Howard Reid</p>
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GUIDELINES FOR MEDICATION AT MAPLEFIELDS – RITALIN TYPE PRESCRIBED MEDICATION

Medication can only be accepted in school by Miss Walker (Headteacher), Miss Elliot (Finance Manager) or Mrs Towning (Medical Officer), Mrs Warren.

Staff are responsible for asking the Medical Officer or the designated member of staff to dispense prescribed medication from the locked safe at the dosage time for each pupil.

Tablets will be dispensed directly to the child.

The Medical Officer will administer tablets from the named tablet box to the named pupil and record date/time and a witness countersigns in the Individual Pupil's Medication Book. Signatures must be easily identifiable and legible.

Maplefields Academy – Managing Medicines Policy

Procedures for the storage, management and disposal of Ritalin, (a class B drug) are different and explained separately within this policy.

All medicine is administered under the direction and discretion of the Head teacher.

When any medication is issued to a pupil, it is logged into an appropriately formatted book, which is checked regularly by the Medical Officer. Two members of staff must sign the medication book after every issue of medication. It is important that the signatures are easily identifiable/legible.

At the front of the Pupil's Medication Book there is the Students Individual Healthcare Plan which identifies emergency details and dosage. This system has been developed to reduce the risk of any pupil being given the wrong medication or an inappropriate dose.

No pupil will be given medication without the permission of their parent/carer. Written consent is required.

Any member of staff giving medicine should check:

- The pupil's name – clear dosage/instructions from the GP are needed. "As required" is **NOT** acceptable.
- Prescribed dosage

- Expiry date
- Written instructions provided by the prescriber on the label or container
- Care should be taken to pour medicine away from the label to prevent spoilage of the label.

Pupils will be encouraged, within the systems and structures described, to learn to self-manage, i.e. to be aware of when their medicine is due, and in the case of inhalers for asthma, to understand when there is a need to take the medication.

If a pupil refuses to take medicine, despite encouragement from staff, they will not be forced, but this will be noted in the medication book and the parent/carer will be informed.

Educational visits

Medication will be taken for pupils on school visits. It will be looked after safely and administered by staff and then recorded in their individual medication book as agreed.

Staff will ensure that pupils who require inhalers have them readily available for use under staff supervision.

Pupils will be encouraged, over time, to manage their inhaler independently.

Home to School Transport

Where necessary and appropriate, school and parents/carers will inform taxi escorts about medical problems or conditions that may impact on the pupil or need to be dealt with during the journey.

Parents/carers will be given the opportunity to provide the Head teacher with the necessary information regarding their child's medical history/medical condition to allow the school to ensure the pupil's wellbeing and health.

As teachers' conditions of employment do not include giving or supervising the administration of medicine, school will ensure that sufficient staff are trained and are willing to undertake this task as a part of their normal duties. These staff will be given guidance and will work closely with the Head teacher to discuss individual cases when necessary. However, all staff are expected to act like any reasonable prudent parent and exercise a "duty of care" to ensure that pupils are healthy and safe, remembering that 'Safeguarding is everyone's responsibility.'

Disposal of medicines

It is the responsibility of parents/carers to ensure that date-expired medicines are returned to a pharmacy for safe disposal. They should also collect (school can send home with taxi escorts) medicines held at the end of each term. If medicines are left at school, they will be taken to the local pharmacy for safe disposal.

A sharps box is available for the disposal of needles. The site supervisor checks the site regularly to ensure that the site is clear from needles and that they have not been left by passers-by/the local community.

Hygiene

All staff follow basic hygiene procedures. They have access to disposable gloves and follow the appropriate procedures, wearing them when treating wounds, dealing with spillages of blood or other body fluids and when disposing of dressings or equipment.

Emergency procedures

All staff are aware of the emergency procedures and arrangements in place for dealing with emergency situations.

- Pupils know to tell a member of staff.
- The Medical Officer and other first-aiders are on call in school to deal with minor incidents and emergency situations.
- All staff know how to call the emergency services, what information they will be required to give and where the information is kept. This is normally actioned by office staff who will also call the parent/carer to inform them of the situation.
- In the event that a parent/carer cannot come to school to meet the ambulance, a member of staff will accompany the pupil in the ambulance and remain with them until the parent/carer arrives.

It is not school or local authority policy for staff to take pupils to the hospital in their own cars. However, as a school we are aware that there is a NHS crisis and therefore when calling for an ambulance if the emergency services are busy a risk assessment will be made as to whether it would be safer for a member of staff to take the student to the emergency services. Parents and carers will be kept in contact at all times.

At all times we shall seek the professional help/advice to ensure the individual is treated in the best possible way according to their condition.

Individual Health Care Plan

When a pupil with medical needs is enrolled at Maplefields, an Individual Health Care Plan is drawn up to identify the level of support required and the necessary arrangements that need to be put in place. Individual Health Care Plans are also needed for every asthmatic and epileptic pupil (the Care Plan justifies passing information on to staff). When the inhaler is administered it must also be recorded in the Medication Book.

Common conditions – Asthma, Epilepsy, Diabetes and Anaphylaxis

First aiders are able to deal with these conditions and they renew and refresh their training regularly. If a pupil enters school with one of the above conditions, staff are advised accordingly about the basic information they need to know and to respond to problems.

An ambulance will be called if staff/first aiders are concerned about the pupil's condition or if it is a first-time seizure/attack or problem of this nature.

Legal framework

Maplefields Academy staff and the Trustee Board fully understand their responsibilities for the health and safety of pupils in their care in accordance with the legal framework.

All staff are expected to have a duty of care to ensure the safety and health of pupils.

Pupils with medical needs have the same rights of enrolment to our school as other pupils. The criterion for enrolment relates specifically to our school specification, i.e. whether the pupil's severe social, emotional and mental health difficulties can be met at Maplefields.

Risk assessments are carried out for all activities and individual risk assessments are carried out for each pupil and recorded on their Individual Behaviour Learning Plan (IBLP)

Staff training

Staff training will be provided for all staff to address all areas of this policy with updates and refreshers provided as necessary.

References:

Maplefields Health and Safety Practice document

"Supporting pupils at school with medical conditions" September 2014

Links to other Policies

- Supporting Medical Conditions Policy
- Safeguarding
- Complaints
- Equality information and objectives
- First aid
- Health and safety
- Educational Visits