



Management & Administration of Medication Policy Centre Academy East Anglia

To be reviewed annually. Next review date: 1st March 2018

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Centre Academy East Anglia is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

INTRODUCTION

This Document is a statement of the responsibilities and duties of all Staff within the remit of Centre Academy East Anglia and the Boarding Programme.

The Requirements of the following Acts and Standards are taken fully into consideration in the compilation of this policy, and in the working practices adopted by members of staff carrying out tasks and procedures, identified as part of the normal working day:

Health and Safety Act 1974; SEN and Disability Act 2001; The Management of Health & Safety at Work Regulations 1999; COSHH Regulations 2002; Misuse of Drugs Act 1971 & associated Regs.; Medicines Act 1968; The Education (School Premises) Regulations 1999; The Education (Independent Schools Standards, England) Regs. 2003; National Standards for under 8's day care and Child minding –Premises; Special Educational Needs- Education Act 1996; Care Standards Act 2000.

This policy forms an integral part of staff induction, and on-going training, and should be read in conjunction with Centre Academy East Anglia, Health & Safety Policy.

PURPOSE OF THE POLICY

The purpose of this Policy is to ensure that all staff, both directly and indirectly involved with the administering of Medicines to pupils, are aware of all pertinent rules and procedures.

This Medications Policy is to be read by all Staff and Management with responsibilities for the Safety and Welfare of staff and pupils. Failure to comply with directives given in this document can lead to disciplinary action. The policy is developed in the light of the School's statutory responsibilities, and its own assessment of pupils' needs and resources available.

POLICY STATEMENT

Centre Academy East Anglia recognises that there is no legal or contractual duty on staff to Administer Medications or to supervise the taking of them. Care staff may have specific duties set out as part of their Contract of Employment. All members of staff will respond appropriately in an emergency situation. The relevant legislation and regulations (as set out above) shall be adhered to, not only as a statutory duty, but also as a Minimum Standard of Care.

The Head of School and Principal/CEO will ensure that the appropriate initial and on-going training will be provided, and that good communications are maintained with parents of children requiring either Prescribed or Non-prescribed Medication. The School Doctors are also contacted when necessary and relevant appointments made for consultation.

IMPLEMENTATION

It is the responsibility of the Head of School and Head of House to ensure that the procedures and statements outlined in this policy are adhered to.

Prescription Medicine which needs to be taken during the School day will be kept in a locked cupboard and dispensed by a qualified member of the Medications Team on duty.

Prescription medicines which need to be taken during a school trip/outing will be the responsibility of qualified Staff on Duty.

It is the responsibility of the member of staff administering medicines to ensure that all written records of dosage are fully maintained, and the Head of Medications ensures that all staff are aware of the need to keep accurate, relevant and legible records to which only designated staff have access. These staff are: Head of Medications, Head of Care, care staff, first aiders, including those with a certificate to provide medication, Head of School and the Principal/CEO.

Parents sign a consent form for the School to administer medicine when necessary, if boarders are required to see a Doctor, they are taken to the local health centre at Bildeston where a temporary resident form is completed. Medical Care Plans are provided by parents for students with complex needs.

It is the responsibility of all staff to monitor any pupil who appears unwell, and when necessary to seek a second opinion from the Head of School/ Head of House. As above, careful written records should always be maintained.

If a child refuses to take any medication the Head of School and parents will be informed. In this instance it would be the responsibility of the parents to speak with their child to provide the encouragement necessary.

The School will make every effort to assist pupils with long-term, or complex medical needs in conjunction with parents and the local GP.

The School does not permit pupils to carry on person, or administer medicines themselves, except in the case for asthma, and in exceptional cases Epipens. However, the right of a pupil deemed to be "Gillick Competent" must be abided by. This provides the right to a student to take charge of their own medication and to give or withhold consent for his or her own treatment. The Head of Care provides Risk Assessments for students to self-administer (those who are considered to be Gillick Competent).

Each student that boards at CAEA has been provided with a lockable metal box which is attached to the wall in their room, this is for the students who are deemed to be "Gillick Competent". A risk assessment (which is actioned and monitored by the Head of Care) will be provided so that students can keep control of their own homely remedies, this will also be discussed with parents in case of any concerns.

If students bring in their own non-prescribed/homely remedies, these are documented on a pink sheet separate from school provided medicines which are held in the Medical Room in individual student files. It is also documented whenever these are administered/taken by students.

Records are maintained of all medicines administered by staff. All medications are stored in a locked cabinet in the medical room which is located in the Main House.

Audits are carried out every half-term with both the Head of Care and Medication Officer.

DELEGATED RESPONSIBILITIES

Those appointed as competent to advise on Health & Safety shall assist in the monitoring and reviewing of procedures as required. They will be responsible for ensuring that all staff and pupils are kept fully up-to-date with any changes in legislation, as this affects them with reviews, working practices and other matters in relation to the administration of medicines at School.

All members of staff with responsibility for the administering of medicines will ensure that, where applicable, all statutory notices are displayed, and relevant registers are kept current, available for inspection.

Basic information for asthma, epilepsy, diabetes and anaphylaxis are detailed in a separate document, which is filed together with this Policy, and should be available to staff at all times. A copy of this Policy is also located in the Medical Room.

All staff should familiarise themselves with the contents of this Policy, and any associated documentation, and must at all times comply with the requirements of this Policy. Staff must follow all instructions supplied with medicines (Prescribed or Non-Prescribed). Any lack of adherence to the contents of this Policy must be reported to the Head of School/ Head of Care, and could form the basis of disciplinary proceedings.

Signed:



Date: 01/03/17

Principal and CEO

Dr Rollo

Signed:



Date: 01/03/17

Head of School

Mrs Salthouse

Signed:



Date: 01/03/17

Head of Medication

Mrs Beadman