

# Medication Policy

Sept 2021

Version 2

## 1. Scope

All employees of Expanse Learning College (Hereafter the college)

---

## 2. Introduction

Medicines should only be taken to college when essential – i.e. where it would be detrimental to a students' health if the medicine were not administered during the learning day.

Only medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber may be administered. Medicines from any other source, e.g. over the counter medicines will not be permitted. It will be necessary for parents/carers to administer this prior to the student's attendance or to arrange to be present in order to administer medication on site. Medicines must always be provided in the original container as dispensed by the pharmacist and include the prescriber's instructions for administration.

**The college will not accept medicines that have been taken out of the containers originally dispensed.**

## 3. General

- Where possible, no medicine should be administered by staff as it will be the responsibility of parents or legal guardians to arrange for the administration of the medication before the learning day.
- All medicines must be clearly labelled with the student's name, route i.e. mode of administration oral/aural etc., dosage, frequency and name of medication being given.
- The parents or legal guardians are responsible for updating the college of any changes in the administration. If this is not the case, then previous instructions will be followed.
- **A student under 16 should not be given aspirin or medicines containing ibuprofen unless prescribed by a doctor as stated in the LA guidance.**
- Students with long term illness should, whenever possible, seek complete responsibility under the supervision of their parents for the administration of medicines. Where it is agreed by the parents and the college, some medications or related products e.g. inhalers will be carried by the student for self-administration. All other medicines, except emergency medication, should be kept securely locked away.
- **All emergency medicines such as asthma reliever inhalers/adrenaline pens should be readily available to students and should not be locked away.** All other medicines except emergency medications and inhalers should be kept securely locked away. Any unused or time expired medication will be handed back to the parents or legal guardians of the student for disposal. Where students have been prescribed **controlled drugs**, staff need to be aware that these should be kept in safe custody.
- Emergency medication and reliever inhalers must follow the student at all times. Students will carry their own emergency treatment.
- If a student refuses to take medicine, staff will not force them to do so but will note this in the records and follow agreed procedures in respect of the individual student. Parents will be informed of the refusal on the same day and if the refusal to take medicines results in an emergency, then college emergency procedures will be followed, which is likely to be calling an ambulance to take the student to hospital.

## 4. Record Keeping

Expanse Learning will keep written records of all medicines students take on site as a result of being notified by parents or Legal guardians.

## 5. Long Term Medication

It is important to have sufficient information about the medical condition of any learners with long term medical needs.

With parental/carers permission, it is sometimes helpful to explain the use of medication to a number of students in the class in addition to the affected student so that peer group support can be given.

## 6. Injections

There are certain conditions e.g. diabetes mellitus, bleeding disorders, which are controlled by regular injections. Students with these conditions are usually taught to give their own injects. Where this is not possible, they should be given by their parents or legal guardians. It is not envisaged that it would be necessary to give injections during the

day unless the student is on an external visit.

## **7. Emergency treatment/procedures**

---

The college has arrangements in place for dealing with emergency situations and all staff know who is responsible for carrying out emergency procedures in the event are aware of individual needs.

**If parent/carers are not available, a member of staff will accompany a student to hospital by ambulance and will stay until parent/carer arrives or is reasonably practical.**

In the event of an emergency/accident, which requires a student to be treated by health professionals (doctor/paramedics) or admitted to hospital, the latter are responsible for any decision on medical grounds when and if the parents are not available.

**Staff will not take a student to hospital in their own car. When emergency treatment is required, medical professionals or an ambulance will always be called immediately. On the occasions where an injury is not life threatening but staff consider that medical treatment is required, parents/carers will be informed**

- No emergency medication should be kept on site except those specified for use in an emergency for an individual student.
- Advice for College staff about individual students is to be provided by parents or guardians during enrolment.
- If it is necessary to give emergency treatment, a clear written account of the incident will be given to the parents/carers of the student if they are under 16 years of age and permission is given.
- If an injection is necessary, it is usual for the student to be able to give his or her own injections. If this is not the case, the parents/carers should be contacted immediately. If contact cannot be made, emergency advice can be obtained between.
- It is important for students with asthma that reliever inhalers are immediately accessible for use when a student experiences breathing difficulties.

## **8. Off Site Education / Work Experience Staff**

---

The college is responsible for ensuring that work experience placements are suitable for students with a particular medical condition. The college will ensure that a risk assessment is in place for a young person who is educated off site or who has a work experience placement.

Responsibilities for risk assessments remain with the college. Where students have special medical needs, the college will ensure that such risk assessments take into account those needs. Parents/carers and students must give permission before relevant medical information is shared, on a confidential basis, with employers. In the event of an emergency the college may share information under the Vital Interest Legal basis.

## **9. Off Site Trips/visits**

---

Staff supervising trips/visits will always be aware of any medical needs and relevant emergency procedures and all details will be recorded within the 'Offsite Forms' in DatabridgeMIS. This information should be taken on visits in the event of the information being needed in an emergency.

Wherever possible, students should carry their own reliever inhalers or emergency treatment, but it is important that the named person is aware of this.

## **10. Parents / Carers**

---

Parents should be given the opportunity to provide Expanse Learning with sufficient information about their children's medical needs if treatment or special care is needed. They should, jointly with the college, reach agreement on the college's role in supporting their child's medical needs. This information will be recorded in DatabridgeMIS.

## **11. Monitoring and Review**



---

The effectiveness of this policy will be reviewed annually.

**Impact of non-compliance:**

<b>Staff:</b>	Disciplinary action, support plan
<b>Student:</b>	Not applicable
<b>Legislation/organisational:</b>	Reputational damage, litigation, statutory and non-regulated compliance. prosecution
<b>Compliance lead:</b>	Pastoral & Safeguarding
<b>Policy Reference:</b>	ELCO-POL-SFG-015
<b>Version:</b>	2
<b>Agreed policy location:</b>	DatabridgeMIS and Company Website
<b>Does the policy require Governor approval?</b>	No

**Approval**

<p><b>Prepared by</b> Lorraine Woosey 01/09/2021</p>  <p>Head of Care and Development (Designated Safeguarding Lead)</p>	<p><b>Approved by</b> Karl Wane 01/09/2021</p>  <p>Director of College</p>	<p><b>Counter Signatory</b> Tony Brown 01/09/2021</p>  <p>CEO</p>
---	---	--

**Version Control**

Version	Date	Revision	Review Date
1	01/09/2020	Policy Reviewed	31/08/2021
2	01/09/2021	Policy Reviewed	31/08/2022
3			
4			
5			