



The Aylesbury Vale Academy

Success Beyond Belief

A Church of England Academy

LOCAL ADMINISTRATION OF MEDICINES POLICY

SEPTEMBER 2011

Parents have the prime responsibility for their child health and are responsible for providing the Academy with information about their child's medical needs.

The Academy wishes to ensure that students are enabled to access the curriculum and to have regular attendance and will therefore administer medicines provided and sanctioned by parents.

The Academy have trained staff to deal with the administration and managing of medicines. No medicines may be administered without parental permission.

The Medical Assistant is the first point of call for students feeling ill. She is the staff member who holds all information about students medical needs and she is responsible for administering medicines in accordance with the written instructions received from parents and recording that medicines have been administered. In her absence there are two other members of staff who have received Managing Medicine in Schools training.

Prescription medicines can be accepted by the medical assistant for dispensing to students during the school day only if;

The medicines are in their original container as dispensed by the pharmacist and include the prescribers instructions for administration and dosage.

No change to dosage will be accepted on parent's instruction. It is parent's responsibility to ensure that medicines remain in date.

When medicines are no longer required they must be returned to the parents for disposal.

Students who are on prescribed drugs who may be on a trip will receive their medicines for the staff member on the trip who is the designated First Aider. The First Aider will receive from the medical assistant the medicine in their original container with the prescriber's instructions.

A log will be kept on the trip of all medicines issued.

The staff member will keep the medicines securely when on the trip and they will be signed back in with the Medical Assistant on the trips return..

Controlled Drugs

Any controlled drugs that are given to the Academy staff to administer will be held in a lockable non portable cupboard and will be signed in and out so that an audit trail is available for inspection if required. A second person will witness the issue of the medicine

A student who has been prescribed a controlled drug may legally have it in their possession.

Non Prescription Medicines

No medicine can be given to a student without prior specific written permission received from the parents. Permission for each medicine to be administered must be documented. If this is obtained and medicines sent in by the parents clearly labelled in its original packaging the Medical Assistant can issue medicine to the student for the relief of pain eg headache or period pain or for other reasons specified in the written permission.

If parents wish their children to have analgesics the Academy can only issue paracetamol sent in by parents and named for the specific student. Ibuprofen or aspirin may only be administered if prescribed by a doctor.

The Academy supports and encourages students to take responsibility for their own medicines where possible and will seek to obtain parental consent that students may carry and self administer if deemed appropriate by parents and health care professionals.

Health Care Plan

A health care plan for students with long term or complex medical needs must be completed by parents and kept on file in the Academy by the Medical Assistant for reference.

All staff are trained in the use of epi pens and are aware of the location of students named epi pens.