



Ascent Autism Specialist College

Remarkable

Autism. Redefining what's Possible

Ascent Medication Policy

September 2024

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Reviewer:	Safeguarding & Wellbeing Officer
Co-Reviewer:	Head of Adult Services
Updated:	September 2024
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Committee:	Ascent Governing Body
Approved by the Ascent Governing Body/Board of Trustees:	

This policy should be read in conjunction with the following policies:

1	Infection Control Policy, Protocol, Procedure and Guidelines
2	Safeguarding Venerable Adult Policy and Prevent Duty
3	Students and Volunteers on WHS Placement Policy
4	Health and Safety Policy
5	Medication, Medicals and illness policy
6	Intimate Care Policy
7	First Aid Policy

Change History Record

Current Version	Previous Version	Summary of changes made	Section Heading & Page Number
Sept 24	May 23	Head of Post 16 changed to Head of Adult Services	Page 7
Sept 24	May 23	Learner changed to student	Page 7

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Introduction

Ascent will ensure that students with medical conditions receive appropriate care and support at college, in order for them to have full access to education and remain healthy. This includes the safe storage and administration of students' medication.

Ascent College is committed to ensuring that students/parents and carers feel confident that we will provide effective support for their/their child's medical condition, and make the student feel safe whilst at college. 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 (AAs). **"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.

Policy

The aim of this policy is to ensure that Ascent College carries out their statutory duty to make arrangements to support students and staff at college with medical conditions or illness.

Ascent college will:

- Ensure that all staff are familiar with the guidance on the administration of medication
- Ensure that staff know how to deal with the illness of a student
- Provide staff with information relating to female staff in college and pregnancy with specific reference to infections
- Ensure staff are familiar with the procedures for bodily fluid spillages
- Ensure staff have sufficient information and support with regard to students taking long-term medication and/or additional diagnosis
- Familiarize staff with the system of collecting medical information about students on entry to Ascent college
- Ensure staff are aware of the procedures for reporting medication incident/ near miss see [Appendix 4](#)
- Ensure staff are familiar with the signing in and out procedures for medication at Ascent college see [Appendix 2](#)
- Administer prescribed and non-prescribed medications, to support a students' continuous attendance at college, when written consent has been provided by student/parent or carer see [Appendix 1](#) and [Appendix 3](#)
- Have clear roles and responsibilities to be able to support students so they have full access to education, including community visits and physical education.

- Ensure that clear arrangements are in place to manage the administration and storage of all medicines on the premises.
- Provide support and training to enable staff to support students with medical conditions and any illness that may occur.
- Provide support and training to ensure staff are competent in the administration of medication policy.
- Ensure written records are kept of all medicines administered to students. See [Appendix 1](#)
- Ensure all emergency procedures are in place and shared with all staff.

Roles and Responsibilities:

The Governing Body

- Must make arrangements to support students with medical conditions in college, including making sure that this policy is implemented.
- Ensure that students with medical conditions are supported to enable the fullest participation possible in all aspects of college life.
- Ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support students with medical conditions.
- Ensure that any member of college, staff who provide support to students with medical conditions are able to access information and other teaching support materials as needed.

Head of Adult services

- Ensure that the college's policy is developed and effectively implemented with all partners. This includes ensuring that all staff are aware of the policy for supporting students with medical conditions and understand their role in its implementation.
- Ensure that all relevant staff, including external providers and provisions are aware of student's conditions.
- Ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including contingency and emergency situations.
- Will make sure that college staff are appropriately insured, and aware that they are insured to support the student in this way.
- Must be aware that they have overall responsibility for the development of individual healthcare plans.

Safeguarding and Wellbeing Officer

- To ensure that all health policies and procedures are updated/develop college policies in line with current guidelines.
- Ensure care plans are in place through liaison with appropriate medical professionals.

- Support the delivery of initial medication training to new staff as part of induction programme.
- To book specific training from external providers e.g. epilepsy.
- Ensure that all appropriate information affecting the health and wellbeing of any student is passed between home/college/ Adult services, in a timely professional manner.
- Support the maintenance of health and wellbeing files for each student (stored electronically on school pod).
- To complete monthly medication audit.
- Develop and maintain a resource book of relevant contacts and information related to health and wellbeing.
- To ensure the medical room is well maintained and fit for purpose
- To be a designated first aider when required.
- Implement effective and efficient recording and reporting systems
- To support CEO/Head of Adult Services in collating information needed to inform Public Health England if there is an outbreak of infectious diseases.
- Complete, update and distribute medical diagnosis registers.
- Complete and update all medical care in line with student/parents or carers and medical professionals.
- Complete PRN protocols with students/parental and health professional's input.
- Completion of health passports where there is a need.

College Staff

- Must be aware that they may be asked to provide support to students with medical conditions including the administering of medications, although they cannot be directed to do so unless it is within the staff's contract.
- Will take into account the needs of the student with medical conditions that they teach although administering medicines is not part of a teacher's professional duties.
- Will receive sufficient and suitable training to achieve the necessary level of competency before they take on responsibility to support students with medical conditions.
- Must know what to do and respond accordingly when they become aware that a student with a medical condition needs help
- Must be aware of spillage cleaning protocol.

Class Teacher/Senior Teaching Support Assistant (STSA)/AEPs (TSA and Apprentices when mentioned)

- To support signing medication in and out (This also includes TSA's and apprentices).
- To administer medication when required as stated in job description

- Ensure all medication for community visits is signed out with supporting consent form and Medical Administration Record (MAR) sheet and signed back in on return. (This also includes TSA's and apprentices).

Designated Safeguarding Lead (DSL)

It is the role of the Designated Safeguarding Lead (DSL) (or in their absence Deputy Designated Safeguarding Lead) to respond to and investigate any matters of concern relating to medication and/or a near miss (refer to [appendix 4](#) Reporting a Medication Error/Near Miss).

Health and Safety Manager

- To ensure spillage kits are available and replaced once notified of use by staff.
- Control of Substances Hazardous to Health (COSHH) assessments are carried out for all cleaning supplies used by domestic staff and college staff.
- Ensure that staff are aware of where the COSHH file is kept and procedures to follow if spillages of bodily fluids occur.

Other Healthcare Professionals

(including GP's, paediatricians, nurse specialists)

- Should notify Ascent Head of Adult Services when a student has been identified as having a medical condition that will require support at college.
- May provide advice on developing health care plans.
- Specialist local health teams may be able to support in college for students with particular conditions (e.g. asthma, diabetes, epilepsy).
- Should ensure any prescribed medications including dosages are appropriately monitored and reviewed.

Students

- Should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of and comply with their individual healthcare plan.
- Following assessment where possible the student will administer own medication when required this will also include emergency inhalers and/ or auto injectors. If a student lacks capacity, then the responsibility lays with parent/care and college staff.
- The student will keep emergency inhaler/auto injector on their person and inform staff on a daily basis that they have their inhaler and/or auto injector with them unless they lack capacity to do so in which case the responsibility would lay with parent/carer and college staff.

Parents/carers

- Should provide the college with sufficient and up to date information about the student medical needs if the student is unable to do this themselves.
- Should be involved in the development and review of their student's individual healthcare plan- always seek students' permission for this first unless parents/carers have power of attorney for health.
- Should carry out any action they have agreed to as part of its implementation -provide medicines in original packaging as dispensed by a pharmacist and include instructions for administration, dosage and storage. The only exception to this is insulin which must still be in date but will generally be available inside an insulin pump or pen, rather than its original container and provide appropriate equipment.
- Must ensure that they or another nominated adult is available at all times.

We must consider the Mental Capacity Act 2005 a *person must be assumed to have capacity unless it is established that they lack capacity*. As part of the initial assessment for Ascent this will be identified and where a student is identified as lacking capacity over their medication, support will be put in place. For students who have capacity a competency assessment will be carried out by the health team to ensure the student knows the colleges' procedures relating to administering medication and how to record that they have had their medication and the importance of communicating with college staff so they could support if a medical emergency arose due to side effects from a medication/medical condition.

Training Staff

All staff will undergo basic training on the administration of medication to ensure that, if exceptional circumstances arise where there is no designated administrator of medication available in that class group, students can still receive their medication from a trained member of staff or support to self-administer from the trained member of staff. The Safeguarding and Wellbeing Officer will also ensure that a sufficient number of staff have been trained in administering medication in an emergency by a healthcare professional when required.

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 college will ensure that, as part of their training, staff members are informed that they cannot be required to

administer medication to students, and that this is entirely voluntary, unless it is part of their contracted duties.

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 student.
- Some technical or medical knowledge is required to administer the medication.
- Intimate contact with the student is necessary.

Staff members will be made aware that if they administer medication to a student, 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 college will arrange specialist training for staff where a student in the college 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 student.
- 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 if a student attending requires an AAI.

Receiving, storing and disposing of medication

Receiving prescribed medication from parents

The student or the parents/carers of students who need medication administered at college will be sent an administering medication consent form to complete and sign; the signed consent form will be returned to the college. A signed copy of the medication consent form will be kept with the student's medication, and no medication will be administered if this consent

form is not present. Consent obtained from student/ parents/carers will be renewed annually.

Staff will sign any medication sent in on an in/out sheet for each medication sent in recording:

- Students Name
- Medication name
- Amount sent in/out
- Date and time
- 2 staff signatures

A medication receipt will be signed by college staff and parent/carer/ agency-passenger assistant when medication is sent into college and again when medication is sent home from the college.

The college will store a reasonable quantity of medication, e.g. a maximum of **Seven weeks** supply at any one time.

Students/Parents or carers will be advised to keep medication provided to the college 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 students' medication

The college 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 AAs, will be stored in a way that allows it to be readily accessible to students 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 students, e.g. a locked cupboard.

Medication stored in the college will be:

- Kept in the original container alongside the instructions for use.
- Clearly labelled with:
 - The student's name.
 - The name of the medication.
 - The correct dosage.
 - The frequency of administration.
 - Any likely side effects.
 - The expiry date.
- Stored alongside the accompanying administering medication consent form, signing in and out form and medication consent form. See [Appendix 1](#), [Appendix 2](#) and [Appendix 3](#)

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

Disposing of students' medication

The college will not store surplus or out-of-date medication. Where medication and/or its containers need to be returned to the students' doctor or pharmacist, students/parents/carers will be asked to collect these for this purpose or informed they will be sent home with carer/passenger assistant if the parent does not collect the student.

If a student leaves the college and medication is still on college premises parents/carers will be asked to collect the medication. If a parent/carer is unable to collect the medication it will be disposed of by the Safeguarding and Wellbeing Officer at a local pharmacy and a disposal of medication form will be completed, and stamped by the local pharmacy.

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

Administering Medication

Only suitably qualified members of staff will administer medication or support the student to self-administer. Staff will check the expiry date and maximum dosage of the medication being administered to the student each time it is administered if the student is unable to do so themselves, as well as when the previous dose was taken and the MAR sheet is completed once medication has been administered, if a controlled drug is administered both MAR sheet and controlled drugs book will be completed.

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 college medical room or classroom. 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:

- The student's identity.
- That the college possesses written consent from a student/parent or carer. See [Appendix 3](#).
- That the medication name, dosage and instructions for use match the details on the consent form.

- That the name on the medication label is the name of the student being given the medication.
- That the medication to be given is within its expiry date.
- That the student has not already been given the medication within the accepted frequency of dosage.

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

If a student 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 student/ parent or carer, following advice from a healthcare professional.

Where appropriate, students will be encouraged to self-administer under the supervision of a staff member, provided that medication consent for this has been obtained. If a student refuses to take their medication, staff will not force them to do so and will record this as R on the students MAR sheet, and parents/carers will be informed so that alternative options can be considered. See [Appendix 1](#).

The college 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 student's, including the date and time that medication was administered and the name of the staff member responsible see [Appendix 1](#). Records will be stored in accordance with the Records Management Policy.

Medical Devices

Asthma inhalers

The college will allow students who are capable of carrying their own inhalers to do so, provided that medication consent form for this has been obtained.

The college will ensure that spare inhalers for students are kept safe and secure in preparation for the event that the original is misplaced, unavailable or not working.

College Emergency inhaler will be kept in the foyer at Ascent in the event the student's original/spare are not working or unavailable when needed. The emergency Inhaler can only be used if student/parent/carer consent has been given for this, the register of students with permission is kept with the emergency inhaler as well as a recording sheet that will need completing if

administered. Parents/ carers will be informed if the emergency inhaler is administered.

AAIs

College will allow students who are capable of carrying their own AAIs to do so, provided that medication consent form for this has been obtained. The college will ensure that spare AAIs for students 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.

Medical authorisation and medication consent will be obtained from all students believed to be at risk of anaphylaxis. Where consent and authorisation has been obtained, this will be recorded in the student's Individual Healthcare Plan (IHP).

Individual Healthcare Plans (IHP's)

For students with chronic or long-term conditions and disabilities, an IHP will be developed in liaison with the student, their parent, the Safeguarding and Wellbeing Officer, the SENCO 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 students resulting needs, such as medication, including the correct dosage and possible side effects, medical equipment, and dietary requirements.
- The specific support needed for the students educational, social and emotional needs.
- The level of support needed and whether the student 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 student's condition.
- Arrangements for receiving student/parental or carers consent to administer medication.
- Separate arrangements which may be required for community visits 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 governing board will ensure that IHPs are reviewed at least annually. IHPs will be routinely monitored throughout the year by the Safeguarding and Wellbeing Officer.

Community trips and visits

In the event of a community trips or visits which involve leaving the college premises, medication and medical devices will continue to be readily available to staff and students. This may include students 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 student, e.g. they lack capacity 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 community trip or visit which students with medical conditions will attend. Staff members will ensure that they are aware of any students 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 community 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 students 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 community 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 student, e.g. what to do if an epileptic student has a seizure.

Medical emergencies

Medical emergencies will be handled in line with the First Aid Policy. For all emergency medication stored by the college, the college will ensure it is readily accessible to staff and the student who requires it. For all emergency medication kept in the possession of a student e.g. AAls, the college will ensure that students are told to keep the appropriate instructions with the medication at all times. A spare copy of these instructions will be kept by the college in the students MAR file.

Legal Context

The Mental Capacity Act 2005

- Capacity is decision specific, and we have a legal responsibility to make reasonable adjustments to support someone to, make a decision before we can say they lack capacity i.e. easy read documents.
- You will be assumed to have capacity, unless [you have had an assessment](#) showing you don't.
- All decisions made for you when you have lost capacity should be made [in your best interests](#).
- Your liberty can only be taken away from you in [very specific situations](#) - this is called a [deprivation of liberty](#), and it should only be used if it is the least restrictive way of keeping you safe or making sure you have the right medical treatment.
- You may have the right to [get support from an advocate](#) in certain circumstances. This is someone who listens to what you want and can speak for you, if you want, but does not have the legal authority to make financial or personal decisions for you.
- A [deputy](#) is a person appointed by the court to make financial or personal decisions for you, once you have lost capacity to make those decisions for yourself.
- If there are any doubts as to what an [advance decision](#) means, or what an [attorney](#) under a [lasting power of attorney](#) or a [deputy](#) is allowed to do, the [Court of Protection](#) can make a decision about these things.
- When a person has mental capacity to make the decision about whether to take a medicine, they have the right to refuse that medicine. They have this right, even if that refusal appears ill-judged to staff or family members who are caring for them

Policy Impact

We have a rolling programme for reviewing our Company policies. We regularly review the impact of our policies on the needs, entitlements and outcomes for students, service users, staff and parents.

References and Further Resources

- [Guidance for providers on meeting the regulations \(cqc.org.uk\)](https://www.cqc.org.uk)
- [Mental Capacity Act 2005 \(legislation.gov.uk\)](https://www.legislation.gov.uk)
- [Medicines Act 1968 \(legislation.gov.uk\)](https://www.legislation.gov.uk)
- [Misuse of Drugs Act 1971 \(legislation.gov.uk\)](https://www.legislation.gov.uk)
- [Supporting pupils with medical conditions at school - GOV.UK \(www.gov.uk\)](https://www.gov.uk)
- [Emollients: new information about risk of severe and fatal burns with paraffin-containing and paraffin-free emollients - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

- [Guidance on the use of adrenaline auto-injectors in schools
\(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/672222/guidance-on-the-use-of-adrenaline-auto-injectors-in-schools.pdf)
- [Guidance on the use of emergency salbutamol inhalers in schools
\(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/672222/guidance-on-the-use-of-emergency-salbutamol-inhalers-in-schools.pdf)

Appendix 1 – Medication Administration Record

WARGRAVE HOUSE SCHOOL & ASCENT SPECIALIST COLLEGE - MEDICATION ADMINISTRATION RECORD																																	
Name:	Thomas Rimmer	Gender:	Male	Month/Year	Sep 2024	Known Allergies: NONE																											
Date of Birth:	18/01/2005																																
GP Details:	Dr Edwards, Whitby Health Partnership, 114 Chester Road, Whitby, Ellesmere Port CH65 0BA T: 0151 355 6144																																
Key:	R-Refused	H-Hospitalised	A-Absent	D-Destroyed	N-Nausea/Vomiting	O-Other (explain in additional information)																											
Medication:																																	
Day and Night Max Strength cold and Flu Relief Capsules Two day capsules every 4-6 hours during the daytime Do not take more than 8 capsules (4 doses) in any 24 hour period. CONTAINS PARACETAMOL DO NOT TAKE ANYTHING CONTAINING PARACETAMOL WHILE TAKING THIS MEDICINE.	DATE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
	PRN																																
	ADMIN																																
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	PRN																																
	ADMIN																																
	WITNESS																																
	Amount left once administered	AM																															
PM																																	
ADDITIONAL INFORMATION:																																	
At the end of the month pass this sheet to the health team.																																	
Signed																																	
Verified by																																	

Appendix 2 – Medication In & Out



Medication In & Out

		Name:				Date of Birth:					
Name & dosage of medication:											
++											
IN						OUT					
Date	Time	Amount	Expiry date	Signed	Signed	Date	Time	Amount	Expiry date	Signed	Signed

Appendix 3 - Medication Information Sheet for Ascent adults

Name of Student	
Date of Birth	
Medical condition or illness	

Medicine

Name/type of medicine (as described on the container)	
Date dispensed	
Expiry Date	
Dosage and Method (e.g. mg/ml)	

Approximate Timing (please tick the appropriate box)

<u>Breakfast</u> 7.00am-9.00 am	<u>Lunchtime</u> 11.45am-1.30pm	<u>Teatime</u> 5.00pm-6.00 pm
<u>Bedtime</u> 8.00pm-9.00pm	<u>Per required need</u>	Other (please state specific time) _____ am _____ pm
Special precautions e.g. to be taken on an empty stomach/ e.g. at least 4 hrs between doses		
Are there any side effects that the college/setting needs to know about?		
Self-administration	Yes/No (delete as appropriate)	
Procedures to take in an emergency		

Have you consulted a pharmacist when purchasing this medication	Yes/No (delete as appropriate)
Was the pharmacist given full information of your son/ daughter's current medication	Yes/No (delete as appropriate)
Name & Telephone Number of supplying Pharmacist	

Appendix 4 – Medication Error Process

