

# North East Futures UTC





## Administration of Medication Policy

North East Futures UTC has been established to change the education, skills and employment paradigm in our IT and Healthcare Science sectors in the North East. It provides the opportunity for young people from all the communities in this region to benefit from its specialist provision.

Local Governors and all the North East Futures staff are committed to a policy of equality and aim to ensure that all students, employees, job applicants, other member of the school community and visitors are treated fairly and with respect.

We aim to give equal access to the high-quality educational opportunities we provide and to ensure that everyone feels that they are a valued member of the school community. We seek to create a safe and happy environment where all our students can flourish and where social and cultural diversity are celebrated.

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# Managing Medications and Medical Needs

## Policy Statement

### Rationale

North East Futures UTC recognises that for a small number of students being able to take prescribed medication or have their medical needs met during the UTC day will enable them to remain in mainstream lessons and/or function better within the UTC and improve their ability to learn. All students who take prescribed medications during the UTC day and staff that administer these medications should be able to do so in a safe and managed way.

### Aims

- To be as inclusive as possible with students with medical needs, that need to be addressed in the UTC or during residential activities;
- To provide a safe and reliable method of administering medications and meeting the medical needs of students;
- To provide appropriate information to all members of the UTC community relating to the management of medications and medical needs;
- To identify all protocols relating to the management of medications and medical needs;
- To identify protocols for supporting students with additional medical needs;
- To ensure all practices conform to recent legislation and guidance.

### Objectives

- To communicate key aspects of managing students' medical conditions effectively with all members of the UTC community;
- To work in partnership with students, parents, staff and other key professionals;
- To ensure all students taking medication regularly or requiring their medical needs to be met, have an Independent Healthcare Plan;
- To have an identified 'Medical Needs' manager;
- To ensure all staff know what to do in a medical emergency;
- To ensure Independent Healthcare Plans are reviewed at least annually;
- To ensure the Principal agrees to every student taking prescribed medications and their medical care;
- To maximise the students learning opportunities by keeping them in the UTC;
- To forge effective links and work in partnership with all appropriate outside agencies;
- To identify clear administration and storage protocols;
- To clarify UTC procedures relating to handling incidents of misuse;
- To identify key roles and responsibilities within the UTC;
- To produce appropriate documentation and procedures to monitor medications brought into the UTC;
- To document procedures for students to have their medical needs met whilst on visits out of the UTC;
- To ensure all members of the UTC community, receive effective INSET relating to the management of medication and medical conditions;
- To establish systems where students regularly taking medications can be identified and supported.

## Guidelines and Additional Information for Staff

### The location & dissemination of this policy

A reference copy of the policy will be kept, reviewed and updated by the member of the Senior Leadership Team who is responsible for Students' Medical Needs.

A reference copy of this policy will be located on the UTC Online Documents in the Key Documents & Policies folder where the appropriate staff can access.

### Advice on common medical conditions

Posters identifying the symptoms of common conditions and what to do in an emergency relating to: anaphylaxis, asthma, diabetes and seizures and meningitis will be displayed in key locations around the UTC, including locations with First Aiders.

A folder 'First Aid & Medication' has been set up on the UTC Online Documents drive of the UTC network. This folder will contain:

- Advice and guidance for identifying the symptoms of common conditions and what to do in an emergency relating to: anaphylaxis, asthma, diabetes, seizures, meningitis and other conditions.
- Medical Conditions Support Register which will list students who require medication to support their medical condition or have an Independent Healthcare Plan (IHP) (*those without medication required will be on logged on our MIS (Arbor) only*) – e.g., Hay fever.
- Drugs register which will list all students who have medication held in the medical cabinet in the medical room to support their medical condition.
- Independent Healthcare Plans where it is important all staff are aware of specific students with medical needs, their condition, what constitutes as an emergency and what should be done in an emergency. Consent will be obtained from parents to do this.

### The Context of the policy and links with other policies and practice

This policy aims to identify the UTC's position on all aspects of managing medications and medical needs both within the UTC, off site provision and on visits. The policy will document procedures for staff, students and parents to follow when setting up an Independent Healthcare Plan, administering and storing medications. This policy links with the 'Supporting Students with a Medical Condition Policy' and the 'Health and Safety policy' of the UTC both available at [www.nefuturesutc.co.uk](http://www.nefuturesutc.co.uk).

### Health & Safety for all staff and students – 'Risk Assessment'

This policy and guidelines aim to identify all the correct procedures for managing medications in the UTC to ensure the health and safety of all staff is maintained and that staff, do not put themselves in potentially dangerous or vulnerable positions. The senior leadership team have a duty to protect staff in these matters and all staff have a duty to cooperate with the UTC and follow the safe procedures laid down in this policy.

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Each student requiring the UTC to support their medical needs will have their needs risk assessed. This can be done through a case conference where needs are more serious and the care more involved or during the completion of an Independent Healthcare Plan with the Medical Needs Manager where care may be more routine.

Each risk assessment will take into consideration:

- The medical needs of the student;
- The advice given by health professionals;
- Whether or not staff at the UTC, are confident, willing and able to manage the student's medical needs;
- The potential risks to other members of the UTC community;
- Whether it is possible to meet these needs on a practical level within the UTC due to staff commitments, training and other resourcing issues;
- The age and ability of the student to manage their own medical needs within the UTC environment.

The responses to the above assessments will influence the UTC's decision to manage a student's medical needs and whether, or not, we allow students to manage their own medical needs.

## **Students managing their own medical needs**

Whilst it is good practice for a student to manage their own medical needs within the UTC, this needs to be risk assessed against the impact upon others.

Responsible students over 14 years of age will be allowed to bring in and carry their own emergency prescription medication as long as they are not classified as controlled drugs, this would include asthma inhalers, adrenalin auto injectors for allergies and insulin and blood testing devices for diabetes. The UTC asks parents to provide an emergency backup of asthma or allergy medication to be held in the medicine cabinet just in case the student forgets to carry it.

Students who require any other prescription medications on site will be required to have parents to bring these into school and complete a 'Parental Agreement for Setting to Administer Medicine' form and these drugs will be held securely in the locked medicine cabinet and students can request access when required. If the student concerned is mature enough to self-medicate, they will be allowed to do so but a record will be kept showing what medication was provided. The procedures for students who cannot self-medicate will be written into an Independent Healthcare Plan. This will include the safe storage of medication and how records are kept of any medications taken.

All students will be asked to complete the medicine administration form in the medical room when they request their medication from a member of staff.

## What To Do - if a parent or member of the health profession asks the UTC to administer prescribed medication or to assist a student with their medical needs

If this is a simple case of a student needing to take medication within the UTC, parents will be referred to the Medical Needs manager, who will discuss with them the circumstances and ascertain if it is **both necessary** and **appropriate** that the UTC agrees to do this.

If it is necessary and appropriate the Medical Needs Manager will then meet with the parents to complete an Independent Healthcare Plan and the Medical Needs Manager will then manage the student's needs.

## Staff responsibilities towards students

All staff have a common law duty of care to all students to act like any reasonably prudent parent in an emergency.

All staff should know what to do in an emergency and be familiar with the symptoms and actions required for the most common conditions. Where teachers and form tutors observe any problems with students behaviour or physical appearance they should pass this on to Pastoral staff immediately.

Pastoral staff will coordinate the pastoral care and support for students. They work in partnership with parents and other agencies both within and external to the UTC.

The UTC will ensure there is an appropriately trained member of staff to oversee the writing of Independent Healthcare Plans and managing the medical needs of all students.

The Managing Medical Needs Manager will ensure all the correct procedures have been followed before accepting any medication from a parent or responsible adult. They will also ensure the safe and secure storage, and administration of medication.

The Principal will be responsible for signing and agreeing to the delivery of an independent care plan and ensuring staff receive appropriate training to carry out their duties.

The Governing Body have approved the policy; Supporting Students with Medical Conditions.

## Managing medical needs or administering medication longer term

If this is a straightforward case of administering medication the Medical Needs Manager will work with the parents to complete either a 'Parental Agreement for Setting to Administer Medicine' form when they bring in the medication or if needs are more complex, then an Independent Healthcare Plan will be completed. This will allow the Medical Needs Manager to then manage the student's needs over the longer term.

Where a student's medical needs are extremely complex or where specialist training is required a case conference may be held to discuss the student's needs and to see if the UTC can help manage these needs. Case conferences can involve the Medical Needs Manager, health professionals, key pastoral staff, the Director of Pastoral Care, the school nurse and the Health and Safety Manager depending upon the needs being discussed.

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If the case conference agrees that the UTC can support a student's needs, they will complete an Independent Healthcare Plan during the conference, which will then be managed by the Medical Needs Manager and monitored by other key staff.

# Independent Healthcare Plan

## Front page

All key information that may be required in a medical emergency including:

- Students name, DOB & Tutor Group;
- School, name, DOB, form & religion (can influence medical treatment);
- Contact information –family details and emergency contacts;
- Name contact details of GP and specialist practitioners;
- Signs and symptoms of medical conditions;
- Triggers that make the condition worse;
- What would constitute a medical emergency for this student;
- Name of medication prescribed and administration regime;
- What to do in a medical emergency;
- Where emergency medication/support can be found

## Following pages

The following constitutes the remaining content of the Independent Healthcare Plan:

- Routine healthcare requirements in and out of the UTC;
- Regular medication taken outside of UTC hours;
- Details of emergency medication and what to do in a medical emergency;
- Any specific arrangements – activities to be avoided, off-site work etc;
- Facilities, resources and training required to implement this Independent Healthcare Plan;
- Members of staff trained to administer the Independent Healthcare Plan;
- Information staff trained to administer any medication or support medical needs;
- If the child does not take their medication or refuses to take it – what happens?;
- Parental consents to the plan and for sharing information about the child's needs;
- Parental signature – the parent will need to date and sign the Independent Healthcare Plan;
- When the Independent Healthcare Plan is complete the Principal must sign the agreement to say he is happy for it to go ahead.

## Administering Medication on UTC Visits and Residential Activities

Most UTC visits will be straightforward as they will take place in UTC time and the normal UTC procedures will apply.



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Where a child has medication they need to take during the visit – say at lunchtime, the organiser will take with them the child’s Independent Healthcare plan, administration record and medication so they can administer the medication during the visit following the UTC policy and guidelines. The Educational Visits Coordinator will oversee this process.

### Administering non-prescription medication on residential visits

Students who do not have an Independent Healthcare Plan that fall ill during the visit may require medication such as Paracetamol to be administered. Parents will be asked to complete a EV3A Form before the visit to give consent for this to happen. The visit leader will complete the ‘Residential Visits - Record of Medicine Administered to all Children’ log to keep a record of any non-prescription medication administered to any student.

The pro forma includes the following information:

- Date;
- Name of student;
- A check that parental consent has been given on the EV3A form;
- Student’s symptoms;
- Name of medication given;
- Dosage given;
- Name of person administering the medication;
- Time medication was given;
- Maximum dosage of medication in 24 hours;
- Any comments, issues, side effects.

### Non-prescription medication on UTC visits

The UTC will also provide an emergency supply of Paracetamol, safe and approved antihistamine and travel sickness medication that could be administered to students on a visit or during residential activities in an emergency. The UTC will purchase these medications and keep them and any prescription medication in a secure location held by the person responsible on that trip for the duration of the visit.

### Parental consent to administer non-prescribed medications during visits

All parents must complete the EV3A consent form for any visits and off-site activities (this is completed online, within the Admissions process as part of enrolment, and covers all off-site activities and local school trips).

The EV3A form includes the following sections:

- Emergency contacts with addresses and phone numbers;
- Dietary information;
- Allergy information including allergic to any medications;
- List any medications their child might be taking;

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- Parental consent declaration that agrees to the member of staff leading the visit to administer non-prescription medication in an emergency;
- A request for a statement from the parent that any other medication their child is currently taking will not interact with either Paracetamol, travel sickness medication or hay fever medication at the time of the trip or activity when notified about it;
- Acknowledgement as to whether the student has been in contact with any contagious infections or diseases in the previous four weeks;
- Parental signed consent agreeing to their child receiving emergency any medical, dental, and surgical treatment including anaesthetic or blood transfusion as considered by the medical authorities.

### Storage of medication on visits

For all visits and residential activities all medications will be held in a secure location held by the person responsible on that trip for the duration of the visit.

### Inset for staff leading visits

The Medical Needs Manager and Educational Visits Coordinator will ensure all staff leading visits will be given appropriate training to ensure they are competent in administering medications safely following the UTC's policy and guidelines. Staff should be reminded that First Aid/Medical attention can be reached on all trips, including transport as all sites will have their own First Aiders available.

## Key Information Regarding Administering Medication

### Non-prescription medication

North East Futures UTC will **not usually administer any non-prescribed medication to students**, such as painkillers, even if their parents say this is ok. Students will need to go home to be treated or an adult, designated as being an emergency contact, can come into the UTC to administer the medication. In exceptional circumstances they may be allowed to hold non-prescription medication onsite but only after consultation and review with the parent, medical professional, and the Pastoral Team and on completion and agreement of an 'Parental Agreement for Setting to Administer Medicine'.

The only exception to this rule is when students are out of the UTC on a **visit, away from medical assistance**, and only in an **emergency** (Section 3(5) of the Children Act 1989). Here members of staff can administer non-prescription medication to students if their parents have **signed and consented to this on the EV3A Form and/or Independent Healthcare Plan**. It is also advisable in an emergency and if possible, **to contact parents by phone to explain the nature of the emergency** and to **check again if it is okay to give their child non-prescribed medication in this situation**. In an emergency the UTC would only give Paracetamol, antihistamine or travel sickness pills as managed by the designated member of staff in charge of administration of medicine. This is managed by a named member of the UTC Team.

**Should symptoms persist for 24 hours UTC staff will then seek medical assistance for the student.**

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**Under no circumstances will the UTC administer Ibuprofen or Aspirin without a prescription.**

Students are **not allowed to bring non-prescribed or over the counter medications into the UTC.**

If, however, a student suffers from regular headaches or requires regular painkillers for a medical condition, **medication can be prescribed** by a doctor to be administered in the UTC. In exceptional circumstances no prescription painkillers may be allowed but only after consultation and review with the parent, medical professional and the Pastoral Team and on completion and agreement of an 'Parental Agreement for Setting to Administer Medicine'

### Prescription Medication

The UTC is under no obligation to administer prescribed medication to students. We choose to do this because there is a clear benefit to the students and their education.

Prescribed medications can be administered within the UTC following the guidance and protocols identified in this policy.

If parents have difficulty getting their child's prescription into the UTC they can arrange for the doctor to prescribe a split prescription, one for home and one for the UTC. They can also arrange for a local chemist to make up and deliver the prescription.

### Storage of Medication

The UTC uses a recommended metal medication cabinet to store all student medication in. All students' medications are kept in this cabinet (unless requiring to be refrigerated) and the cabinet is kept locked at all times, other than when medication is being administered.

Keys to the cabinet are kept in the key safe in the main office with a backup key kept by the Medical Needs Manager. Medications requiring to be kept cool will be kept in the secure lockable medical room fridge bought for and used only for this purpose. Both the Medication cabinet and fridge are located in the locked medical room.

Students carry their own emergency medication for severe allergies or asthma however the UTC does request that a backup be held onsite in case students were to forget to carry their medication. This backup medication is kept in a locked cabinet in the locked medical room however all staff have key access to this room and the key for the medical cabinet is easily accessible from the main office throughout the day. Independent Healthcare Plans are stored within the main office within a filing cabinet with a copy held in the medical room files. Students have their name clearly written on the front of the file. Only trained staff can administer medication.

### Accepting, recording & storing medication

When the parent, or other responsible adult, brings the medication into the UTC the Medical Needs Manager will check to ensure the following key points are adhered to. All medication:

- **MUST** be brought into the UTC by a responsible adult otherwise it will not be accepted (Unless over 16 and capable of self-medicating);
- **MUST** be in the official box with the chemist's label showing the pharmacy name and contact number on it;

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- **MUST** clearly show the students name;
- **MUST** clearly state the medication, the dosage and the maximum that can be taken in 24 hours ('when required' is not allowed and it is illegal for a chemist to write this on a prescription for a child);
- **MUST** show the expiry date.

If the label has been changed (i.e. dosage on front has been changed from one tablet to two in pen) the UTC will not accept the medication. It is **illegal for a chemist to do this** – a new label must be printed if there is a mistake. We cannot accept the parent's word – this information **MUST** come from the chemist.

**In exceptional circumstances when the pharmacy is unable to print the label due to an equipment failure the pharmacist is permitted to hand write the entire label this is a very rare occurrence and should be corroborated by a telephone call to the pharmacy to validate the labelled instructions.**

**The UTC will not accept any medication that does not meet all the criteria set out above.**

Once the Medical Needs Manager is happy to accept the medication they will then ask the parent/carer bringing in the medication to complete a 'Parental Agreement for Setting to Administer Medication' form. On this record they will enter:

- Pupils name and date of birth;
- Parents name and telephone contact;
- Address;
- Medical condition;
- Medication received;
- Signature of person who brought it in and date;
- Name of medication;
- Expiry date;
- Dosage regime;
- Self administration consent;
- Any side effects -the main side effects of the medication if there are any; ● Emergency procedures if side effect occurs.

The Medical Needs Manager will then place the 'Parental Agreement for Setting to Administer Medication' form in the students file with a copy in the medical room and the student's medication will be locked in the Medication Cabinet.

## Administering Medications and Administration of Medication Log

Each time the child comes to take their medication the Medical Needs Manager or staff

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member who observes the administration of the medication will note on the Administration of Medication Log :

- The date;
- Name of medication;
- Amount given;
- Amount left;
- Time;
- Initials of person who administered/observed self-administration of the medication;
- Any issues/comments
- Initials of the student

The member of staff administering the medication/observing self-administration will take due care and regard for the individual student’s privacy and will ensure they are out of sight of other students & staff so their rights to privacy are not compromised. (Data Protection – medical records)

**If a mistake is made during an entry on the Individual Medication Record do not cross it out or use Tippex.**

\* asterix the line with the mistake on it and if possible

\* asterix the line underneath then write - line above should read .....

If the correction cannot be entered on the next line write it on the bottom of the page it is very important that the Administration of Medications Log is kept in this way to avoid accusations of tampering which could lead to accusations of theft, which could lead onto unlawful possession.

### Example: Register of Medication Administered

Date	Medication	Amount Given	Amount Left	Time	Administered by	Comments/Issues/Side Effects
2/5/99	Ritalin	1 x 20mg tablet	27 x 20mg tablets	1.00	B. Smith	Can make Dandelion Sea drowsy
*1/5/99	Ritalin	1 x 20mg tablet	26 x 20mg tablets	1.02	B. Smith	As above
* Line above should read 3/5/99						

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4/5/99	Ritalin	1 x 20mg tablet	25 x 20mg Tablets	12.58	B. Smith	As above
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### Students not taking their medication alert

If parents or School staff are concerned that a particular student may not be in a 'fit' state to be in the UTC or may be at risk if they do not take their medication the SENDCO will ask the Medical Needs Manager to alert them if the student fails to turn up and take their medication.

The SENDCO can then remind the student in question and arrange for them to go along to take their medication. If a student refuses to take their medication, parents should be contacted and asked to come in to the UTC to administer the medication or to take them home to administer it.

### Independent Healthcare Records and confidentiality

Students have the same rights as adults when it comes to confidentiality and their medical records.

In order that other members of staff such as: the receptionist, the nurse, pastoral staff, SENCO, teachers etc., know about a student's medical records consent must be given in writing by the parent. A declaration is signed while completing their registration form to say they have understood that the information provided will be used in line with the Student Privacy Notice which they can access via the website. This can also be agreed in the Independent Healthcare Plan if a student has one.

Once it has been agreed who can have knowledge of a case it is a breach of confidentiality and illegal to discuss the case with anyone else. The only exception to this is in an emergency where disclosure would be necessary to safeguard the student's welfare.

Students' records will be stored in secure filing cabinets in the main office and copies in the locked medical room

Where it is deemed necessary, and consent is given by the student and their parent/s during the discussion that accompanies the completion of an Independent Healthcare plan, staff that come into contact with a particular student will be informed about their condition and what to do in an emergency. This information will be made more widely available to all staff via the UTC online system that only staff can access. An email will be sent to all staff to check the students Independent Healthcare Plan so they are familiar with it and what to do in an emergency.

#### **Destruction of Independent Healthcare Plan records**

All Independent Healthcare records will be kept for two years after the student has left the UTC then they will be destroyed. If a student moves school their records will transfer with them.

### Privacy

When administering medication a student has the right to, and should expect, privacy. As adults we would object to other people knowing what medications we were taking and would want any discussions carried out in private. Students should be treated with the same care and respect that

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they would get from their doctor. The confidentiality of medical records comes under the same legislation.

The Medical Needs Manager will ensure Independent Healthcare Plans are discussed and written in private and that medications are administered in a private area.

## Disposal of unwanted medications & end of term arrangements

At the end of each term the medication cabinet should be emptied. Parents will be contacted by the Medical Needs Manager and asked to come in and collect any unused/unwanted medication. If medication is not collected it will be destroyed and disposed of. When medication is handed back to the parents or destroyed it needs to be entered on the Medication Disposal/Collection Log with exactly what has been handed back or destroyed. If it has been destroyed, enter the name of the witness and get them to sign the entry – the Medical Needs Manager can take any leftover medication to the local chemist for destruction but must take a log of the medication being destroyed to be signed by the chemist.

Emptying the medication cabinet at the end of each term will help deter burglaries and keep the contents current.

**On no account** should any medication be disposed of in any other way. If medications were just taken to the chemist staff could be considered to be in unlawful possession of controlled drugs. If any controlled drugs need to be disposed of a letter from the Principal must accompany the disposal log giving consent when it is taken to the chemist by the Medical Needs Manager and also be signed by the chemist.

## Inset for staff

A member of the Senior Leadership Team has attended training of the safe administration of medication from a registered provider to ensure the UTC's policy and practices reflect current good practice in the area of managing medications and students' medical needs in the UTC.

Key staff that administer medications will attend an online course to ensure they understand the dangers and know how to administer medications correctly in an educational setting. All other staff will receive inset on this policy and the implications for them. In addition, staff that take students on visits will receive training to help them carry out their duties whilst away from the UTC.

Additional inset to meet specific medical needs will be carried out as and when required.

## Communication with parents/carers

The UTC will discuss and review a student's medication regime through the setting up and review of an Independent Healthcare Plan. If there are any issues relating to the delivery of an Independent Healthcare Plan the Medical Needs Manager will contact home and speak to the parents or carers about the issues. If necessary, parents will be invited into the UTC to discuss any issues with Medical Needs Manager. If parents have any concerns they can contact the UTC and speak to Medical Needs Manager at any time also.

## Managing incidents of medication misuse

Should any incidents of misuse occur the UTC will first investigate the incident to identify what has happened, who was involved and what medications were involved? A member of SLT will then speak to both parents and the student/s concerned. If the incident involved a controlled drug then the UTC will follow the agreed procedures.

If there are child protection concerns surrounding this misuse, then Social Care will be informed and a referral made. If an incident requires the police to be informed they will inform Social Care.

## Working with Outside Agencies

Links with other agencies - Police, Social Care and outside support agencies, will depend on the circumstances and whether or not the parent has given us permission to work and discuss their child with these agencies.

The exception to this will be where the law has been broken or where there is a Child Protection concern. In both these circumstances the Director of Pastoral needs to be informed immediately.

## Staff Responsibilities When Taking Medications in the UTC

### Storage of medication

All staff must make sure any medications they bring in are for personal use only. They should under no circumstance give any medications to students. Any medication administered to students must follow the practices documented in this policy.

It is the responsibility of every member of staff to ensure all medication brought into the UTC is stored safely and securely so students are unable to access it. Medication **MUST NOT**, be left in coat pockets or classroom desk draws where students could easily access it.

Powerful medication such as Opiate based drugs, Ritalin, Barbiturates etc. should be stored in the UTC's lockable medication cabinet until needed. Whilst this may be a minor inconvenience to members of staff concerned it will be an important part of safeguarding the student population.

### Notifying SLT when bringing in powerful drugs or when needing to carry them with you

Any member of staff bringing powerful or potentially dangerous medications into the UTC or who need to carry their medication with them, need to inform the SLT member responsible for personnel issues. A safe procedure for self-administering medication within the college can then be agreed. This information will be treated in the strictest confidence.



## Staff taking Medication or other substances and their ability to work directly with students

When working directly with students, staff must not be under the influence of alcohol or any other substance, which may affect their ability to care for the students.

It is a requirement of **all providers** that **where staff are taking powerful medications** they will be **required to seek medical advice** to ensure they are able to carry out their duties and that their ability to work directly with students is not impaired. If any substance they have taken impaired an individual member of staff's ability they must not be working directly with students.

## Medications and the Law

The Home Office through the Misuse of Drugs Regulations 1985, amended on 2001 defined drugs within 5 schedules linked to their medicinal use and risk of being abused.

Schedule 1- To contain drugs with no current known medicinal use you must hold a Home Office licence to possess these drugs legally. They can be legally held for medical research.

- **Schedule 1 drugs - LSD, Coca Leaf & Mescaline, 35 of the 36 Ecstasy type substances** Schedule 2, 3, 4 & 5- Drugs are licensed to be used in medications but Schedule 2 and some Schedule 3 drugs must be kept in a correct medical cabinet and all schedule 2 drugs recorded in a drug register when used in Primary care (when under the control of Doctors, Dentists, Pharmacists).

- **Schedule 2 drugs - Mostly Opiates, also Methylphenidate (Ritalin) N Hydroxyamphetamine (Ecstasy)**

- **Schedule 3 drugs - Barbiturates, Tamazepam**

Schedule 4 drugs part 1- It is illegal to possess them without a prescription.

Schedule 4 drugs part 2 - It is legal as long as they are within a medication.

- **Schedule 4 part 1 drugs - 33 Benzodiazepines , Diazepam**

- **Schedule 4 part 2 drugs - Anabolic Steroids**

Schedule 5 drugs - Where the risk is considered to be negligible, are treated the same as schedule 4 part 2 drugs.

**Schedule 5 drugs - Migralve OTC, Nicocodine, Kaoline & Morphine mix, Co-codamol**

## Non-Scheduled Medications

**Prescription Only Medicines** – the majority of drugs listed in Schedule 2 – 5 are prescription only, however, there are a large number of Prescription Only medicines that are not scheduled as Controlled Drugs.

**Over the Counter Medications** – can only be purchased over the counter in a e.g. pharmacy - such as Nurofen Plus.

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**General Sales List** – can be purchased from unlicensed retail - e.g. Paracetamol.

Many prescription medications contain controlled drugs and as a consequence it is illegal to possess them without an authorised prescription in your name. E.G. Co-codamol contains Codeine, which is obtained from Morphine a Class B drug. Possessing or passing to someone else (supplying) a controlled drug can carry the following sentences.

**Possession** – this means being caught with an illegal drug for your own use. Punishments can include, up to seven years prison and/or a fine.

**Possession with intent to supply** – if you had any intention of dealing (this can include giving and sharing drugs) you may be charged with this more serious offence. Punishments can include up to 14 years in prison and or a fine.

## The Misuse of Drugs act divides drugs into the following three classes and gives guidelines and penalties for each:

### Class A

Cocaine, crack, ecstasy, heroin, LSD, magic mushrooms, speed (amphetamines) if prepared for injection and in some instances, cannabis oil.

**Possession** - Seven years in prison and/or a fine.

**Supply** – Up to life imprisonment and/or a fine.

### Class B

Speed (amphetamines).

**Possession** - Five years in prison and/or a fine.

**Supply** - Up to fourteen years in prison and/or a fine.

### Class C

Cannabis, Rohypnol, supply of anabolic steroids & tranquillisers/possession of Tamazepam.

**Possession** - Two years in prison and/or a fine.

**Supply** – Up to Five years in prison and/or a fine.

In the recent survey carried to ascertain the medications that students and staff were bringing into the UTC, and taking, there were drugs from all three of the above classes.

## Further Guidance

This policy draws upon information and guidance from the following legislation and guidance:

- The Misuse of Drugs Regulations 1985;
- The Misuse of Drugs Regulations 2001 (came into force Feb 2002);
- Managing Medicines in Schools and Early Years Settings. DfE Ref: 1448-2005DCL-EN;
- Special Educational Needs & Disability Act 2001;
- Management of Health & Safety at Work Regulations 1999;
- Control of Substances Hazardous to Health Regulations 2002;
- The Education (School Premises) Regulations 1999;
- DfEE – Supporting Pupils with Medical Needs – 2006;
- Equality Act 2010;
- Statutory Framework for Early Years Foundation Stage 2012;
- Managing Medical Needs in Schools and Early Years Settings, Newcastle LA revised guidance February 2013.

Version	Date	Key Changes
2024-25	12-6-2024	n/a

## Appendices

1. Individual Healthcare Plan
2. Consent for school trips and other off-site activities
3. Parental Agreement for Setting to Administer Medicine
4. Educational Visits and Off-site Activities – Record of Medicine Administered to All Children
5. UTC School Setting – Record of Medicine Administered to All Children
6. Medication Disposal Record
7. Drugs Register

## Individual Healthcare Plan

Child's full name  
Tutor Group  
Date of birth  
Child's address  
Religion (may affect treatment)  
Medical diagnosis or condition Date (today)


### Family Contact Information

Name/Relationship (1<sup>st</sup> priority contact)  
Phone no. (mobile/home)  
(work)  
Name/Relationship (2<sup>nd</sup> priority contact)  
Phone no. (mobile/home)  
(work)


### Clinic/Hospital Contact

Consultant Name Phone no.  
G.P. Name Phone no.  
Who is responsible for providing support in school


Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc:

--

Describe what constitutes an emergency, and the action to take if this occurs:

--

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Name of medication, dose, method of administration, when to be taken, side effects, administered by/self-administered with/without supervision, where medication is stored:

Daily care requirements and any regular medication taken in and out of the UTC:

If the child does not take their medication or refuses to take it – what happens?

Details of emergency medication and what to do in a medical emergency:

Any specific arrangements – activities to be avoided, off-site work etc:

Specific support for the pupil’s educational, social and emotional needs:

Arrangements for school visits/trips etc.:

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Other information:

Who is responsible in an emergency (*state if different for off-site activities*):

Plan developed with:

Facilities/training needed – who, what, when:

**Parent/Carer Declaration**

I consent to the information provided in this document being shared with the appropriate staff within the UTC so they are able to support my child with their medical condition.

Parent/carers: \_\_\_\_\_

Date: \_\_\_\_\_

**Agreed By:**

Parent/carers: \_\_\_\_\_ Date: \_\_\_\_\_

Medical Needs Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Form copied to:

## Consent form for school trips and other off-site activities (EV3A)

### Parental Consent for an Educational Visit (Sent Electronically via Microsoft Forms)

**Please note the following important information before signing this form:**

The trips and activities covered by this consent form include;

- o all visits (including residential trips) which take place during term time, the holidays or a weekend
- o adventure activities at any time
- o off-site sporting fixtures outside of the school day

School trips will be risk assessed and may include remote supervision.

Written parental consent will not be requested from you for the majority of off-site activities offered by the school – for example; year-group visits to local amenities – as such activities are part of the school’s curriculum and usually take place during the normal school day.

**The school will send you information about each trip or activity before it takes place.**

**You can, if you wish, at the time of the specific trip, tell the school that you do not want your child to take part in the school trip or activity by e-mailing [office@nefuturesutc.co.uk](mailto:office@nefuturesutc.co.uk) or ringing 0191 917 9888.**

Please complete the EV3A Form below - digitally sign and date this form if you agree to the above.

NEF UTC does not under normal circumstances administer non-prescription medications to students. However, when out on educational visits students and staff may be away from medical assistance. In this circumstance section 3(5) of the Children Act 1989 provides scope for teachers to do what is reasonable for the purpose of safeguarding or promoting children’s welfare. Thus, in an emergency teachers will, if deemed appropriate, administer the following non-prescription medication – Paracetamol, travel sickness and hay fever tablets.

### **EV3A Form (Name and Emergency Contacts for Educational Visit purposes)**

**This information will be used for each educational visit your child attends, it is your responsibility to inform the UTC if any of this information changes you can do this by emailing [office@nefuturesutc.co.uk](mailto:office@nefuturesutc.co.uk) or calling 0191 917 9888**

**Childs Full Name \***

**Year Group**

**Emergency Contact 1 when on an educational visit:**

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**Please Note:** The reason we ask for this information again is in case you wish to have a different Emergency Contact listed as Priority 1 on an educational visit compared to when your child is at school (e.g. they may be able to pick your child up from a visit/trip)

**Emergency Contact 1:** Full Name \* EC1 when your child is on an educational visit

**Emergency Contact 1:** Relationship to Child \* EC1 when your child is on an educational visit

**Emergency Contact 1:** Best Contact Numbers *(Please provide mobile, home and work phone in order of preference)* \* EC1 when your child is on an educational visit

**Do you have a 2nd Emergency Contact you wish to add when on an educational visit? \***

**Emergency Contact 2:** Full Name \* EC2 when your child is on an educational visit

**Emergency Contact 2:** Relationship to Child \* EC2 when your child is on an educational visit

**Emergency Contact 2:** Best Contact Numbers *(Please provide mobile, home and work phone in order of preference)* \* EC2 when your child is on an educational visit

### Medical Information

#### PRESCRIPTION MEDICATION

If your child has any medical condition or illness which requires prescription medication on a visit an Individual Healthcare Plan (IHP) and a Parental Agreement for Setting to Administer Medicine form must be completed. Staff will safely store and allow students access to self administer prescription drugs only if provided in original packaging and the medication is signed into the UTC by a Parent/Carer.

#### ASTHMA

Students with asthma inhalers who self-administer their own medication will still need to complete an Asthma Card. Teachers supervising the visit will take a copy of the Asthma Card with them. You can store an emergency inhaler at the school which can be used when going on visits.

### MEDICATION

**Will your child need any medication on an educational visit? \* (Yes/No)**

### MEDICATION

Please provide details below:

#### ASTHMA

**Does your child carry an inhaler and will be expected to have this on them on an educational visit? \* (Yes/No)**

#### ASTHMA \*

Please provide details below:

### ALLERGIES

**Is your child allergic to any medication or have ANY other known allergies? \* (Yes/No)**

### ALLERGIES

Please provide details below: \*



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### ALLERGIES

Does your child carry an adrenaline autoinjector or antihistamines for this allergy? \* \*  
(Yes/No)

### ALLERGY MEDICATION

Please provide details below: \*

### DIETARY REQUIREMENTS

Please outline any special dietary requirements, including any food allergies and intolerances, your child has/may have: \*

### CONTAGIOUS OR INFECTIOUS DISEASES (FOR RESIDENTIAL VISITS AND EXCHANGES ONLY)

To the best of your knowledge, has your child been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be contagious or infectious? \* (Yes/No)

### CONTAGIOUS OR INFECTIOUS DISEASES (FOR RESIDENTIAL VISITS AND EXCHANGES ONLY)

Please provide details below: \*

### CONTAGIOUS OR INFECTIOUS DISEASES (FOR RESIDENTIAL VISITS AND EXCHANGES ONLY)

When did your child last have a tetanus injection? \*

*Please state unknown if you are unsure.*

### MEDICAL TREATMENT DECLARATION

I agree to my child receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. I will inform the Group Leader/Principal as soon as possible of any changes in the medical or other circumstances between now and the commencement of the journey. I understand the extent and limitations of the insurance cover provided.

**22. Do you agree with the above statement regarding medical treatment? \* (Yes/No)**

**23. Parent/Carer - Digital Signature: \***

**24. Parent/Carer - Date completed \***

### **Declaration (Parent/Carer)**

**Please digitally sign and date the form below if you are happy for your child:**

- a) To take part in school trips and other activities that take place off school premises; **and**
- b) To be given first aid or urgent medical treatment during any school trip or activity.

I agree to my child, named above, taking part in any educational visits organised by the UTC and understand I will receive an information letter/e-mail for each off site visit which will include details of the activities involved.

## **North East Futures UTC – Administration of Medication Policy**

Once informed of the visit I understand I can withdraw consent for my child to attend.

I acknowledge the need for my child to behave responsibly on all educational visits.

\*I will provide any updates on medication my child is currently taking that could interact with either paracetamol, travel sickness or hay fever medication should this need to be administered.

**25. Parent/Carer - Digital Signature: \***

**26. Parent/Carer - Date completed \***

**27. If you do NOT agree to the declaration, please tell us why you do NOT agree with it**

## Parental Agreement for Setting to Administer Medicine

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by

Name of school/setting

Name of child

Date of birth

Group/class/form

Medical condition or illness

### Medicine

Name/type of medicine  
*(as described on the container)*

Expiry date

Dosage and method

Timing

Special precautions/other instructions

Are there any side effects that the school/setting needs to know about?

Self-administration – y/n

Procedures to take in an emergency

**NB: Medicines must be in the original container as dispensed by the pharmacy**

### Contact Details

Name

Daytime telephone no.

Relationship to child

Address

I understand that I must deliver the medicine personally to the UTC 'Medical Manager'

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) \_\_\_\_\_

Date \_\_\_\_\_

## Educational Visits & Off-site Activities - Record of Medicine Administered to all Children

<u>Name of Education Visit Site:</u>										
<u>Date</u>	<u>Student's Name</u>	<u>Parental consent given on EV3A</u>	<u>Student symptoms</u>	<u>Name of Medication</u>	<u>Dose given</u>	<u>Time</u>	<u>Any Reactions Y/N</u>	<u>Signature of Staff</u>	<u>Staff - Print Name</u>	<u>Student initials/Signature</u>

## UTC School Setting - Record of Medicine Administered to all Children

<u>North East Futures UTC</u>									
<u>Date</u>	<u>Student's Name</u>	<u>Time</u>	<u>Name of Medication</u>	<u>Dose given</u>	<u>Any Reactions Y/N</u>	<u>Amount of medication left</u>	<u>Signature of Staff</u>	<u>Staff - Print Name</u>	<u>Student initials/signature</u>

## Medication Disposal Record

<u>Student Name</u>	<u>Name of medication</u>	<u>Quantity of medication collected</u>	<u>Disposal method</u>	<u>Date</u>	<u>Parent signature (if collected)</u>	<u>Staff signature</u>

## Drugs Register

*The Drugs Register is now held electronically on UTC Online Documents in the First Aid & Medication folder. It will be updated when any new drugs are added or removed from the medicine cabinet.*

<u>Student Name</u>	<u>Name of medication</u>	<u>Delivered by</u>	<u>Date entered cabinet</u>	<u>Topped up 1</u>	<u>Topped up 2</u>	<u>Topped up 3</u>	<u>Removed from cabinet (given back to Parents/Disposed of at Pharmacy)</u>