



Queensmill College Medical needs and Administration of Medicines Policy

Approved by:	Rachel Thompson	Date: December 2022
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Introduction

Queensmill College is located at 50 Ellerslie Road, Shepherd's Bush, London W12 7BW. Queensmill College is part of the Queensmill Trust.

Queensmill College specialises in providing highly quality personalised, person-centred programmes for young people aged 16-25 diagnosed with autism and with an Education, Health and Care Plan (EHCP). This provision carefully identifies individual needs and focuses on inclusive practices and removing barriers to learning. All staff across the College settings are highly trained in autism and associated strategies to support the best learning outcomes.

Medical needs

Students may have an individual health care plan/medical protocol that is shared with the College. These may include but are not limited to epilepsy, diabetes, asthma, and allergies.

Emergency Procedures

Where a student has an individual healthcare plan/protocol, this should clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Some students have epilepsy protocols - staff are aware and the protocols are shared and also in the medicines folder.

If the medical needs are outside that of the expertise and knowledge of the staff, the protocol is to call 999 in the first instance and then notify parents/carers.

If a student needs to be taken to hospital, staff should stay with the student until the parent/carer arrives, or accompany a student taken to hospital by ambulance. The



College needs to ensure they understand the local emergency services cover arrangements and that the correct information is provided for navigation systems.

For students with severe medical needs, where the protocol states emergency procedures, up to date information must be kept readily available for emergency services.

Medicines

All medicines are safely stored in the Head of College's office in a locked medicine cabinet.

As a College we do administer **non-prescription** medication such as paracetamol with parental permission as long as the medication is sent in in labelled original packaging. A MAR sheet (Appendix B) is filled in each time non-prescription medication is given and parents called or it is recorded in the home college book as required.

If a student requires prescription medication e.g. antibiotics, we have a special form for parents to fill in (see appendix A) to give their permission if administration is required during college hours. Any medication needs to be in its original labelled packaging.

The College will only accept prescribed medicines that are in date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date, but will generally be available inside an insulin pen or a pump, rather than in its original container.

Where students have emergency, medication such as that prescribed for epilepsy this will be carried with them or be available in a grab bag in the medicine cabinet. Medication of this kind is also taken into the community with the student.

Students

- Should be involved as much as possible in decisions and plans affecting them
- Should be encouraged to self-administer medication (with support) where appropriate to develop independence

Procedures for Managing Medicines

- Students should never be given medicine containing aspirin unless prescribed by a doctor. Medication, e.g. for pain relief, should never be administered without first checking maximum dosages and when the previous dose was taken. Parents/carers should be informed
- Staff administering medicines should do so in accordance with the prescriber's instructions. College will keep a record of all medicines administered to individual



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student, stating what, how and how much was administered, when and by whom (MAR File in Head of college office).

- When no longer required, medicines should be returned to the parent to arrange for safe disposal.
- Governing bodies should ensure that written records are kept of all medicines administered to children – Medication File.

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Notes:

Medical Responsibilities remain with the Head of College but are also the responsibility of all staff to report to the Head of College:.

These are:

- The safe storage of medicine in college
- Check that medicines are not out of date – chase up parents to renew
- Ensure that all staff are informed of allergies, medical needs of students in their class.
- Ensure that photographs of students with allergies, plus brief description of allergy is displayed in suitable areas around the College e.g. staff room
- Ensure administration of medicine is recorded appropriately – MAR file, home-college book

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Appendix A

Consent for short term prescribed medication

I parent/carer of _____ give consent for my son/daughter to
be administered by **Queensmill College**.

This consent will last until _____

My son/daughter last had this medication at ... _____

The next dose/s of mls/ tablet is to be given at

I understand that I must supply the school with the medicine in the original container clearly labelled with the student's name . For medicines prescribed 3x day we expect these to be given outside of College hours which are 9am to 3pm.

Parent/carer name _____

Parent/carer Signature _____

Date _____

