# **Principles related to the administration of emergency medication**

This document refers to the principles around emergency medication. This is defined as medication which needs to be administered in an emergency or life-saving situation and is carried on an individual’s person – such as adrenaline via an EpiPen for anaphylactic shock or buccal midazolam during a seizure.

Wherever possible, it is hoped that the individual can self-administer the medication, but these principles relate to the times when this is not possible. This may include if the individual is unconscious or experiencing extreme panic.

## **Principles**

Students, staff and visitors requiring emergency medication that cannot be self-administered are strongly advised to wear a medical alert bracelet so that necessary intervention is not delayed. This will inform others of their condition and actions to take should the individual be unresponsive. This should include

* contacting the emergency services (i.e., calling 999).
* details of where the emergency medicine and any further guidance is stored about their person

Any person attending to an individual who has a medic alert bracelet indicating they need emergency medication and who is not able to self-administer the medication will immediately call the emergency services. The emergency services’ operator should be informed about the information on the medic alert bracelet. The person in attendance can administer emergency medication under the instruction of the emergency operator.  The control hub should also be alerted to the situation to facilitate emergency service’s access onto campus, request a first aid response.

If an individual has specific requirements following the administering of emergency medication (e.g., contacting a parent, guardian, or emergency contact), that person is advised to keep these with the medication where they can be easily found and read by the person in attendance.

Following the administering of the emergency medication, the person supporting the individual should continue to be in contact with the emergency operator to receive advice.

## **Further information regarding students who require emergency medication**

If a student who may require emergency medical attention is registered with Disability Services, the cohort of staff working with them will be briefed about the student’s condition, the medic alert bracelet (or similar) and the response arrangements.  The student’s situation, including response arrangements, will be documented and kept under review through their Personal Learning Support Plan (PLSP) or through the Disability Services procedure for informing Support Workers of an individual student’s requirements.

## **Further information regarding staff who require emergency medication**

If a member of staff who may require emergency medical attention has undergone an assessment with Occupational Health, an action plan is produced and agreed between the individual and their line manager. The information in the plan is shared with relevant staff and this may include their immediate team or local first aiders and contacts.

## **Document versions**:

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