NELSON PARK RIDING CENTRE LTD

Administration of Medication Policy

Last reviewed on: September 2021
Next review due by: September 2022

CENTRE CONTEXT
The purpose of this policy is to put into place effective management systems and arrangements to support children and young people with medical needs in our centre and to provide clear guidance for staff and carers on the administration of medicines.

This policy statement must be considered in conjunction with other relevant policies, for example Health and Safety.

ROLES AND RESPONSIBILITIES:
All members of staff have a duty to maintain professional standards of care and to ensure that children and young people are safe. Our centre will monitor and review individual needs and administer medicines in order to meet the all-round needs of the child.

There is no legal duty requiring staff to administer medication or to supervise a child when taking medicines. This is a voluntary role. In response to the Disability Discrimination Act (DDA) 1995,

The management, staff, parents, carers, health professionals and the local authority will decide whether our centre can assist a child with medical needs.

The management is responsible for:
• Implementing the policy on a daily basis;
• Ensuring that the procedures are understood and implemented;
• Ensuring appropriate training is provided;
• Making sure that there is effective communication with parents/carers, pupils, staff and all relevant health professionals concerning pupils’ health needs.
Staff, will be informed of any pupil’s medical needs where this is relevant and of any changes to their needs as and when they might arise. All staff, parents and pupils will be informed of the designated person with responsibility for medical care.

ROLES AND RESPONSIBILITIES: PARENTS/CARERS
It is the responsibility of parents/carers to:
• Inform the centre of their child’s medical needs

• Provide any medication in a container clearly labelled with the following:
• Collect and dispose of any medications held in school at the end of each term
• Ensure that medicines have NOT passed the expiry date.
• The child’s name
• Name of medicine
• Dose and frequency of medication
• Any special storage arrangements

PUPIL INFORMATION

• Details of pupil’s medical needs;
• Medication including any side effects;
• Allergies;
• Name of GP/Consultants;
• Special requirements e.g. dietary needs, pre-activity precautions;
• What to do and who to contact in an emergency;
• Cultural and religious views regarding medical care.

ADMINISTERING MEDICATION

We expect parents/carers to administer medication to their children at home.

No medication will be administered without prior written permission from the parents/carers including written medical authority if the medicine needs to be altered (e.g. crushing of tablets).

A Request to Administer Medication Form must be completed. Staff members are not legally required to administer medicines or to supervise a pupil when taking medicine. This is a voluntary role.

The management will determine if medication is to be administered at the centre and by whom, following consultation with staff.

All medicine will normally be administered during breaks and lunchtimes. If, for
medical reasons, medicine has to be taken during the day, arrangements will be made for the medicine to be administered at other prescribed times.

Pupils will be told where their medication is kept and who will administer it.

Any member of staff, giving medicine to a pupil, should check on each occasion;

• Name of pupil;
• Written instructions provided by the parents/carers or doctor;
• Prescribed dose;

• Expiry date.

Written permission from carers will be required for pupils to self-administer medicine(s

CARRYING MEDICINES
For safety reasons, pupils are not allowed to carry medication, other than a maximum of two over the counter pain relief tablets, unless agreed on an individual basis. Such arrangements will only be agreed after completion of a ‘Request for Child to Carry His/Her Own Medicine Form. All other medicines must be
handed into reception on entry to the school premises.

STORAGE
All medicine, in the care of the centre, will be kept locked in the medicine cabinet. All medicine will be logged onto the centres file. Staff may store pupil’s inhalers which must be labelled with the pupil’s name. Inhalers and other medicines must be labelled with the required dosage and must be returned to parents/carers when they run out of date.

RECORDS
Each time medication is given to a child, a member of staff, will complete and sign a record sheet, kept in reception. These sheets record the following:
• Name of pupil;
• Date and time of administration;
• Who supervised the administration;
• Name of medication;
• Dosage;
• A note of any side effects;
• If medicine has been altered for administration (e.g. crushing tablets) and authority for doing so;

REFUSING MEDICATION
If a child refuses to take their medication, no member of staff will force them to do so. Parents/carers will be informed as soon as possible. Refusal to take medication will be recorded and dated on the child’s record sheet. Reasons for refusal and any action then taken by the staff member will also be recorded. If concerns are raised regarding any refusal to take medication then this should be referred to the
parents/carers. If parents/carers are not available then the NHS 111 service should be utilised for advice.

TRAINING

Training and advice will be accessed from health professions for staff involved in the administration of medicines. Training for all staff will be accessed on a range of medical needs, including any resultant learning needs as and when appropriate. Details of all training will be recorded.

HEALTH CARE PLAN
When appropriate a personal Health Care Plan, will be drawn up in consultation with school, parents/carers and health professionals. The Health Care Plan will outline the child’s needs and the level of support required at the centre. Health Care Plans will be reviewed at least annually.

EMERGENCY PROCEDURES
The management will ensure that all members of staff are aware of the centre’s planned emergency procedures in the event of medical needs.

STAFF MEDICATION
In order to safeguard children from accessing medication on the centres grounds:
All medication must be stored within the medicine cabinet via reception. No medication including over the counter drugs such as paracetamol should be taken on to the yard. All medication should be self-labelled, including non-prescription items, and collected back at the end of the day.