

## Administering Medication Policy

The Green Room Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This policy was written with guidance from Supporting students at provisions with medical conditions 2015, Section 100 and Part 3 of the Children and Families Act 2014, Equality Act 2010.

Owner: AA/WCA/KAF/CCMc

Angel Allen has overall responsibility for this policy.

Date Created	Date 1st Review Due	Date Reviewed	Version	Next Review Due
June 2015	June 2016	October 2016	2	October 2017
		January 2018	3	January 2019
		January 2019	4	January 2020
		Nov 2019	5	November 2020
		February 2021	6	February 2022
		February 2022 GRK		
		February 2022 GRW		
		February 2022 GR6		
		February 2022 Overall	7	February 2023
		February 2023 GRK		
		February 2023 GRW		
		February 2023 GR6		
		February 2023 Overall	7	February 2024

		February 2024 GRK		
		February 2024 GRW		
		February 2024 GRC		
		February 2024 Overall	8	February 2025
		February 2025 GRK		
		February 2025 GRW		
		February 2025 GRC		
		February 2025 Overall	8	February 2026
		February 2026 Overall		February 2027

**Introduction**

The Green Room Foundation wishes to ensure that students with medical needs receive appropriate care and support at their provision; and consults with health and social care professionals, students and parents to ensure that the needs of children with medical conditions are properly understood and effectively supported.

This policy is relevant as part of the transition into or out of The Green Room or upon reintegration into the provision; and when a health condition or incident develops whilst at their provision.

Please note that parents/carers should keep their children at home if acutely unwell or infectious. If students have vomited, they must wait a minimum of 48 hours before returning to their provision in case of contagions.

**Training**

Jane Nicholls is responsible for ensuring there are sufficient staff who are appropriately trained to administer medicines/treatment, and where necessary this is reviewed with a Healthcare Professional. Training needs are assessed based on the information provided on the Individual Health and Medication Plan, and training will be commissioned and provided by appropriate Healthcare Professionals. Certification of training will be held in the training register. Whole provision awareness training will also be provided to ensure appropriate support.

**Procedure for medicines to be taken during the provision day**

Parents/Carers are responsible for providing the provision with comprehensive information regarding the student’s condition and medication. When a new student starts, Parents/Carers

are required to share all relevant medical information. This informs the provision of any medical conditions/allergies the student may have and whether medication is required during the provision day. If a student requires medication, both prescribed and non-prescribed, to be taken on the provision's premises, then further information and parental consent is obtained and recorded in Arbor. It will also be determined at this stage whether the student requires an Individual Health and Medication Plan. This is completed for serious conditions such as asthma, epilepsy and diabetes. The details of the plan are communicated to all staff at the earliest staff meeting so all are aware of symptoms, triggers and what to do in the event of an emergency.

It is the Parent/Carers' responsibility to keep the provision up to date with any change to the information on record.

The provision keeps an in-date stock of paracetamol, ibuprofen and antihistamine tablets on site to be administered to students for pain relief and hay fever. Parents/Carers consent for this is recorded in Arbor. Please do not send your young person to their provision with their own paracetamol, ibuprofen and antihistamine. If students require any other prescription /non-prescription medications (e.g. antibiotics) throughout the year then the Parent/Carer is responsible for providing them. If required parents should provide 2 doses of emergency or preventative medication such as asthma inhalers and epipens, which are kept in the medical cupboard/drawer. The storage facility for these medications must not be locked. These, along with any other medications required, are taken on provision-organised trips.

Aspirin is not to be administered to any child under the age of 16 without specific instruction from a Healthcare Professional.

Prescribed medication will not be accepted in the provision without complete instructions from the parent.

Only reasonable quantities of medication should be supplied to the provision (for example, a maximum of 6 weeks - half term - supply at any one time).

Each item of medication must be delivered to the office, in normal circumstances by the Parent/Carer, in a secure and labelled container as originally dispensed. Each item of medication must be clearly labelled with the following information:

- Student's Name.
- Name of medication.
- Dosage.
- Frequency of administration.
- Period of time medication will be administered
- Storage requirements (if important).
- Expiry date.

The provision will not accept items of medication in unlabelled containers.

Medication will be kept in a secure place, (medicine cabinet/drawer) out of the reach of students, but a student will always know where their particular medicine is kept, who to ask for access and taken under staff supervision.

### Medical Incidents or new medical conditions

If a student develops a new medical condition during their time at The Green Room, an existing medical condition worsens or treatment changes or a sudden medical incident occurs, please see the Medical Incident /Conditions Procedure Flow Chart in the Appendix. It is important that all new medical conditions are communicated to the provision's office.

### Administering medicine off site

If medicine needs to be administered at a time when the student is travelling on the provision's transport, parents should ensure the responsible adult has written instructions relating to any medication sent with the student.

The Green Room will make every effort to continue the administration of medication to a student whilst on trips away from the student's usual provision's premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a student on a provision-organised trip if appropriate supervision cannot be guaranteed.

### Refusal to take medicine

If students refuse to take medicines, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency. If a refusal to take medicines results in an emergency, the provision's emergency procedures will be followed.

### Renewing/Ending/Disposing of medication and sharps

It is the Parents/Carers' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.

It is the responsibility of Parents/Carers to notify the provision in writing if the student's need for medication has ceased earlier than the date prescribed.

The provision will not make changes to dosages on parental instructions.

The Green Room staff will not dispose of medicines. Medicines, which are in use and in date, should be collected by the Parents/Carers at the end of each administering period or year. If they are unable to do so, then students can sign out the medications and take them home themselves with parental consent. The provision will send a text to inform Parents/Carers if this is the case. Date expired medicines or those no longer required for treatment will be returned immediately to the Parent/Carer for transfer to a community pharmacist for safe disposal.

Needles and other sharps should be disposed of in a sharps bin.

### Students with long term medical needs

For each student with long term or complex medication needs, the provision will ensure that an Individual Health Care and Medication Plan (See Appendix) is drawn up, in conjunction with the appropriate health professionals if necessary. This will be uploaded to Arbor. This is monitored at the Annual Review or more frequently if the need arises.

### Self administration

Students will be encouraged to administer their own medication under staff supervision. Staff who volunteer to assist in the administration of medication will receive appropriate training /guidance. All staff will be made aware of the procedures to be followed in the event of an emergency. Misuse of a prescribed or non-prescribed drug, such as passing it to another student for use, is an offence, please see drugs policy.

### Record Keeping

When medicine is administered to a student it is recorded on the Record of Medication Administered (See Appendix).

### Sporting Activities

Any restrictions on a child's ability to participate in PE or other activities should be recorded in their individual health and medication plan. Some students may need to take precautionary measures before or during exercise or physical activity and may need immediate access to their medicine such as asthma inhalers. Staff supervising sporting activities must be aware of relevant medical conditions and any preventative medicine that may need to be taken. If necessary they must ensure that they or the student has any necessary medicine to hand, depending on who is deemed responsible for that medication.

### Emergency Procedures

Please see Emergency Procedure Policy and First Aid Policy

### Unacceptable Practice

Although The Green Room staff should use their discretion and judge each case on its merits with reference to the child's individual healthcare plan, it is not generally acceptable practice to:

- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary
- assume that every child with the same condition requires the same treatment
- ignore the views of the child or their parents or ignore medical evidence or opinion (although this may be challenged)

- send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal provision-based activities, including lunch, unless this is specified in their individual healthcare plans
- if the child becomes ill, send them to the provision's office or medical room unaccompanied or with someone unsuitable
- penalise children for their attendance record if their absences are related to their medical condition, e.g. hospital appointments
- prevent students from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- require parents, or otherwise make them feel obliged, to attend their provision to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the provision is failing to support their child's medical needs
- prevent children from participating, or create unnecessary barriers to children participating in any aspect of The Green Room life, including provision-organised trips, e.g. by requiring parents to accompany the child.

## Risk and Insurance

The Green Room's insurance arrangements cover staff providing support to students with medical conditions. These can be viewed upon request from the provision's office. The insurance policy provides liability cover relating to the administration of medication, but individual cover may need to be arranged for any healthcare procedures, on a case by case basis. The level and ambit of cover required must be ascertained directly from the relevant insurers. Any requirements of the insurance, such as the need for staff to be trained, should be made clear and complied with.

This policy is approved by the CEO of The Green Room Foundation

Date

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CEO

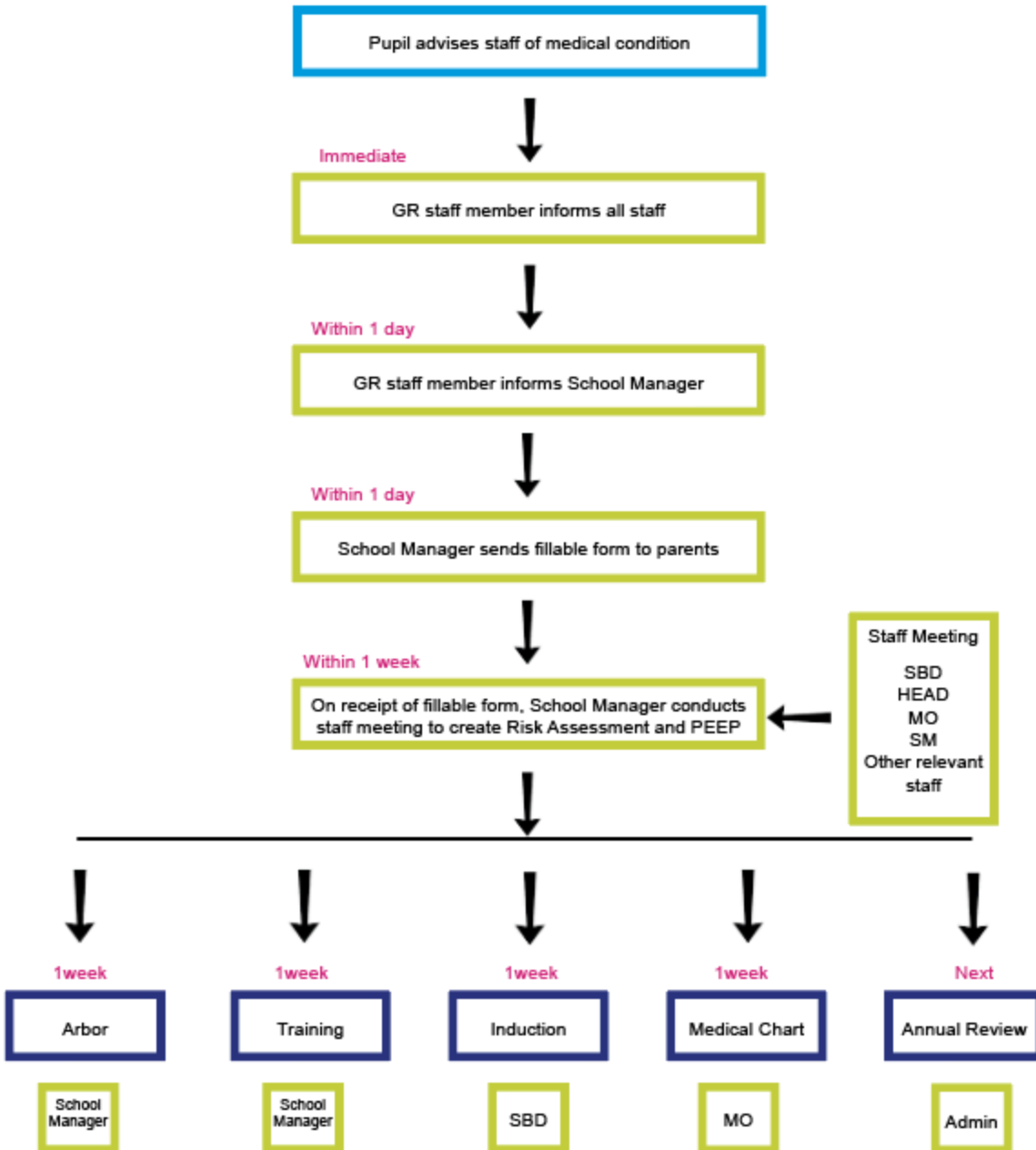
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## Appendices

- Medical Procedure Flow Chart
- Individual Health and Medication Plan

- Record of Medicine Administered (to be used when a child brings in prescribed or non prescribed medicine to be administered on site for a period of time)
- Record of Medicine Administered to all children

Medical Incidents / Conditions Procedure Flow Chart





### Individual Health and Medication Plan

This IHMP forms part of a child's Education Health Care Plan. I authorise Green Room staff to administer medication detailed below in school hours, or on school trips/activities out of school hours. Separate arrangements will be made for the child on school trips or activities outside school hours. Specific support for educational, social and emotional needs is documented in the child's Education and Health Care Plan.

#### Child's Details

Child's Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Medical diagnosis or condition \_\_\_\_\_

Date \_\_\_\_\_

Review Date \_\_\_\_\_

#### Family Contact Information (These individuals should be entrusted with information about the child's condition)

Name of contact \_\_\_\_\_

Phone no \_\_\_\_\_

Name of contact \_\_\_\_\_

Phone no \_\_\_\_\_

Name of contact \_\_\_\_\_

Phone no \_\_\_\_\_

Name of contact \_\_\_\_\_

Phone no \_\_\_\_\_

#### Clinic / Hospital Contact

Name of contact \_\_\_\_\_

Phone no \_\_\_\_\_

#### GP Contact

Name of contact \_\_\_\_\_

Phone no \_\_\_\_\_

#### Dentist Contact

Name of contact \_\_\_\_\_

Phone no \_\_\_\_\_

Describe resulting needs including medication (dose, side effects, storage) and other treatments, time, facilities, equipment, testing, access to food and drink needed to manage the condition.

Treatment and / or daily care requirements (eg administer medicine before sport / at lunchtime)

Describe training needs and expectations of Green Room Staff

Describe dietary or environmental issues to be considered in managing the condition

Describe what constitutes an emergency for the child and the action to take if this occurs, including if the child is able to take responsibility for their own health needs. Please include the child's emergency health plan which may have been provided by a lead clinician, if relevant.

Who to contact in an emergency \_\_\_\_\_

Who is responsible for administering the medication and where is it kept

Staff  Pupil  \_\_\_\_\_

Name of Parent / Carer \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

**For Office Use Only**

**Action:**

**Care Plan:**

**Training undertaken by staff if necessary - proficiency to be confirmed by healthcare professional. Note cover arrangements. Child concerned to be made aware of this plan.**



**Record of Medicine Administered to an Individual child**

Name of Child	_____
Date medicine provided by parent	_____
Quantity received	_____
Condition for which medicine is needed	_____
Name of Medicine	_____
Expiry Date	_____
Dose and frequency of medicine	_____
Quantity returned	_____
Staff signature	_____
Parent signature	_____
Date	_____
Time given	_____
Dose given	_____
Name of member of staff	_____
Staff initials	_____

Date \_\_\_\_\_  
Time given \_\_\_\_\_  
Dose given \_\_\_\_\_  
Name of member of staff \_\_\_\_\_  
Staff initials \_\_\_\_\_

Date \_\_\_\_\_  
Time given \_\_\_\_\_  
Dose given \_\_\_\_\_  
Name of member of staff \_\_\_\_\_  
Staff initials \_\_\_\_\_

Date \_\_\_\_\_  
Time given \_\_\_\_\_  
Dose given \_\_\_\_\_  
Name of member of staff \_\_\_\_\_  
Staff initials \_\_\_\_\_

Date \_\_\_\_\_  
Time given \_\_\_\_\_  
Dose given \_\_\_\_\_  
Name of member of staff \_\_\_\_\_  
Staff initials \_\_\_\_\_

**Record of medicines administered to all children**

Date	Pupil Name	Time	Name of Medicine	Does Given	Any Reactions	Signature of Staff	Print Name
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