



Medication Policy

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1. Introduction

Children with medical needs have the same rights of admission to our Provision as other children. Most children will at some time have short-term medical needs, while other children may require medicines on a long-term basis, such as children with severe allergies. Employees can supervise the admission of students' medication with the consent of the students' Parent/Guardian.

2. The purpose of this policy

This policy's purpose is to detail our procedures for managing prescribed medicines which may need to be taken during the sessions. It explains our procedures for managing prescribed medicines on Provision trips and outlines the roles and responsibilities of our staff. It is important to highlight there is no legal duty that requires any member of our provision staff to administer medication.

3. Prescribed Medication

Medicines should only be brought into innov8workshops when essential; where it would be



detrimental to a child's health if it were not administered during the day. Staff can only administer medicines prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines MUST be in the original container as dispensed by a pharmacist with the prescription label, including the child's name and the prescriber's instructions for administration. Medicines that need to be taken three times a day could be taken in the morning, after their sessions and at bedtime so do not need to be administered on site. Medicines that need to be taken four times a day can be administered once during the session at innov8 workshops and must be spaced as evenly as possible over a 24-hour period. Medication such as paracetamol or aspirin cannot be administered by staff unless prescribed or with consent from Parent/Guardian of the child.

4. Children with Asthma

Children who have inhalers should have them available where necessary. Inhalers are kept in a safe, accessible place, usually within the workshop. Children will be expected to take responsibility for their own inhaler. If necessary, they should be taken to all physical activities. Inhalers must be labeled with the child's name and guidelines of administration.

5. Allergies

Children with severe allergies and need EpiPen medication, such as a nut allergy, will always have their medication close to hand. The EpiPen is the responsibility of the Mentor within their workshop. All staff will be made aware of the identity of children who suffer from anaphylaxis.

6. Non-prescribed medication

We cannot administer medicines not prescribed by a doctor, dentist, nurse or pharmacist prescriber. Parents/Guardians are welcome to come into the Provision to administer these medicines to their child.

7. Storage of medication

All medicines should be declared to a member of staff by the student's Parent/Guardian. The Parent/Guardian must give written permission and instruction for staff administering medicines. All medicines must be stored according to dispenser's instructions (paying attention to temperature) with the child's name clearly marked.

Medicines will usually be kept with the student, if appropriate, or in the main office. All emergency medicines, such as inhalers or EpiPens, must be readily available to children and staff and kept in an agreed place in the Workshop. Children may carry their own inhalers where appropriate.

8. Disposal of medication

Staff should not dispose of medicines. Parents/Guardians are responsible for making sure that



date-expired medicines are returned to the pharmacy for safe disposal. Parents/Guardians should collect medicines at the end of the agreed administration time.

9. Roles and responsibilities

9.1 Parent/Guardian

- They should give sufficient information about their child's medical needs if treatment or special care is required.
- Must deliver all medicines to a member of staff.
- Must complete and sign the agreement form.
- Must keep staff informed of changes to prescribed medicines.
- Keep medicines in date – particularly emergency medication such as EpiPens.

9.2 Operations Director

- To ensure that the Provision's policy on administering medicines is implemented.
- To ensure there are members of staff in the Provision willing to volunteer to administer medicines to specific pupils as required.
- To ensure staff receive support and appropriate training as necessary.
- To share information, as appropriate, about a child's medical needs.
- To ensure that parents are aware of the Provision's medicine administration policy.
- To ensure that medicines are stored correctly.

9.3 Staff

- To check details are accurate and clear on prescription labels.
- To complete the Administration of Medicines Record each time medicine is given.
- To ensure medicines are returned to Parent/Guardian at the end of the day.
- To ensure medicines are returned to Parent/Guardian for disposal.

Medicine should be provided in the original container. Staff should check that written details include:

- Name of child
- Name of medicine
- Dose



- Method of administration
- Time and frequency of administration
- Any side effects
- Expiry date

If a child refuses to take medicines staff will not force them to do so but will note this in their records and inform parents/carers as soon as is reasonably possible.

10. Long-term medical needs

It is important that innov8 Workshops have adequate information about long-term medical conditions. A health care plan may be drawn up, involving parents and other health care professionals.

11. Confidentiality

All staff should always treat medical information confidentially. The Operations Director should agree with the Parent/Guardian who else should have access to records and other information about the child.

12. Staff training

Staff responsible for administering medicines will have appropriate training to carry out the role responsibly. Several of our Mentors are trained to administer EpiPens.

Signed

A grey rectangular box containing a handwritten signature in black ink, which appears to be "Phil Shelley".

Date: 02/08/2024

Review date: 02/08/2025

Phil Shelley

Chair of Trustees

Innov8 Workshops CIO

