

ADMINISTERING MEDICINES POLICY

Company Operations

ADO SERVICES C.I.C.

Incorporating ADO River Valley

Version 2.6 ©2023

2023-2024

Last Ratification By Management Committee	March 2023
Next Review By Management Committee	March 2024
Latest Update	March 2023

1 Administering Medicines Policy Overview

It is the policy of ADO River Valley to promote the good health of children, young people (CYP) attending any of our sites and take necessary steps to prevent the spread of infection (see Health and Safety and Infectious Illness Policies). If a student requires medicine, we will obtain information about those needs for this and will ensure this information is kept up-to-date.

When dealing with medication of any kind, strict guidelines will be followed.

2. Permissions

Permissions are obtained from parents-carers, by a separate written permission slip which can be provided by email format, or it can be given on paper which a caregiver can complete at our school gates.

Storage of medical administration forms will be held on our MIS system, Arbor. Forms will be required to be shared with the ADO Senior Leadership Team.

3. Prescription Medication

- Prescription medicine will only be given to the person named on the bottle for the dosage stated.
- Medicines must be in their original containers.
- Those with parental responsibility of any student requiring prescription medication should allow a senior member of staff to have sight of the bottle when it is dropped off.
- The staff member should note the details of the administration on the appropriate form and another member of staff should check these details.
- Those with parental-carer responsibilities must give prior written permission for the administration of each and every medication. However, we will accept written permission once for a whole course of medication or for the ongoing use of a particular medication under the following circumstances: The written permission is only acceptable for that brand name of medication and cannot be used for similar types of medication, e.g. if the course of antibiotics changes, a new form will need to be completed.
- In most instances, we will ensure that staff members who hands out the medication sign a daily log, and a witness (second staff member) is present as much as possible who will also sign the daily log.
- Caregivers should notify us immediately if the students circumstances change, for example, a dose has been given at home, or a change in strength or dose needs to be given.
- The staff will not administer a dosage that exceeds the recommended dose on the instructions unless accompanied by a doctor's letter.

- At the time of administering the medicine, a senior member of staff will ask the student to take the medicine or offer it in a manner acceptable to them at the prescribed time and with the prescribed form. (It is important to note that staff members working with individuals are not legally obliged to administer medication).
- If the student refuses to take the appropriate medication, then the Parent-Carer will be contacted to query if they would like to attend to give the medication and a note will be made on the form.
- Where medication is “essential” or may have side effects, discussions with the Parent-Carer will take place to establish the appropriate response.
- Wherever possible we ask parents to request that GPs prescribe the least number of doses per day, i.e. ‘three x daily’, rather than ‘four x daily’ to ensure effective and timely management by the keyworker or supporting staff team within the normal daily routines.

4. Adult Prescription Medication

Adult stakeholders attending our site must ensure that any medication required before or during their visit is communicated with a senior manager in order that staff can understand if there are likely to be any side effects, whether it will affect their performance or whether there is risk to other stakeholders.

5 Non-Prescribed Medicine

ADO will not provide any non-prescribed medicines to students at any time during their stay with us. If they need liquid paracetamol or similar medication during their time with us, such medication will be treated as prescription medication with the onus being on the parent-carer to provide one specific type of medication should they wish for this to be administered.

Staff will only administer non-prescription medication with signed permission for a short initial period, dependant on the medication, the students’ situation and reason. After this time medical attention should be sought.

As with any kind of medication, staff will ensure that the parent-carer is informed of any non-prescription medicines given to the student whilst in their care, together with the times and dosage given (as per the medication administration log).

If the ADO Senior Leadership Team feels the student would benefit from medical attention rather than non-prescription medication, we reserve the right to refuse the students entrance until the student is seen by a medical practitioner.

For any non-prescription cream for skin conditions e.g. Sudocreme, prior written permission must be obtained from the parent-carer and the onus is on the parent-carer to provide the cream which should be clearly labelled with the students name.

To be clear, staff will not administer any medication **unless prior written consent is given for each and every medicine.**

6. Injections, Pessaries, Suppositories

As the administration of injections, pessaries and suppositories represents intrusive nursing, they should not be administered by any member of staff unless appropriate medical training is given to each member of staff caring for this CYP. This training would be specific for each student and not generic.

7. Staff Medication

Any medication for staff should be kept in a readily accessible position, but out of reach of the CYP (namely students' individual lockers).

First aid boxes should only contain items permitted by the Health and Safety (First Aid) Regulations Act 1981, such as sterile dressing, bandages, and eye pads. No other medical items, such as paracetamol should be kept in the first aid box. Regular first aid kit checks are carried out, checking expiry dates for each product.

8. Storage

All medication must have the students name clearly written on the original container and kept in a locked box, which is out of reach of all service users.

Emergency medication, such as inhalers and epipens, will be within easy reach of staff in case of an immediate need, but will remain out of customers reach. Any antibiotics requiring refrigeration will be kept in an area inaccessible to CYP.

All medications must be in their original containers, legible and not tampered with or they will not be given. All prescription medications should have the pharmacist's details and notes attached to show the dosage needed and the date the prescription was issued. This will all be checked, along with expiry dates, before staff members agree to administer medication.

At ADO we have several first aid boxes located in several key areas of our sites. Members of staff working with students carry a first aid bag on them if they are working in areas where there is not a first aid kit housed.

9. Review

All ADO policies and procedures follow ITIL guidelines to ensure version control, change control and release management of any documents. As a matter of policy, documents can be updated at any time to reflect changes to ADO procedures, legal changes, OFSTED directives or any other reason to ensure the policies and procedures are accurate and correct. This involves consultation with stakeholders, management committee and approval from the directors. All policies and procedures are reviewed at the very least on an annual basis. Regular communication through newsletters, social media, text systems and through our website within the ADO Library is part of our Release Management.

10. Contact

This document was produced by the ADO Operations Consultancy Team. This version supersedes any previous versions and will be reviewed annually.

All correspondence with regard to this policy, or any other operational policy and procedure should be directed to the ADO Business Operations and Support Executive by e-mailing gmp@adoservices.co.uk or calling 0208 855 6778, requesting to speak to Gary McHolland-Pilcher or in writing, ADO Services CIC, Head Office, 126 Upper Wickham Lane, Welling, Kent, DA16 3DP.

11. Table of Changes (See Next Page)

Annex A: Table of changes from February 2023. This table explains where we made changes under version control.

Summary	About the Guidance
Page 1- Section 2: Permissions	Permissions for administering medication are obtained from parents-carers, by a separate written permission slip. Storage of medical administration forms will be held on our MIS system, Arbor.
Page 1 – Section 3 Prescription Medication	Overview of all of this section- Reaffirming the legislative elements that must be covered when we are involved with students taking medication.
Page 2 – Section 4 Adult Prescription Medication	Ensuring that an external stakeholder who may be attending the site shares if they need to administer/ store their own medication on site to ensure we allocate a safe place (such as the first aid toolbox)
Page 2- Section 5- Paragraph 4	We reserve the right to refuse the students entrance until the student is seen by a medical practitioner. (If we feel students need more than medication, and therefore do not feel comfortable with the student being on site, we can refuse entry with a view to them being taken to the GP/ urgent care).
Page 3- Section 7- Staff Medication	Any medication for staff should be kept in a readily accessible position, but out of reach of the CYP (namely students individual lockers). Regular first aid kit checks are carried out, checking expiry dates for each product.
Page 3 – Section 8- Storage	Members of staff working with students carry a first aid bag on them if they are working in areas where there is not a first aid kit housed.