

ADMINISTERING MEDICINES POLICY

Company Operations

ADO SERVICES C.I.C.

Incorporating ADO River Valley

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2025-2026

1 Administering Medicines Policy Overview

It is the policy of ADO River Valley School (ADO RV School) to promote the good health of children and 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 child or young person (CYP) requires medicine, we will obtain information about those needs for this on our single central records 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. In most cases a separate written permission in email format will be required to the ADO RV Business Manager.

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. All packaging should have the young person's full name on them.

Those with parental responsibility of any CYP requiring prescription medication should allow a senior member of staff to have sight of the bottle. 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 responsibility 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.

Parents should notify us immediately if the CYPs 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.

The parent-carer must be asked when the CYP had last been given the medication before coming to their session, event or club; this information will be recorded on the medication form. Similarly, when the CYP is picked up, the parent-carer must be given precise details of

the times and dosage given throughout the day. The parent-carer's signature must be obtained at both times.

At the time of administering the medicine, a senior member of staff will ask the CYP to take the medicine or offer it in a manner acceptable to the child at the prescribed time and in the prescribed form. (It is important to note that staff members working with CYP are not legally obliged to administer medication).

If the CYP 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, discussion 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 a supportive staff team at ADO RV School.

4 Non-Prescribed Medicine

ADO RV School will not provide any non-prescribed medicines to CYP 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 this to be administered.

Staff will only administer non-prescription medication with signed permission for a short initial period, dependant on the medication, the CYP 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 or session, together with the times and dosage given.

If the ADO RV School Head or Deputy-Head feels the student would benefit from medical attention rather than non-prescription medication, we reserve the right to refuse the session until the CYP 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 student's name.

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

5. 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 child and not generic.

6. Staff Medication

The first aid box for staff should be kept in a readily accessible position, but out of reach of the students.

At ADO RV School we have several first aid boxes located in several key areas of our sites. All members of staff in sessions carry a waist belt fitted first aid bag on them at all times.

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.

7. 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 from all students.

The young person / caregiver will give the medication over as they enter the school site, and it will kept in a secure location for the day, and given back to the young person/ caregiver at the end of the day.

To safeguard all our young people, medications cannot be kept in school bags/ lockers or pockets.

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.

8. Review

All ADO RV 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 RV procedures, legal changes, OFSTED directives or any other reason to ensure the policies and procedures are accurate and correct. This involves consultation with stakeholders, our 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 RV Library is part of our Release Management.

9 Contact

This document was produced by the ADO RV Operations Consultancy Team (Kylanja Ltd). 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 RV Business Manager by e-mailing education@adorivervalley.co.uk or calling 0208 855 6778, requesting to speak to the Business Manager or in writing to ADO River Valley School, Main Office, 126 Upper Wickham Lane, Welling, Kent, DA16 3DP.