

**The Peaceful Pony CIC**

**Medication and Administration Policy and Procedure**

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**Approval Date: 1/11/2024 (Senior Managers of TPP)**

**Last Review 1/11/2024**

**Next Review 01/11/202**

**Purpose**

This document is intended to provide The Peaceful Pony with the relevant information on managing medications and children/learners with long term health and medical conditions in line with the DfE’s guidance on supporting students in school.

This document provides crucial information and should be read by all staff as part of their induction.

**Introduction**

It is our duty to ensure appropriate and safe arrangements are in place to support children/learners who either require the administration of a medication whilst in school; or who have a documented medical condition requiring management when in school.

Those children/learners with a long-term medical condition may require ongoing support, monitoring or intervention in emergency circumstances.

Some children/learners with a medical condition may be disabled under the definition set out in the Equality Act 2010. Some may also have special educational needs (SEN) and may have a statement of Education, Health, and Care (EHC)plan which brings together health and social care needs, as well as their special educational provision.

**Definition**

Administering medication: providing the child/learner with a substance prescribed intended for the treatment, or prevention of a medical illness or condition.

It is standard practice for us to request children’s/learners’ medical information and updates regularly, the onus is on parents/carers to provide relevant and adequate information to us.

Medication will only be administered by The Peaceful Pony when it would be detrimental to a child/learner’s health or school attendance not to do so.

A documented record of all medication administered (both prescribed and non- prescribed) should be kept inside the medicine safe.

No child/learner under sixteen should be given any medication without their parent/carer’s written consent, except in exceptional circumstances.

Children/learners with an Education and Healthcare Plan (EHCP) should have these reviewed termly and annually or sooner if the child/learner’s needs have changed in the interim. The EHCP will note the medication requirements (dose, side effects and storage).

**Aims**

This policy aims to:

* ensure that all children/learners with medical conditions or who require medications during the school day are safely and correctly supported.
* extend supporting both children’s/learner’s physical and mental health, thus, enabling them to maximize their academic potential.
* ensure both parents/carers of a child/learner with a medical condition and the child/learner themselves, feel fully and safely supported; by ensuring good communication processes are in place with parents and children/learners re the ongoing monitoring and support required.
* identify and report to the parents/carers any deterioration in a child/learner’s condition whilst in school that may lead to increased absences from school, thereby having a detrimental effect on the student’s access to education.
* ensure where the child/learner has an identified EHC plan, that good communication processes are in place with the relevant health professionals associated with the EHCP.

**Roles and Responsibilities.**

It is the responsibility of everyone who is accountable for the child/learner’s health care and or medication needs to read this policy.

It is the responsibility of the Directors to ensure only those members of staff who have completed the designated training are allowed to administer medications. They should undertake all relevant update training as indicated.

It is the responsibility of the Directors to ensure any other training requirements noted on an EHCP is organised for the nominated care staff or teachers, i.e. EpiPen, administration of ADHD prescriptions, asthma medication or emergency medication for seizure disorder.

A record of the training undertaken will always be kept and be available for inspection. It is the responsibility of the Directors and the individuals who support children/learners to take responsibility for ensuring their training is always within date.

It is the responsibility of the Directors and those individuals responsible for supporting children/learners, to ensure they are fully aware of the child/learner’s medical conditions or medication needs.

Cover arrangements must be always in place, thereby ensuring someone is always available to support the children/learners.

It is the responsibility of the Senior Management team to ensure written consent is obtained from the child/learner’s parent/carers or those who are deemed to have legal parental rights. This consent must extend to the administration of non-prescribed drugs i.e. paracetamol.

It is the responsibility of the Directors to ensure robust communication processes are in place with staff, health professionals and social care authorities maximizing the support given to children/learners with a health or medical condition. Every effort should be in place to accommodate a child/learner with medical needs hence the importance of effective communication process.

It is the responsibility of the Directors to clearly identify any risks that may affect the child/learner’s access to education and work with the appropriate healthcare professional to seek solutions.

***Under no circumstances should an untrained member of staff administer any medication.***

**Insurance**

In accordance with this policy, those undertaking the care of children/learners with a medical condition or medication requirement will be covered by The Peaceful Pony’s insurance policy.

A first aid certificate does not constitute appropriate training in supporting children with medical conditions.

**Training**

The Directors will ensure the appropriate training is undertaken and will include storage, administration, recording and disposal.

**Storage**

All drugs/medications will be always stored in the office in a medicine safe .

All those responsible for the administration of medications should always know how to open the medication safe.

The safe should be checked at the end of each day and medication no longer required should be returned or disposed of safely.

Any expired drugs should be returned to parent/carers or disposed of safely.

Those drugs/medications which may require urgent access and administration, such as EpiPens, Asthma inhalers as good practice will be kept with the students. Spares where appropriate will be stored within the medicine safe

**Administration.**

Only prescribed drugs should be administered within the provision day.

All medication must be in its original container either as prescribed or bought over the counter. No decanted medication may be given. There must be a completed Administration form completed by Parents/Guardians prior to administration of medication.

Those staff administering medication should ensure that medication being administered is being given to the:

* right student.
* right time.
* right date.
* right dose in accordance with the prescription. Expiry date check.
* right route i.e., orally. Topically, or eye drops or by EpiPen.
* Do check the medication has been swallowed.

If there is any doubt, then the person administering the medication should check with another trained colleague or seek the advice of the parent/carer.It is important that staff administering medication understand the significance of dose timings. How to use eye drops, patches, inhalers, creams etc. Where additional training is required, the Directors will seek to organise the appropriate courses. All staff should have a basic understanding of dosage instructions, and basic hygiene when administering medicines, and this will be included in the designated training.

**Recording**

All medications either prescription or non-prescription, must be recorded and kept in the record log stored in the medicine safe.

**Self-Administration**

Where children/learners have a medical condition such as Asthma, Allergies and diabetes that requires them to carry their medication with them to self-administer, a health care plan should be in place. The Health Care Plan must include all the triggers, symptoms, actions required and details of prescribed drugs.

In line with the recording of medications administered prior doses should be recorded. It may not be possible to know if a student has used their inhalers but where the symptoms are not responding to medication, then the staff member must refer to healthcare plan and take the designated action.

**Asthma**

All staff must be aware of what to do in the event a child/learner suffers an asthma attack, and how to minimise the risk of this occurring.

**Medication Errors**

If a medication error occurs, this must be reported immediately to the Directors and recorded.

The parent/carer must also be informed immediately and where indicated medical advice sought as to next steps and actions required.

The Directors will undertake a fact-finding investigation into the error, so lessons may be learnt, and actions initiated. This may take the form of re-training a member of staff or other appropriate action.

**Reporting of Refusal, Side Effects and Errors**

All refusals by children/learners to take their medication must be recorded in the log and reported to the parent/carer. The same applies to side effects and errors.

**Individual Healthcare Plans**.

For those children/learners with a long-term health or medical condition, which requires ongoing support within school, an Individual Healthcare Plan must be implemented. These plans should be developed with the child/learner’s best interest in mind, ensuring the school assesses and manages the risk to the child/learner’s education, health and social wellbeing and minimises any potential impact on this.

Education and Healthcare Plans are crucial in the management of conditions, such as anaphylaxis, Asthma, diabetes, Seizure disorder and the management of ADHD where medication forms an integral part of their management.

An EHCP brings clarity to the child/learner’s needs and serves to assist the school effectively in supporting the child/learner’s needs.

EHCPs should be easily accessible to those who need to refer to them, but it is important to also preserve the confidentiality of the child/learner.

EHCPs should be drawn up in partnership with the parent/carer, healthcare professionals and school, where appropriate.

The EHCP should be reviewed annually or more frequently if the child/learner’s condition or medical needs change. The EHCP will be generated as part of the child/learner’s statement of special education needs as noted in the SEND documents.

Appendix One: Adminsitration Medication Form

**Administering Medication at The Peaceful Pony**

This form is to be completed if your child requires medication whilst at our provision such as an inhaler/ Epipen/antihistamines.

Occasionally your child may require other medication to be administered for a short period such as antibiotics if the dosage is 4 times a day – please see a member of the office staff on these occasions at which time you will be required to complete this form for a limited period.

Learner’s Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Condition/Illness: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Medication: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (This must be in original packaging – no individual tablets or capsules)  
Frequency of Dose: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Time to be given: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Before / After food (Please circle as prescribed)  
Dosage: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Eg 1 tablet, 5ml)  
Date started: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
How long will medication be taken? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Additional instructions (Eg interaction with other foods, possible side effects, storage instructions) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Emergency Contact Details:  
Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel no: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel no: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_

I understand that I must deliver the medicine personally to the staff in TPP Office and collect any remaining medication when the course is completed. I accept that The Peaceful Pony has the right to refuse to administer the medication.

I understand that it is my child’s responsibility to remember to attend the medical room at the required time and staff will not be held responsible if medication is not administered at the specified time.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Any concerns The Peaceful Pony has in administering this medication will be checked with a Dispensing Pharmacist.