

Safeguarding and Welfare Requirement: Health

Providers must have and implement a policy, and procedures, for administering medicines. It must include systems for obtaining information, about a child's needs for medicines, and for keeping this information up-to-date.

8.1

MEDICINE ADMINISTRATION

- Medication must be administered following strict guidelines. Any deviation breaks the license of the drug; and staff administering the medication would be accountable. It is important for parents/carers to note that staff members working with the students are not legally obliged to administer medication.
- Calpol may be given if parents consent to this on their registration form.

Medication should be:

- In original containers
- Will only be administered to the students name on the prescription label
- The dose on the prescription will be followed and no other dose will be allowed to be administered
- The correct date must be on container
- To be safety stored in the correct place in accordance with the containers details out of the reach of children.
- Any antibiotics requiring refrigeration will be stored away from food in an area inaccessible to children

- Where a parents/carers requests that prescribed pain relief is administered at the same time as another medicine on the direction of a GP, then both medicines must have been prescribed at the same time.

- As the students attending The Ark Centre will have additional needs a discussion with the parents/carers may be necessary to place an appropriate behavioral programme in place to overcome difficulties that may occur.

- The staff members administering the medication will need to consider their own safety. The Ark Centre will obtain any safety equipment needed to administer the drug in conjunction with the parent/carers.

- With a emergency medication such as inhalers, anti-histamines or epi-pens, a protocol will be required from the medical professional who prescribed the medication.

- Emergency medication, such as inhalers and epi-pens, will be within easy reach of staff in case of an immediate need, but will remain out of student's reach and under supervision at all times.

- Any changes needed to existing protocols should be made by a medical professional and a new protocol issued.

Records:

- Consent will be recorded
- A record of the last dose will be recorded

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- A record of the dosage will be recorded
- A record of who administered the medication will be recorded
- A record of the witness will be recorded
- A record of what was administered will also be recorded
- If a student refuses to take the medication, this will also be noted and the parents/carers will be informed.
- This information will be shared with the parent/carer on collection of the student and they will be required to sign to show they have acknowledged the information.
- Details of all medicines / medical equipment held on The Ark Centre premises will be kept in the Inventory Record.

Students who have long term medical conditions and who may require ongoing medication:

- A risk assessment is carried out for each student with long-term medical conditions that require ongoing medication. This is the responsibility of the manager alongside the key person. Other medical or social care personnel may need to be involved in the risk assessment.
- Parents will also contribute to a risk assessment. They should be shown around the setting, understand the routines and activities and point out anything which they think may be a risk factor for their child.
- For some medical conditions, key staff will need to have training in a basic understanding of the condition, as well as how the medication is to be administered correctly. The training needs for staff form part of the risk assessment.
- The risk assessment includes vigorous activities and any other activity that may give cause for concern regarding an individual child's health needs.
- A health care plan for the child is drawn up with the parent; outlining the key person's role and what information must be shared with other staff who care for the child.
- The health care plan should include the measures to be taken in an emergency.
- The health care plan is reviewed every six months, or more frequently if necessary. This includes reviewing the medication, e.g. changes to the medication or the dosage, any side effects noted etc.
- Parents receive a copy of the health care plan and each contributor, including the parent, signs it.

Managing medicines on trips and outings:

If children are going on outings, staff accompanying the students must include the key person for the student with a risk assessment, or another member of staff who is fully informed about the student's needs and/or medication.

Medication for students is taken in a sealed plastic box clearly labeled with the students name and the name of the medication. Inside the box is a copy of the consent form and a card to record when it has been given, including all the details that need to be recorded in the medication record as stated above.

On returning to the setting the card is stapled to the medicine record book and the parent signs it.

If a child on medication has to be taken to hospital, the child's medication is taken in a sealed plastic box clearly labeled with the child's name and the name of the medication. Inside the box is a copy of the consent form signed by the parent.

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As a precaution, children should not eat when travelling in vehicles. This procedure is ready alongside the [Outings Policy](#).

Sun cream:

- Students must wear sun cream at all times and a sun hat when outside in the sunny weather. Each student will be asked to bring a hat to keep at The Ark Centre. The Centre will also have spare hats for the students to be used.
- Permission will be attained from the parents/carers for the staff to be able to apply sun cream while the student is at The Ark Centre. However, parents/carers will be encouraged to apply the sun cream before the student starts their session. And the staff will only reapply the cream if felt necessary.
- On days or times of day when the sun is extremely hot the student's time will be reduced or they will be kept out of direct sunlight.
- Students as much as possible will be taught the need to protect yourself in the sun and the need for increase fluids.
- Staff should be aware that students of Asian and black skin colouring should be aware that these skin types could be very tolerant to sunshine. However, it is important to remember that burning can still occur and sun cream should still be applied.