



orchard
Education

Medication Policy

Orchard Education Ltd
1 Sargon Way
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North East Lincolnshire
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Policy for the Administration of PRESCRIBED Medication

1. The staff of Orchard wish to ensure that learners with medication needs receive appropriate care and support. The Managing Director will accept responsibility in principle for members of staff supervising pupils taking prescribed medication during the day **where those members of staff have volunteered to do so.**

Please note that parent/s or guardian/s should keep their children at home if acutely unwell or infectious.

2. Parent(s) or guardian(s) are responsible for providing Orchard with comprehensive information regarding the learner's condition and medication.
3. Prescribed medication will not be accepted in Orchard without complete written and signed permission from the parent/guardian. **See Appendix A**
4. Staff will not give a non-prescribed medicine (general painkiller) to a learner unless there is specific prior written permission from the parent(s) or guardian(s). **See Appendix A**
5. Only reasonable quantities of medication should be supplied to Orchard (for example, a maximum of four weeks supply at any one time).
6. Where the learner travels on Orchard transport with an escort, parent(s) or guardian(s) should ensure the escort has written instructions relating to any medication sent with the learner.
7. Each item of medication must be delivered to the Managing Director or Authorised Person, in **a secure and labelled container as originally dispensed**. Each item of medication must be clearly labelled with the following information:
 - Learner's Name.
 - Name of medication.
 - Dosage.
 - Frequency of administration.
 - Date of dispensing.
 - Storage requirements (if important).
 - Expiry date.

Orchard will not accept items of medication in unlabelled containers.

8. Medication will be kept in a secure place, out of the reach of learners. Unless otherwise indicated all medication to be administered at Orchard will be kept in a locked medicine cabinet.
9. Orchard will keep records, which they will have available for parent(s) or guardian(s). **Appendix B – Administering of Learner Medication (Prescribed)**.
10. If learners refuse to take medicines, staff will not force them to do so, and will inform the parent(s) or guardian(s) of the refusal, as a matter of urgency, on the same day.
11. It is the responsibility of parent(s) or guardian(s) to notify Orchard in writing if the learner's need for medication has ceased.
12. It is the parent(s)' or guardian(s)' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.
13. Orchard will not make changes to dosages on parental/guardian instructions.
14. Orchard staff will not dispose of medicines. Medicines, which are in use and in date, should be collected by the parent/guardian at the end of each term. Date expired medicines or those no longer required for treatment will be returned immediately to the parent/guardian for transfer to a community pharmacist for safe disposal.
15. Learners will administer their own medication, if necessary, under staff supervision. Parent(s) or guardian(s) are asked to confirm in writing if they wish their child to carry their medication with them on Orchard premises.
16. Orchard will make every effort to continue the administering of medication to a learner whilst on trips away from the Orchard premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a learner on a trip if appropriate supervision cannot be guaranteed.

Policy for the Administering of UNPRESCRIBED Medication – (General Painkillers)

17. Orchard Education Ltd recognises that there may be times where the administering of unprescribed painkillers is sensible in order to ensure the comfort of students and for them to continue with their education at the School.

18. Procedures are followed as per NHS Guidelines which can be found on the following link –

<https://beta.nhs.uk/medicines/paracetamol-for-children/#>

and in particular the following point –

Paracetamol tablet dosages for children

Age	How much (every 4 to 6 hours, maximum 4 doses in 24 hours)
6 to 8 years	250mg
8 to 10 years	375mg
10 to 12 years	500mg
12 to 16 years	750mg

19. The company will administer only 1x 500mg paracetamol tablet per dosage for students aged 10 to 16 years. This adheres responsibly towards guidelines and ensures that 'overdose' likelihood is minimised.

20. The company will only provide Paracetamol as a general painkiller. Products will be purchased from general retailers and will be stored in the Medication Cabinet stored within the administration department.

21. Prior to considering the administering of Paracetamol, staff will ensure that the follow process is adhered to –

- Parent/Carer/Guardian written consent has been obtained within the Orchard School Learner Referral Form.

- Contact will then be made with Parent/Carer/Guardian by telephone to inform them of our intention to administer painkillers. If permission is granted, staff will ask of any other paracetamol based medication (prescribed or otherwise) that has been consumed that day (including the time of consumption).
- Staff will then complete form Administering of Paracetamol ([Appendix C Administering of Paracetamol](#)) to record the process. Once complete, this will be signed, scanned and uploaded to the students' CPOMS file for reference. Copies will also be placed on the student's Orchard School learner file.
- Staff will then confirm with Parent/Carer/Guardian of the time and dosage administered to the student. This will be by way of telephone.

General Administration.

22. The company will keep all medication, prescribed or otherwise within a clearly marked locked medical cabinet which is located in a secure area of the building to which students do not generally have access. Records will be kept of all addition, removal, stock levels and expiry dates (if applicable) within the Administration Department. [Appendix D – Inventory of Medication Stored at The Orchard.](#)

Appendix A – Medical Consent Obtained From Parent/Carer/Guardian at time of referral.

Medical Consent

I give my permission for:

My son/daughter/ward to be given first aid by a trained member of staff during any on-site and off-site activity	
My son/daughter/ward to receive urgent dental, medical or surgical treatment, including anaesthetics as may be considered necessary by the medical authorities present, during any on-site or off-site activity.	
My son/daughter/ward's information to be shared with the NHS and other relevant health professionals	
A member of school staff to sign on my behalf any medical consent forms, if my son/daughter/ward should require emergency treatment and I cannot be contacted	
Plasters to be applied to my son/daughter/ward	
My son/daughter/ward to use anti-bacterial hand gel	
Staff to administer prescribed medicines when required	
Staff to administer general painkiller medication (as can be purchased over the counter). Administering will be in tablet form only in line with NHS guidance on dosage/age. Painkillers used will be Paracetamol only. In the event of painkillers being considered, permission will be sought prior by way of telephone contact. Confirmation will also be required as to any prior dosage including time of taking.	
Further details can be obtained from Orchard Education Medication Policy.	

Appendix B

Administering of Learner Medication

Date	Time	Staff Member	Learner Name	Name of Medication	Amount to be Taken	Parental Consent?	Administered	Staff Signature

Appendix C

Administering of Paracetamol

Date.....

Learner Name.....

Staff Member.....

Previous permission on referral:	Y	N
Name of parent/guardian contacted:		
Previous consumption of any medication confirmed by parent/guardian: (If yes what time and dose Do not administer until seeking further guidance form SLT)		
Permission granted by parent/guardian:		
Dosage administered: (as accordingly to policy guidelines)	1 x 500mg of Paracetamol <u>(do not give more than one 500mg tablet)</u>	
Time administered:		
Parent/guardian informed of medication administration: (Time of informing)	Y/N	Time -
Scanned copy to -	Learner's File Y/N	Learner's CPOMS file. Y/N
Administered by:		

Staff Signature.....

Date.....

Time.....

N.B: A signed copy of this form to be scanned to learners file and CPOMs.

Appendix D

Inventory of Medication Stored at The Orchard

Medication Name:				
Date Admitted:				
Quantity and Dosage:				
Use by/best before date:				
Date	Quantity Removed	Quantity Remaining	How disposed of (see policy)	Staff Signature
Name of Parent/Carer Medication returned to:			Date Returned to Parent/Carer:	

This policy will be reviewed annually by a Director.

	Review 1	Review 2	Review 3	Review 4
Signed	Dave Melia	Dave Melia	Dave Melia	Dave Melia
Position	Director	Director	Director	Director
Date	23.08.17	30/08/18	11/03/19	26/08/19