



# Rainbow Horses

**Learning Centre CIC**

## **Management of Medication Policy**

This document details the precautions and procedures to be followed when young people require medication during the learning day.

Rainbow Horses is committed to creating a caring, friendly and safe environment in which all young people are able to develop their skills and knowledge, a place where young people feel secure, relaxed and ready for learning.

### **Purpose of the policy**

The purpose of this policy is to explain how Rainbow Horses Learning Centre implements its procedures on dealing with learners who have medical conditions, in line with government requirements, with a view that all learners will receive the best education possible for them, despite any medical conditions that they may have to contend with.

### **This policy sets out to ensure that staff at Rainbow Horses Learning Centre:**

- Are aware of how a learners' medical condition impacts on their school life.
- Can focus their support on the needs of each individual child through IHP and MAR forms.
- Make sure that parents and learners are confident in the provision's ability to provide effective support.
- Have been properly trained and are competent to provide the support that pupils need.
- Will **not** give prescription medicines or undertake health care procedures without appropriate training (updated to reflect any IHP or MAR form).

The policy makes clear:

- That any member of Rainbow Horses staff providing support to a pupil with medical needs has received suitable training.
- How training needs are assessed.
- How and by whom training will be commissioned and provided.
- How staff will be supported in carrying out their role to support pupils with medical conditions.
- How their roles will be reviewed.

The policy will also:

- Ensure that individuals involved in the arrangements made to support learners at Rainbow Horses Learning Centre with medical conditions are aware of their own roles and responsibilities.
- Ensure that written records are kept of all medicines administered to children.
- Set out what should happen in an emergency situation.
- Ensure that the Provision's policy is explicit about what practice is not acceptable.
- Explain how complaints concerning the support provided to pupils with medical conditions may be made and will be handled.

## **Roles and Responsibilities**

**Parents/guardians** have the prime responsibility for their young person's health and should provide Rainbow Horses with information about any relevant medical condition(s). If young people need to take medication during the day, detailed written consent must be provided by the parent/guardian.

Parents are expected to provide Rainbow Horses Learning Centre with sufficient and up-to-date information about their child's medical needs. Parents are key partners and will be involved in the drafting, development and review of their child's IHP. They are expected to carry out any action they have agreed to as part of its implementation, e.g. provide medicines and equipment, regularly checking dates replacing medicines /equipment as necessary and must ensure they or another nominated adult are contactable at all times.

**The role of Rainbow Horses Learning Centre staff:** Any member of staff may be asked to provide support to learners with medical conditions. All staff will receive sufficient and suitable training and achieve the necessary level of competency **before** they take on responsibility to support children with medical conditions. Any member of staff should know what to do, and respond accordingly, when they become aware that a pupil with a medical condition needs help

## **Long Term Medical Needs, NHS Individual Healthcare Plans (IHP) and Medication Administration Records (MAR)**

Individual healthcare plans and Medication Administration Record Forms can help to ensure that schools/Educational Settings effectively support learners with medical conditions. They provide clarity about what needs to be done, when and by whom. They will often be essential, such as in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed, and are likely to be helpful in the majority of other cases, especially where medical conditions are long-term and complex.

IHPs will be developed with the child's best interests in mind, and will ensure that all concerned (parents, Educational Setting staff and healthcare professionals) assess and manage risks to the child's education, health and social well-being and minimise disruption.

The IHP will include family and medical contacts, daily care requirements (including medication) and emergency procedures. It will be the responsibility of the parent to inform Rainbow Horses Learning Centre of any changes in healthcare needs as soon as possible. Any information recorded on a child's Healthcare Plan or MAR will remain confidential within Rainbow Horses Learning Centre and will not be disclosed to anyone outside of the setting without parental consent.

When a child is returning to Rainbow Horses Learning Centre following a period of hospitalisation, Rainbow Horses Learning Centre will work with health professionals and parents to ensure that the IHP identifies the support the child will need to reintegrate effectively.

The IHP will state the steps which the Learning Centre will take to help the child manage their condition, all will contain the following information:

- The medical condition, its triggers, signs, symptoms and treatments.
- The pupil's resulting needs, including medication (dose, side-effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink (where this is used to manage their condition), dietary requirements.
- Level of support needed including in emergencies. If a child is self-managing their medication this will be clearly stated with appropriate arrangements for monitoring.
- Who will provide this support, any training needs, expectations of their role and confirmation of proficiency to

provide support for the child's medical condition from a healthcare professional.

- Who in the school needs to be aware of the child's condition and the support required.
- Arrangements for written permission from for medication to be administered by a member of staff
- What to do in an emergency, including whom to contact, and contingency arrangements.
- IHPs will be easily accessible to all who need to refer to them whilst preserving confidentiality. A copy will be kept in the child's file on CPOMS and a hard copy in the locked drawer of medication filing cabinet.
- IHP and MARs will be reviewed at least annually or earlier if evidence is presented that the child's needs have changed

### **Staff training**

Periodical training is undertaken so that all staff are aware of the Learning Centre's policy for supporting pupils with medical conditions and their role in implementing that policy and to keep them up-to-date with procedures to be followed.

New staff will receive training through their induction process.

Staff must not give prescription medicines or undertake healthcare procedures without appropriate training  
A first-aid certificate does not constitute appropriate training in supporting children with medical conditions.

During the review of IHPs suitable training requirements for staff who will be involved with the individual pupil will be discussed. The relevant healthcare professional will normally lead on identifying, and agreeing with Rainbow Horses Learning Centre, the type and level of training required, and how this can be obtained. Once trained, the healthcare professional will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

The family of a child will be able to provide relevant information to Rainbow Horses Learning Centre staff about how their child's needs can be met, and parents will be asked for their views. However, they will not be the sole trainer.

### **Managing medicines at Rainbow Horses Learning Centre.**

Medicines should only be brought to the Learning Centre when essential. Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours. Medicines should only be administered at school when it would be detrimental to a student's health or school attendance not to do so.

No student under 16 will be given prescription or non-prescription medicines without their parent's written consent

The Learning Centre will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date, but will generally be available to the Learning Centre inside an insulin pen or a pump, rather than in its original container.

All medicines will be stored safely. Medicines should be handed in to a staff member who will ensure it is locked away until needed to be taken by the young person. Where relevant, the child will know who holds the key to the storage facility. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens are always readily available to children.

If a child refuses to take medicine or carry out a necessary procedure, staff should not force them to do so, but follow the procedure agreed in the individual healthcare plan. Parents should be informed so that alternative options can be considered.

A Medication Administration Record form (MAR) is kept of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any medications administered are witnessed by an appropriately trained member of staff.

Any side effects of the medication to be administered at school should be noted.

When no longer required, medicines should be returned to the parent to arrange for safe disposal.

### **Controlled drugs**

All Controlled Drugs that have been prescribed for a pupil are kept securely stored in a locked non-portable container and only named staff have access. Controlled drugs are easily accessible in an emergency. A Controlled Drugs Book clearly records any doses used and the amount of the controlled drug held in the Learning Centre. Trained Learning Centre staff may administer a controlled drug to the child for whom it has been prescribed. Staff administering medicines should do so in accordance with the prescriber's instructions.

### **Emergency situations**

Learners at the Learning Centre will know to inform a teacher immediately if they think help is needed. Where a child has an IHP, it will clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures.

If a child needs to be taken to hospital, staff will stay with the child until the parent arrives, or, if an ambulance needs to be called, will accompany the child to hospital and stay until a parent arrives there.

### **Unacceptable practice**

It is considered as unacceptable to:

- Prevent children from easily accessing their inhalers and medication and from administering their medication when and where necessary.
- Assume that every child with the same condition requires the same treatment.
- Ignore the views of the child or their parents; or ignore medical evidence or opinion, (although this may be challenged).
- Send children with medical conditions home frequently or prevent them from staying for normal Learning Centre activities, including lunch, unless this is specified in their IHP.
- Penalise children for their attendance record if their absences are related to their medical condition e.g. hospital appointments.
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively.
- Require parents, or otherwise make them feel obliged, to attend school to administer ongoing medication or provide medical support to their child, including with toileting issues. (No parent should have to give up working because the Learning Centre is failing to support their child's medical needs.

### **Complaints**

If parents or Learners are dissatisfied with the support provided they should discuss their concerns informally with the appropriate member of staff. If, however, this does not resolve the situation then they should make a formal complaint using the Learning Centre's complaints procedure.

This policy will be reviewed annually      Signed S. Coombes, Director    Date : September 2023

## **Consent for the Administration of Medication**

I .....give my consent for a member of staff at Rainbow

Horses to administer the following medication to my child.....

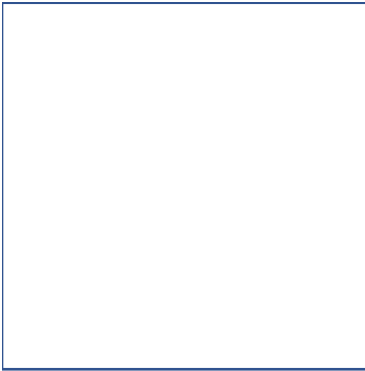
Medication .....

Dose .....

Signed ..... Date.....

**Please ensure that medication is in the original container.**

## Medication Form



**Name of child:**

**DOB:**

**Next of Kin name(s):**

**Relationship to child:**

**Contact:** Phone –

Email -

**Name and address of GP:**

**Name of Paediatrician** (if applicable):

**Known medical conditions/allergies:**

**Any medication given:**

**Advice for preferred administration of meds:**

**Any allergies:**

**Any other information:**