



**ADMINISTRATION OF MEDICATION POLICY  
(INCLUDING SUPPORTING LEARNERS WITH HEALTHCARE NEEDS)**

<b>Version:</b>	V3 - Replace Previous Policy
<b>Last updated:</b>	December 2019 Reviewed Nov 2020
<b>Next review:</b>	December 2021 or when there is a change in circumstances, in work practices or the introduction of new legislation.
<b>Signed</b>	<i>J Haslam</i>
<b>Lead</b>	Jane Haslam

This policy meets all the requirements of SEN and Disability (SEND) Code of Practice. It will be reviewed annually or when there is a change in circumstances, in work practices or the introduction of new legislation.

## Index of Contents

	Page
Statement of Purpose and Principles	4
Introduction	4
Scope	4
Medication	5
Emergency Medication	5
Storage of Medication at LifeBridge	6
Safe Disposal	6
Record Keeping	6
Residential Visits	7
Other Record Keeping	7

## Appendices

<b>Appendix 1 – Healthcare Plan</b> .....	8
<b>Appendix 2 – Learner Agreement Form</b> .....	15
<b>Appendix 3 – Medication Permission and Record – Individual Learner Form</b> .....	16

# **LifeBridge ASEND Principles for the Administration of Medication**

## **PURPOSE AND PRINCIPLES**

To define how LifeBridge ASEND intends to manage the administration of prescribed medication to learners in a manner that complies with both legislation and good practice.

At LifeBridge ASEND we aim to:

- respond to our learners' diverse needs;
- overcome barriers and minimise disruption to learning;
- ensure that our learners who need to take medication or need support with any health care issues, have their needs met sensitively and with dignity;
- make safe provision for the supervision and administration of medication during the working day;
- ensure that all parents and carers and staff at LifeBridge are fully aware of our Policy and Procedures regarding the administration of medication at LifeBridge;
- ensure that staff have access to relevant training in order to meet the needs of individual learners;

## **INTRODUCTION**

Where learners have been prescribed medication by a doctor, dentist or other appropriately qualified healthcare professional, it may be necessary for them to continue with this treatment at LifeBridge.

Our policy is to ensure that students who need medication during working hours have their needs met in such a way that they retain the fullest access to the life and work of the school.

This policy sets out how LifeBridge will establish safe procedures and outline the implementation process once parent/carers or the young person have made the organisation aware of the learner's individual medical requirements .

## **SCOPE**

This policy and its procedures apply to all full and part time members of staff of LifeBridge, including those employed on temporary or fixed-term contracts and volunteers.

LifeBridge's Policy and Procedures will apply at all times when providing services or activities directly under the management of LifeBridge ASEND staff. This policy and procedure will be reviewed annually and may be amended.

## **MEDICATION**

- All learners at LifeBridge with medical conditions know where their medication is stored and how to access it with support and permission from a member of staff.
- Administration of all medication defined as a controlled drug, even if the learner can administer the medication themselves, is done under the supervision of a named member of staff at LifeBridge.
- Parent's, carer's or learner's permission is required to administer prescribed medication.
- Training is given to staff members who agree to or have been identified to administer medication to learners, where specific training is needed.
- For medication where no specific training is necessary, any member of staff may administer prescribed and non-prescribed medication to learners.
- Learners and parents or carers at LifeBridge understand that if the young person's medication changes or is discontinued, or the dose or administration method changes, that they should notify LifeBridge immediately.
- If a learner refuses their medication, parents or carers are informed as appropriate and follow up action agreed. A record of refusal is noted on the learner's file.
- All staff attending off-site visits are aware of any learners with medical conditions on the visit. They receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed.
- If a trained member of staff, who is usually responsible for administering medication, is not available LifeBridge makes alternative arrangements to provide the service. This is always addressed in the risk assessment for off-site activities.
- If a learner misuses medication, either their own or another learner's their parents are informed as soon as possible. These learners are subject to LifeBridge's usual disciplinary procedures.

## **EMERGENCY MEDICATION**

All learners are encouraged to carry and administer their own emergency medication if parents and health specialists determine they are able to take responsibility for their condition.

All learners carry their emergency medication with them at all time, except if they are controlled drugs as defined in the Misuse of Drugs Act 1971. This is also the arrangement on any off-site or residential visits.

Learners who do not carry and administer their own emergency medication know where their medication is stored and how to access it.

Learners who do not carry and administer their own emergency medication understand the arrangements for a member of staff to assist in helping them take their medication safely.

Under the duty of care, LifeBridge ASEND staff, in an emergency situation should act appropriately and in the best interest of the learner. This may include taking action such as administering medication.

Learners have prime responsibility for their own healthcare, but if it is deemed that they lack the mental capacity to understand the importance of their medication, parents or carers have prime responsibility for their young person's health care needs.

## **STORAGE OF MEDICATION AT LIFEBRIDGE**

**Safe storage – emergency medication:** Emergency medication is readily available to learners who require it at all times during the working day or at off-site activities. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available and not held personally by members of staff.

Learners, whose healthcare professionals and parents or carers advise LifeBridge that their young person is not able to self-manage and carry their own emergency medication, know exactly where to access their emergency medication.

**Safe storage – non-emergency medication:** Non-emergency medication can be kept on the person with the understanding it is kept stored away for example, in a locker, bag or pocket. Learners who need support to regulate the frequency or dosage of their medication need to keep their medication in the locked cupboard provided and seek support from staff. This must be clearly labelled with the learner's name, the name and dose of the medication and the frequency of dose.

Medication is stored in accordance with instructions, paying particular note to temperature. Some medication for learners at LifeBridge may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. All medication is sent home with learners at the end of the day unless otherwise stated. It is the learner and/or parent's responsibility to ensure new and in date medication comes into LifeBridge on the first day of the new academic year.

## **SAFE DISPOSAL**

Learners and/or parents or carers at LifeBridge are asked to collect out-of-date medication. If parents do not pick up out-of-date medication, or at the end of the academic year, medication is taken to a local pharmacy for safe disposal. A named member of staff is responsible for checking the dates of medication and arranging for the disposal of any that have expired.

## **RECORD KEEPING**

All learners applying to Lifebridge ASEND have a number of opportunities to disclose any learning difficulty, disability or health condition or issues. Learners with a medical condition, are asked to provide details of their health care plan. Learners and their parents or carers are reminded to inform LifeBridge of any changes to medication and updates to their Healthcare Plans.

## **RESIDENTIAL VISITS**

For learners with medication, a risk assessment must be filled in and signed by staff, learner and/or parent/carer. This form requests up-to-date information about the learner's current condition and their overall health. This provides essential and up-to-date information to relevant staff to help the learner manage their condition while they are away. This includes information about medication not normally taken during college hours. All learners with a medical condition attending a LifeBridge trip or overnight visit are asked for consent, giving staff permission to administer medication at night or in the morning if required. The residential visit form also details what medication and what dose the learner is currently taking at different times of the day. It helps to provide up-to-date information to relevant staff to help the learner manage their condition while they are away.

## **OTHER RECORD KEEPING**

LifeBridge holds training on common and relevant medical conditions as required. All members of staff attending receive a certificate confirming the type of training they have had. A log of the medical condition training is kept by LifeBridge and reviewed to ensure all new staff receives training. LifeBridge keeps an up-to-date list of members of staff who have agreed to administer medication and have received the relevant training.

APPENDIX 1

HEALTHCARE PLAN

Date form completed: ..... Date for review:  
.....

Copies held by:  
.....  
.....

**Healthcare Plan for learners with medical conditions at LifeBridge**

**1. Learner information**

Name of learner: ..... Date of birth:  
.....

Name of provision: LifeBridge ASEND Area/pathway:  
.....

Male  Female

**2. Contact information**

Learner's address:  
.....  
.....

..... Post code:  
.....

Family contact 1

Name: ..... Phone (day):  
.....

Mobile: ..... Phone (eve):  
.....

Relationship to learner:

.....

Family contact 2

Name: .....

.....

Phone (day):

Mobile: .....

.....

Phone (eve):

Relationship to learner:

.....

GP name: .....

.....

Phone:

Specialist name: .....

.....

Phone:

### Medical Condition Information

#### 3. Details of learner's medical condition(s):

.....

.....

.....

.....

.....

Triggers or things that make this worse:

.....

.....

.....

.....

.....

#### 4. Routine healthcare requirements (e.g. dietary, therapy, nursing needs or before physical activity)

During working hours:

.....  
...  
.....  
.....  
.....  
.....

Outside working hours:

.....  
.....  
.....  
.....  
.....

**5. What to do in an emergency:**

.....  
.....  
.....  
.....  
.....  
.....  
.....

**6. Regular medication taken during working hours** (duplicate this page if more than one medication)

Medication 1

Name/ type of medication

.....  
.....

Dose and method of administration

.....  
.....  
.....

When it is taken?

.....

Are there any side effects that might affect the learner at LifeBridge?

.....  
.....  
.....

Any contraindications

.....  
.....

Can the learner self-administer?

Yes  No

Yes, with supervision by:

.....

Expiry date: .....

**7. Emergency medication** (please complete even if it is the same as regular medication)

Name/type of medication:

.....  
.....  
.....

What signs or symptoms indicate an emergency for this learner?

.....  
.....  
.....  
.....  
.....

Dose and method of administration:

.....  
.....  
.....  
.....  
.....

Any contraindications:

.....  
.....  
.....  
.....  
.....

Any side effects that LifeBridge needs to know about:

.....  
.....  
.....  
.....  
.....

Can the learner self-administer?

Yes

No

Yes, with supervision by:

.....  
.....  
.....

Is there any follow-up care necessary?

.....  
.....  
.....  
.....  
.....

Who should be notified?

Parents or carers  Specialist  GP  Other

If other, who?

.....  
.....

**8. Regular medication taken outside working hours**

Name/type of medication:

.....  
.....  
.....

Any side effects that LifeBridge needs to know about:

.....  
.....  
.....  
.....  
.....

**9. Members of staff trained to administer medication for this learner**

Regular medication:

.....  
.....  
.....

Emergency medication:

.....  
.....  
.....

**10. Special educational provision required (e.g. activities to be avoided)**

.....  
.....  
.....  
.....  
.....

**11. Special arrangements for off-site activities**

.....  
.....  
.....  
.....  
.....

**12. Any other information relating to the learner's healthcare while at LifeBridge**

.....  
.....  
.....  
.....

## APPENDIX 2

Dear Learner/Parent/Carer

Re: The Healthcare Plan

We are aware that \_\_\_\_\_ has a medical condition. As part of accepted good practice and with advice from the Department for Education and relevant voluntary organisations LifeBridge is in the process of establishing a new medical conditions policy for use by all staff.

As part of this new policy, we are asking all learners with a medical condition and their parents/carers to help us by completing a LifeBridge Healthcare Plan. Please complete the plan, with the assistance of a healthcare professional if necessary and return it to LifeBridge. If you would prefer to meet someone from LifeBridge to complete the Healthcare Plan or if you have any questions then please contact us on 01204 391038.

The completed plan will store helpful details about the learner's medical condition, current medication, triggers, individual symptoms and emergency contact numbers. The plan will help us to better understand the individual's condition.

Please make sure the plan is regularly checked and updated and that LifeBridge is kept informed about changes to your medical condition or medication. This includes any changes to how much medication you need to take and when you need to take it.

I look forward to receiving the completed Healthcare Plan.

Thank you for your help

Yours sincerely

Jane Haslam

Head of LifeBridge ASEND

APPENDIX 3

**Record of Medication**

Learner name: .....

Date	Time	Name of medication	Dose	Any reactions	Staff signature	Print name