

## Medication Policy

**1. Updated: December 2015**

**Next revision date: December 2016**

### **2. Objectives**

- 2.1. To ensure the importance of managing medication for young people while they are attending Develop courses.**
- 2.2. To provide course tutors with sufficient information to provide a safe environment for learners in their care. This includes information about any pre-existing medical conditions and any resulting medication.**

### **3. Scope**

- 3.1. To cover all activities carried out by Develop.**

### **4. Key Principles**

- 4.1. Develop recognises the importance of managing medication for young people while they are attending its courses:**
  - a. The health & safety of learners is paramount to the organisation and every effort is made to ensure that no learner is excluded due to the need to take prescribed medication or due to a condition that may give rise to the need for medication.**
  - b. It is the responsibility of Develop to provide course tutors with sufficient information to provide a safe environment for learners in their care. This includes information about any pre-existing medical conditions and any resulting medication.**
  - c. Information should also be provided about the likely risk of a medical emergency arising because of a pre-existing medical condition and any procedure to be followed in the event of an emergency.**
- 4.2. Information concerning health and medication will be requested on any application form completed either by a learner or by his/her parent prior to him/her being accepted on a course.**

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**4.3. This information will be read by the Develop manager responsible for the course and followed up accordingly. This will depend upon the severity of the condition and will lead to one of the following courses of action:**

- a. **Where a learner has a medical condition, even if it is known whether or not medication is needed, Form PA1 and/or Form HP1 must be sent to, and completed by the parent or learner.**
- b. **These forms will be used to assess the risk involved in the learner attending the course and to put in place in the necessary first aid facilities. This will include ensuring the presence of a first aider properly trained to use epipens and other such specialist equipment and/or administer the correct first aid according to instructions provided by the learner’s parent or doctor.**
- c. **Where specialist treatment may be required in the event of a medical emergency, Develop will make every effort to provide the relevant training to course tutors or their helpers so that the learner can safely attend the course.**
- d. **Tutors will be provided with details, as necessary, of the learner’s condition and instructed to keep a record of any medication given using the Record of Medicines Administered form. This record will be kept by the tutor and a copy made available to the learner’s parent on request.**
- e. **Parents and learners will be instructed to bring medication to the course in its original packaging labelled with Learner’s name, name of medication, dosage, frequency of dosage, date of dispensing, storage requirements (if important) and expiry date (if available).**
- f. **Appropriate arrangements will be made to ensure the safe transport of any medication in the event of a trip or outing and suitable arrangements made for the medication to be administered.**

**4.4. Wherever possible, Learners will be encouraged to self-administer medication. An appropriate Health Care Plan must be in place in such cases.**

**4.5. It is the responsibility of parents to provide up to date and accurate information to Develop and to inform Develop of any changes that occur.**

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- 4.6. It is the responsibility of course tutors to ensure that Health Care plans or instruction for the administering of medicines to learners, as contained on Form PA1 are carried out. Issues surrounding the necessity for taking medication should be handled discreetly and sensitively by course tutors.
- 4.7. All incidents arising from conditions requiring medication must be reported to the appropriate Develop manager immediately.
- 4.8. A copy of this statement must be provided to course tutors prior to the beginning of the course.

## 5. Needle Stick Policy

- 5.1. In the event of accidental damage from needles used to administer medicines to children (including epipens and anapens) the following procedure must be followed by the adult concerned.
  - Force bleed the area
  - Clean and cover the area
  - Go to Accident & Emergency with the child to whom you were administering medicines. You will receive a care plan while at the hospital to guard against possible infection.

## 6. Staff Responsibilities

- 6.1. All individuals involved with the learning programmes, e.g. staff, volunteers, employers, consultants and learners.
- 6.2. CEO has overall and final responsibility for all matters relating to medication.
- 6.3. The day to day management of Develop’s medication policy is delegated to the CEO who will ensure that:
  - a. Adequate resources are made available to implement this policy
  - b. Adequate arrangements are made to bring this policy to the notice of all staff, individuals, sub contractors and visitors
  - c. The effectiveness of the policy and its arrangements are reviewed annually during the relevant Strategy Group meeting or more frequently if deemed necessary.

## 7. Monitoring and Evaluation

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**7.1. Monitoring will take place as part of the review of programmes and in the light of any incidents that may occur while a learner is engaged with Develop activities.**

**8. Supporting Documents**

**8.1. This policy should be read in conjunction with the following policies and procedures:-**

- **Health and Safety policy**
- **Form PA1**
- **Form HP1**
- **Record of medicines administered**
- **Needle-stick policy (included above)**

**Policy signed by** *Mark Pike* **CEO: Date: 01/12/2015**

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