Medication Policy

Introduction

This policy provides the framework and guidance for SYEP staff when young people (under the age of 18) using SYEP services need to use medication whilst attending SYEP services. This policy includes procedures for obtaining parental consent for medication, staff training requirements for administering medication, documentation and record-keeping.

SYEP will adhere to the "five rights" of medication use: the right patient, the right drug, the right time, the right dose, and the right route, all of which are generally regarded as a standard for safe medication practices.

When young people need more specialised medication, a medication plan will be devised in conjunction with parents/carers/ school/ medical professionals.

Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Equality Act 2010
- Children and Families Act 2014
- DfE (2015) 'Supporting young people at school with medical conditions'
- DfE (2017) 'Using emergency adrenaline auto-injectors in schools'

This policy operates in conjunction with the following SYEP policies:

- Health and Safety Policy
- Records Management Policy
- Complaints Procedures Policy
- Document Retention Policy

Roles and responsibilities

The Trustees are responsible for:

- The implementation of this policy and procedures.
- Ensuring that this policy, as written, does not discriminate on any grounds, including the protected characteristics as defined by the Equality Act 2010.
- Ensuring the correct level of insurance is in place to cover for the administration of medication to users of SYEP services.

- Ensuring that members of staff who administer medication to young people, or help young people self-administer, are suitably trained and have access to information needed to carry out the function.
- Ensuring that relevant policy and procedures are followed to ensure young people taking medication are properly supported.
- Managing any complaints or concerns regarding this policy, the support provided to young people, or the administration of medication in line with the SYEP's Complaints Policy.

The Youth Operations Manager is responsible for:

- The day-to-day implementation and management of this policy and relevant procedures.
- Ensuring that appropriate training is undertaken by staff administering medication or assisting young people to take their medication.
- Ensuring that staff understand the local emergency services' cover arrangements
- Organising another appropriately trained individual to take over the role of administering medication in case of staff absence.
- Ensuring that all necessary risk assessments are carried out regarding the administration of medication, including for trips and external activities.

All staff are responsible for:

- Adhering to this policy and supporting young people to do so.
- Carrying out their duties that arise from this policy fairly and consistently.

Parents and carers are responsible for:

- Keeping SYEP informed about any changes to the young person's health.
- Completing an administering medication parental consent form prior to them or the young person bringing any medication to SYEP premises/services.
- Discussing medication with the young person prior to requesting that staff administer the medication.

It is both staff members' and young people's responsibility to understand what action to take during a medical emergency. This may include staff administering medication to the young person involved.

Training staff

The Youth Operations Manager will ensure that a sufficient number of staff are suitably trained in administering medication. All staff/ will undergo basic training on the administering of medication to ensure that, if exceptional circumstances arise

where there is no designated administrator of medication available, young people can still receive their medication from a trained member of staff.. The Youth Operations Manager will also:

- ensure that a sufficient number of staff have been trained, in administering medication in an emergency, by a healthcare professional.

Staff must not agree to taking on the responsibility of administering medication until they have received appropriate training and can make an informed choice. SYEP will ensure that, as part of their training, staff are informed that they cannot be required to administer medication to young people and that this is entirely voluntary.

Training will also cover the appropriate procedures and courses of action with regard to the following exceptional situations:

- The timing of the medication's administration is crucial to the health of the young person
- Some technical or medical knowledge is required to administer the medication

Staff will be made aware that if they administer medication to a young person, they take on a legal responsibility to do so correctly; therefore, staff will be encouraged not to administer medication in the above situations if they do not feel comfortable and confident in doing so, even if they have received training.

Training for administering Adrenaline auto-injectors (AAIs)
(product names Epipen or Jext)

SYEP will arrange specialist training for staff where a young person who uses SYEP services has been diagnosed as being at risk of anaphylaxis. Designated staff with suitable training and confidence in their ability to use AAIs will be appointed to administer this medication. As part of their general first aid training, all staff will be made aware of:

- How to recognise the signs and symptoms of severe allergic reactions and anaphylaxis.
- Where to find AAIs in the case of an emergency.
- How to respond appropriately to a request for help from another member of staff.
- How to recognise when emergency action is necessary.
- Who the designated staff members for administering AAIs are.
- How to administer an AAI safely and effectively in the event that there is a delay in response from the designated staff.
- How to make appropriate records of allergic reactions.

There must be a sufficient number of staff who are trained in and consent to administering AAIs on site at all times.
Staff should ring the Emergency Services if they need further support in administrating an AAI.

Receiving, storing and returning of medication

The parents of young people who need medication administered at SYEP services will be sent an administering medication parental consent form to complete and sign; the signed consent form will be returned to SYEP and appropriately filed before staff can administer medication to young people under the age of 18. A signed copy of the parental consent form will be kept with the young person's medication, and no medication will be administered if this consent form is not present. Consent obtained from parents/carers will be renewed annually.

SYEP will only store and administer prescribed medication. SYEP will not store medication for longer than the time the young person is using SYEP services i.e. one session or the length of a trip. The parents/carers will be advised to keep medication provided to SYEP in the original packaging, complete with instructions, as far as possible. This does not apply to insulin, which can be stored in an insulin pen.

Storing young people' medication

SYEP will ensure that all medications are kept appropriately, according to the product instructions, and are securely stored. Medication that may be required in emergency circumstances, e.g. asthma inhalers and AAIs, will be stored in a way that allows it to be readily accessible to young people who may need it and can self-administer, and staff members who will need to administer them in emergency situations. All other medication will be stored in a place inaccessible to young people, SYEP will ensure that young people know where their medication is at all times and are able to access them immediately, e.g. by ensuring that the identities of any key holders to the storage facilities are known by these young people.

Medication stored by SYEP will be:

- Kept in the original container alongside the instructions for use.
- Clearly labelled with:
    - The young person's name.
    - The name of the medication.
    - The correct dosage.
    - The frequency of administration.
    - Any likely side effects.
    - The expiry date.
- Together with the Administering Medication Parental Consent form.

Medication that does not meet the above criteria will not be administered.

Disposing of young people' medication

SYEP will not store medication beyond the session/trip unless a personal medication plan has been agreed.

Needles and other sharps will be disposed of safely and securely, e.g. using a sharps disposal box provided by and removed from site by the parent/carer.

Administering medication

Medication will only be administered at SYEP services if it would be detrimental to the young person not to do so.

Only suitably qualified members of staff will administer controlled drugs.

Two members of staff will be present, and both will check the expiry date and maximum dosage of the medication being administered to the young person each time it is administered, as well as when the previous dose was taken.

Medication will be administered in a private, comfortable environment as far as possible.

Before administering medication, the two responsible members of staff should check:

- The young person's identity.
- That SYEP possesses written consent from the young person's parent/carer.
- That the medication name, dosage and instructions for use match the details on the consent form.
- That the name on the medication label is the name of the young person being given the medication.
- That the medication to be given is within its expiry date.
- That the young person has not already been given the medication within the accepted frequency of dosage.

If there are any concerns surrounding giving medication to a young person, the medication will not be administered and SYEP will consult with the young person's parent/carer or other nominated person.

Where appropriate, young people will be encouraged to self-administer under the supervision of 2 members of staff provided that parental consent for this has been obtained.

If a young person refuses to take their medication, staff will not force them to do so but will contact parents/carers or other nominated person.

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SYEP will not be held responsible for any side effects that occur when medication is taken correctly.
Written records will be kept of all medication administered to young people, including the date and time that medication was administered and the names of the two staff members responsible.

Records will be stored in accordance with the Document Retention Policy.

Medical devices

Asthma inhalers

SYEP will expect young people who can carry their own inhalers to do so, provided that parental consent for this has been obtained.

Adrenaline auto-injectors (AAIs)

SYEP will allow young people who can carry their own AAIs to do so, and would encourage them to have 2 AAIs available provided that parental consent for this has been obtained.

Any young person who attends SYEP services and has been prescribed AAIs will have an individual medication plan, and which will be known to appropriate staff. The medication plan will include medical authorisation and parental consent for the use of spare AAIs in emergency situations. The spare AAIs will not be used on young people who are not at risk of anaphylaxis or where there is no parental consent. Where consent and authorisation have been obtained, this will be recorded in the young person's medication plan.

Medication plan

For young people with chronic or long-term conditions and disabilities, a medication plan will be developed in liaison with the young person, their parent/carer, and in the case of alternative provision the young person's school.

When deciding what information should be recorded on a medication plan, the following will be considered:

- The medical condition and its triggers, signs, symptoms and treatments
- The young person's resulting needs, such as medication, including the correct dosage and possible side effects, medical equipment, and dietary requirements
- The specific support needed for the young person's, social and emotional needs
- The level of support needed and whether the young person will be able to take responsibility for their own health needs

- The type of provision and training that is required, including whether staff can be expected to
    - Fulfil the support necessary as part of their role
    - Which staff members need to be aware of the young person's condition
- Arrangements for receiving parental consent to administer medication
- Separate arrangements which may be required for out-of-school trips and external activities
- Which staff member can fulfil the role of being a designated, entrusted individual to whom confidentiality issues are raised
- What to do in an emergency, including whom to contact and contingency arrangements
- What is defined as an emergency, including the signs and symptoms that staff should look out for
- The Youth Operations Manager and Chair of Trustees will ensure that medication plans are reviewed at least annually. They will also be routinely monitored throughout the year by the Youth Operations Manager

Educational Trips and visits

In the event of educational trips and visits which involve leaving SYEP's normal premises, medication and medical devices will continue to be readily available to staff/ young people. This may include young people carrying their medication themselves, where possible and appropriate, e.g. for asthma inhalers. If the medication is of a type that should not be carried by young people, e.g. capsules, or if it is not appropriate young people to self-administrator (as defined on the parental/carer consent form), the medication will be carried by a designated staff member for the duration of the trip or activity.

There will be at least two staff members who are trained to administer medication on every trip or visit which young people with medical conditions will attend. Staff members will ensure that they are aware of any young people who will need medication administered during the trip or visit, and will ensure that they know the correct procedure, e.g. timing and dosage, for administering their medication.

If the trip or visit will be over an extended period of time, e.g. an overnight stay, a record will be kept of the frequency at which young people need to take their medication, and any other information that may be relevant. This record will be kept by a designated trained staff members who are present on the trip and can manage the administration of medication.

All staff members, volunteers and other adults present on SYEP trips and visits will be made aware of the actions to take in a medical emergency related to the specific

medical needs and conditions of the young person, e.g. what to do if an epileptic young person has a seizure.

Medical emergencies

Medical emergencies will be handled in line with the Health & Safety Policy
For all emergency medication stored by SYEP, SYEP will ensure it is readily accessible to staff and the young person who requires it and is not locked away. For all emergency medication kept in the possession of a young person, e.g. AAIs, SYEP will ensure that young people are told to always keep the appropriate instructions with the medication.

Monitoring and review

This policy will be reviewed annually by the trustees, as defined in the Policy Review Dates document.

Records of medication administered on the SYEP premises, or on school trips and visits, will be monitored, and the information recorded securely.

SYEP will also seek advice from any relevant healthcare professionals as deemed necessary. Any changes made to this policy will be communicated to the relevant stakeholders.

Medication Policy

Administering medication parental / carer consent form

SYEP will not give your child medication unless you complete and sign this form

Name of student		
Date of birth		
Medical condition or illness		
Prescribed medication		
Name and/or type of medication as described on the container		
Date dispensed		
Expiry date		
Agreed review date		
Review to be initiated by		
Dosage, timing, and method of administration		
Special precautions		
Likely side effects		
Self-administration	YES	NO
Additional details		

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Signature of parent/carer

Name of parent/carer (in capitals)

Date