



# WORKS 4 U

## Medication Policy

Senior management are responsible for being familiar with and observing the statutory requirement concerning medications administered at Works4U and/or on off-site trips and residential settings.

This policy covers situations where students may take non prescribed/over the counter medication and students that may require prescribed medication for their medical condition during the Works4U day.

## NON-PRESCRIBED MEDICATION

Some students may take non prescribed drugs/over the counter medicines such as those providing relief for period pains or hay fever. Works4U will not give non-prescribed medication to students unless supplied with a written authorisation by parent/carer. Where no written authorisation has been obtained, and the member of staff feels medication is appropriate, they are to ring the student's parents/carers to seek their consent. Parents/carers will be asked to confirm that their child has not suffered any adverse reaction to the medication in the past. The parent carer will then be asked to email their consent across to the first aider/nurse.

The issue of non-prescribed medication should be recorded by the staff on School Pod.

## PRESCRIBED MEDICATION

Works4U in specific cases will administer drugs to students:

- Only if a consent form has been signed by parents/carers
- Works4U DSL agrees that Works4U staff have had sufficient training and guidance in administering drugs.
- Two members of staff are present during the administration of drugs
- Learners are not forced to take medication against their wishes or without explanation that is in their best interest.
- Staff will not be asked to administer drugs against their wishes
- The issue of drugs is recorded and counter signed by a second member of staff and the students records updated on School Pod
- All drugs brought into Works4U must be handed to member of staff for safe storage
- All drugs must be kept in their own original containers and the label must not be changed under any circumstances.
- All drugs must be clearly labelled with the drug name, the name of the learner, instructions for use, date of dispensing and the expiry date must be clearly shown.
- Drugs from partly used containers must not be transferred to other containers.
- On no account are drugs to be stored/put in envelopes.
- Drugs must only be used for the student specified on the label. Drugs must not be borrowed, e.g., inhalers etc.
- Any loss or discrepancy of drugs must be reported to a member of the senior management team immediately.
- All drugs not requiring refrigeration must be kept secure in a locked cupboard.
- The location must be locked at all times.
- All drugs requiring refrigeration must be in a locked box in the fridge with staff access only.
- Any medication brought in by staff for their personal use, must remain in the staff possession and secure from student access.
- Inhalers may be kept secure by staff for quick access by students when needed.
- The administration of any prescribed medication will be monitored by the safeguarding and wellbeing support team including the college nurse.

Confidential details of the learner's medical support needs, the medication to be administered, the action to be taken in an emergency and the training required by support staff.

### **RECORD KEEPING**

All doses of medication given should be recorded on School Pod and in the medication logbook monitored by the safeguarding and well being support team. This record should include any communication with parents/carers about starting, finishing or replenishing medication.

The learners risk assessment should contain the necessary information to ensure that the student receives all the necessary support in relation to the administration of medication and the action to be taken in the case of emergencies, including ringing for an ambulance or medical support.