



## Apple Tree Farm Services CIC



### Administering Medications Policy

Children with medical needs have the same rights of admission to our setting as other children. Most children will at some time have short-term medical needs, while other children may require medicines on a long-term basis, such as children with severe allergies.

#### Aims of this policy

- 1 To explain our procedures for managing prescribed medicines which may need to be taken during the farm day.
- 2 To explain our procedures for managing prescribed medicines on offsite trips.
- 3 To outline the roles and responsibilities of farm staff.

**THERE IS NO LEGAL DUTY THAT REQUIRES ANY MEMBER OF FARM STAFF TO ADMINISTER MEDICINES.**

#### Prescribed Medicines

- 1 Medicines should only be brought into our setting when essential; where it would be detrimental to a child's health if it were not administered during the farm day.
- 2 Staff can only administer medicines prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.
- 3 Medicines **MUST** be in the original container as dispensed by a pharmacist with the prescription label, including the child's name and the prescriber's instructions for administration.
- 4 Medicines that need to be taken three times a day could be taken in the morning, after the farm day and at bedtime so do not need to be administered at our setting.
- 5 Medicines that need to be taken four times a day can be administered once during the farm day and must be spaced as evenly as possible over a 24-hour period.
- 6 Medication such as paracetamol cannot be administered by staff unless prescribed.



## Children with Asthma

- 1 Children who have inhalers should have them available where necessary.
- 2 Inhalers are kept in a safe, accessible place, usually the Barn Kitchen. Where appropriate children may take responsibility for their own inhaler.
- 3 If necessary they should be taken to all physical activities.
- 4 Inhalers must be labelled with the child's name and guidelines of administration.

***It is the responsibility of the parent/carer to regularly check the condition of inhalers and ensure that they are in working order and have not expired. No other inhaler other than the blue ventolin inhaler is to be administered at the farm.***

## Allergies

Children who have severe allergies and need epipen medication, such as a nut allergy, will have their medication close to hand at all times.

- 1 The epipen will be the responsibility of the 1:1 Key worker, or lead member of staff.
- 2 All staff will be made aware of the identity of children who suffer from anaphylaxis.

## Non-prescribed medicines

- 1 We are unable to administer medicines that have not been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.
- 2 Parents/carers are welcome to come to the farm to administer these medicines to their child.

## Storage of prescribed medicines

- 1 All medicines should be delivered to a member of staff by the parent/carer. Under no circumstances should medicines be left in a child's possession.
- 2 The parent/carer must fill in an administering medicines form giving staff written permission to give the correct dose.
- 3 All medicines must be stored according to dispenser's instructions (paying particular attention to temperature) with the name of the child clearly marked.
- 4 Medicines will usually be kept in the fridge in the Barn Kitchen.
- 5 All emergency medicines, such as inhalers or epipens, must be readily available to children and staff and kept in an agreed place.
- 6 Children may carry their own inhalers where appropriate.



## **Disposal of medicines**

- 1 Staff should not dispose of medicines.
- 2 Parents are responsible for making sure that date-expired medicines are returned to the pharmacy for safe disposal.
- 3 Parents should collect medicines at the end of the agreed administration time period.

## **Trips and outings**

Children with medical needs are given the same opportunities as other children at Apple Tree Farm Services CIC. Staff may need to consider what reasonable adjustments they might make to enable children with medical needs to participate fully and safely on off site visits.

- 1 Risk assessments may be carried out before a trip.
- 2 One member of staff will be nominated to have responsibility for the administration of medication.

## **Roles and responsibilities**

### **Parent/carer**

- 1 Should give sufficient information about their child's medical needs if treatment or special care is required.
- 2 Must deliver all medicines to a member of staff.
- 3 Must complete and sign the parental agreement form.
- 4 Must keep staff informed of changes to prescribed medicines.
- 5 Keep medicines in date – particularly emergency medication such as epipens.

### **Farm Manager**

- 1 To ensure that the setting's policy on administering medicines is implemented.
- 2 To ensure there are members of staff in our setting willing to volunteer to administer medicines to specific pupils as required.
- 3 To ensure staff receive support and appropriate training as necessary.
- 4 To share information, as appropriate, about a child's medical needs.
- 5 To ensure that parents are aware of the setting's medicine administration policy.
- 6 To ensure that medicines are stored correctly.



## **Staff**

- 1 To check details are accurate and clear on prescription labels.
- 2 To ensure that the parent/carer completes a consent form for the administration of medicines.
- 3 To complete the 'administration of medicines' record sheet each time medicine is given.
- 4 To ensure medicines are returned to parent/carer at the end of the farm day.
- 5 To ensure medicines are returned to parent/carer for disposal.

***If a child refuses to take medicines staff will not force them to do so but will note this in the records and inform parents as soon as is reasonably possible.***

## **Record keeping**

Medicine should be provided in the original container. Staff should check that written details include;

- 1 Name of child
- 2 Name of medicine
- 3 Dose
- 4 Method of administration
- 5 Time and frequency of administration
- 6 Any side effects
- 7 Expiry date

A parental agreement form should be completed and signed by parent/carer before medicines can be administered.

## **Long term medical needs**

It is important that school has adequate information about long term medical conditions. A health care plan may be drawn up, involving parents and other health care professionals.



## Confidentiality

The Farm Manager and staff should always treat medical information confidentially. The Farm Manager should agree with the parent/carer who else should have access to records and other information about a child.

## Staff training

Staff with responsibility for administering medicines will have appropriate training to be able to carry out the role responsibly.

This policy must be reviewed every three years, or as necessary, to ensure it is still fit for purpose.

Signed: 

Date: 13/01/25