



## Medication Management Policy

At Productive Learning UK Limited we promote the good health of learners attending and take necessary steps to prevent the spread of infection. If a learner requires medicine, we will obtain information about the learner's needs for this and will ensure this information is kept up to date.

We follow strict guidelines when dealing with medication of any kind for our learners and these are set out below.

### **Medication Prescribed by a Doctor, Dentist, Nurse or Pharmacist:**

*(Medicines containing aspirin will only be given if prescribed by a doctor)*

- Prescription medication will only be given to the person named on the bottle for the dosage stated.
- Medicines must be in their original containers.

Those with parental responsibility for any learner requiring prescription medication should hand over the medication to the most appropriate member of staff who will then note the details of the administration on the appropriate form and another member of staff will check these details (Appendix 1).

Those with parental responsibility must give prior written permission for the administration of each and every medication. However, we will accept written permission once for a whole course of medication or for the ongoing use of a particular medication under the following circumstances:

- The written permission is only acceptable for that brand name of medication and cannot be used for similar types of medication, e.g. if the course of antibiotics changes, a new form will need to be completed.
- The dosage on the written permission is the only dosage that will be administered. We will not give a different dose unless a new form is completed.
- Parents must notify us immediately if the learner's circumstances change, e.g. a dose has been given at home, or a change in strength/dose needs to be given.

Productive Learning UK Limited will not administer a dosage that exceeds the recommended dose on the instructions unless accompanied by written instructions from a relevant health professional such as a letter from a doctor or dentist.

The parent or guardian must be asked when the learner has last been given the medication before coming to Productive Learning UK Limited; and the staff member must record this information on the medication form. Similarly when the learner is picked up, the parent or guardian must be given precise details of the times and dosage given throughout the day.



The parent's or guardian's signature must be obtained at both times – upon arrival and collection of the learner.

At the time of administering the medicine, a senior member of staff will ask the learner to take the medicine or offer it in a manner acceptable to the learner at the prescribed time and in the prescribed form. It is important to note that staff working with learner's are not legally obliged to administer medication.

If the learner refuses to take the appropriate medication, then a note will be made on the form.

Where medication is 'essential' or may have side effects, discussion with the parent or guardian will take place to establish the appropriate response.

### **Non-prescription Medication:**

Productive Learning UK Limited will not administer any non-prescription medication containing aspirin.

Productive Learning UK Limited will not administer Calpol and Ibuprofen to a learner during the course of a day, we will administer only one **OR** the other.

Productive Learning UK Limited will only administer non-prescription medication for a short initial period, for example Calpol will not be administered more than three days in a row, dependant on the medication or the condition of the learner. After this time medical attention should be sought by the parent or guardian.

If Productive Learning UK Limited feels the learner would benefit from medical attention rather than non-prescription medication, we reserve the right to refuse care until the learner is seen by a medical practitioner.

If a learner does exhibit the symptoms for which consent has been given to give non-prescription medication during the day, and the learner has some medication on site then Productive Learning UK Limited will always seek phone permission before administering any non-prescription medication.

For any non-prescription cream for skin conditions e.g. Sudocrem, prior written permission must be obtained from the parent or guardian and the onus is on the parent or guardian to provide the cream which should be clearly labelled with the learner's name.

If any learner is brought to Productive Learning UK Limited in a condition in which they may require medication sometime during the day, the Director or a senior member of staff will decide if the learner is fit to be left at Productive Learning UK Limited.

If the learner is staying, the parent or guardian must be asked if any kind of medication has already been given, at what time and in what dosage and this must be stated on the medication form.



As with any kind of medication, staff will ensure that the parent or guardian is informed of any non-prescription medicines given to the learner whilst at Productive Learning UK Limited, together with the times and dosage given.

### **Staff Medication:**

All Productive Learning UK Limited staff have a responsibility to work with learners only where they are fit to do so. Staff must not work with learners where they are infectious or too unwell to meet learner's needs. This includes circumstances where any medication taken can affect their ability to care for learners, for example, where it makes a person drowsy. If any staff member believes that their condition, including any condition caused by taking medication, is affecting their ability they must inform the Director or a senior member of staff, and seek medical advice.

Where staff may occasionally or regularly need medication, any such medication must be kept either in the staff room or in the medication cabinet clearly labelled, or in the office if staff need easy access to the medication, such as an asthma inhaler. In all cases, it must be stored out of reach of the learners. It must not be kept in the first aid box and should be clearly labelled with the name of the member of staff.

### **Storage:**

All medication for learners must have the learner's name clearly written on the original container and kept in either the lockable medication cabinet, or in the lockable medication fridge in the Directors office, depending on storage advice for the medication.

Emergency medication, such as inhalers and EpiPens, will be within easy reach of staff in the main work area in case of an immediate need, but will remain out of the learner's reach.

All medications must be in their original containers, labels must be legible and not tampered with or they will not be given. All prescription medications should have the pharmacist's details and notes attached to show the dosage needed and the date the prescription was issued. This will all be checked, along with expiry dates, before staff agree to administer any and all medication.

### **Policy Review:**

This policy will be reviewed regularly in line with legislative updates, and in any event not less than annually.

A handwritten signature in black ink, appearing to read 'N. Morris', is written over a horizontal line.

**Nicholas Morris**  
**Director – Productive Learning UK Limited**



## Parental/Guardian Agreement for Productive Learning UK Limited to Administer Medication

Productive Learning UK Limited will not give your child medication unless you read and agree to the policy that staff can administer medication, and you complete and sign this form.

<b>Name of Learner:</b>		
<b>Date of birth:</b>		
<b>Medical condition/illness:</b>		
<b>Name/type of medication:</b>		
<b>Dosage and method:</b>		
<b>Expiry date:</b>		
<b>Timings of dosage:</b>		
<b>Special precautions:</b>		
<b>Side effects:</b>		
<b>Self administration:</b>	<b>YES</b>	<b>NO</b>



## Procedures to take in an emergency:

*Medicines must be in the original container as dispensed by the pharmacy*

<b>Name of Parent/Guardian:</b>	
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<b>Contact details of Parent/Guardian:</b>	
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<b>Relationship to Learner:</b>	
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I understand that I must deliver the medicine personally to the Director or a senior member of staff.

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to Productive Learning UK Limited staff administering medicine in accordance with their policy.

I will inform Productive Learning UK Limited immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature: \_\_\_\_\_  
(Parent or Guardian)

Print name: \_\_\_\_\_  
(Parent or Guardian)

Signature: \_\_\_\_\_  
(Productive Learning UK Limited)

Print name: \_\_\_\_\_  
(Productive Learning UK Limited)

Date: \_\_\_\_\_



## Record of Medication Administered to an Individual Child/Learner:

<b>Name of Child/Learner:</b>	
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<b>Date medication provided:</b>	
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<b>Name of medication:</b>	
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<b>Dosage details of medication:</b>	
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<b>Frequency of administration of medication:</b>	
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<b>Quantity of medication provided:</b>	
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## PRODUCTIVE LEARNING UK LIMITED TO COMPLETE:

<b>Date:</b>	
<b>Time given:</b>	
<b>Dose given:</b>	
<b>Staff member:</b>	
<b>Witness:</b>	

<b>Date:</b>	
<b>Time given:</b>	
<b>Dose given:</b>	
<b>Staff member:</b>	
<b>Witness:</b>	



<b>Date:</b>	
<b>Time given:</b>	
<b>Dose given:</b>	
<b>Staff member:</b>	
<b>Witness:</b>	

<b>Date:</b>	
<b>Time given:</b>	
<b>Dose given:</b>	
<b>Staff member:</b>	
<b>Witness:</b>	

<b>Date:</b>	
<b>Time given:</b>	
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<b>Staff member:</b>	
<b>Witness:</b>	

<b>Date:</b>	
<b>Time given:</b>	
<b>Dose given:</b>	
<b>Staff member:</b>	
<b>Witness:</b>	

<b>Date:</b>	
<b>Time given:</b>	
<b>Dose given:</b>	
<b>Staff member:</b>	
<b>Witness:</b>	



<b>Date:</b>	
<b>Time given:</b>	
<b>Dose given:</b>	
<b>Staff member:</b>	
<b>Witness:</b>	

<b>Date:</b>	
<b>Time given:</b>	
<b>Dose given:</b>	
<b>Staff member:</b>	
<b>Witness:</b>	

<b>Date:</b>	
<b>Time given:</b>	
<b>Dose given:</b>	
<b>Staff member:</b>	
<b>Witness:</b>	

<b>Quantity returned to parent/guardian:</b>	
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Signature: \_\_\_\_\_  
(Parent or Guardian)

Print name: \_\_\_\_\_  
(Parent or Guardian)

Signature: \_\_\_\_\_  
(Productive Learning UK Limited)

Print name: \_\_\_\_\_  
(Productive Learning UK Limited)

Date: \_\_\_\_\_