

Medication Policy

Weir Holm Adventures has a policy for gaining consent and medical information from all participants prior to them joining any sessions. The consent forms require all child's parents/ carers to give the following information;

- Attendees name, date of birth, parent/ carer name, home address, postcode & telephone number
- Attendees emergency contact information
- Attendees medical details
- Whether or not the attendee suffers from any medical conditions
- Whether they will require any medication during the session
- Whether the attendee suffers from any allergies
- Whether the attendee has a learning difficulties or educational needs?
- Dietary requirements?
- Any other useful information?

The form then asks that the person completing the form to agree to the following conditions:

- I agree to my child taking part in the forest school sessions
- In the event of an emergency I give permission for medical treatment as recommended by a doctor which may be necessary for my child
- I agree to/ to my child being transported in the Forest School Leaders vehicle to receive medical attention if required

Without this form being completed to the satisfaction of the Forest School Leader the person will not be allowed to join the session.

MEDICATION:

If children need medication, then they should bring it with them for the day. It is up to the parents to make sure we know any relevant medical conditions, and to bring appropriate amounts of any medication required.

In particular, if a child suffers from asthma, we make sure they have an inhaler, and if they suffer from anaphylaxis and carry an epipen they must bring TWO epipens with them. Children who do not have sufficient medicine will be refused, for their own safety.

Policy

Prescription Medicines

Medicines will only be administered when it is essential: that is where it would be detrimental to a child's health if the medicine were not administered during the provision's hours. Medicines must be provided in the original container as dispensed by the pharmacist and include the prescriber's instructions of administration, it must also be labelled with the Child's name. Staff will not accept medication that has been taken out of the container or make changes to dosages or times on parental instruction.

Non – Prescription Medicines

We will generally not administer non-prescription medicines to children. Parent/ carers will need to discuss individual circumstances with the lead worker. We will never administer non-prescription medication that contains aspirin.

Short–Term Medical Needs

Many children may need to take medicines for a short period of time, for example finishing a course of medicines such as antibiotics or applying a lotion. We will generally not administer medicines for short–term needs and parent/carers should do this outside of the provisions opening times. If this is unable to happen, the parent/carers need to discuss the issue in advance with the Manager and their decision will be final.

Long–Term Medical Needs

Some children may have long–term medical needs and may require medicines on a long–term basis to keep them well, for example children with well–controlled epilepsy or cystic fibrosis. It is important to have sufficient information about the medical condition of any child with long–term medical needs. Parents will need to have a meeting or phone conversation with the lead worker/ manager (Lottie) in advance and discuss the issues involved. We will aim to meet the need dependent on staff training, supervision needs, staff confidence and insurance cover.

Emergency Medical Needs

Some children may require medicines in particular circumstances, Examples of emergency medication are Buccal Midazolam for epilepsy, inhalers for severe asthma and EpiPen for severe allergic responses. Parents will need to meet with the Lead Forest School Leader (Lottie) and discuss the issues involved. We will aim to meet the need dependent on staff training, supervision needs, staff confidence and insurance cover. A Medication Care Plan will be completed.

Training

Training in administering medication is recommended as good practice. The format this takes is up to the Forest School Lead (Lottie): attending an external course is best practice but regardless the Manager will ensure that there is a robust medication procedure, that the procedure is shared with and understood by the staff team.

Staff may need further training before administering certain types of medication e.g. inhalers, epipen, buccal midazolam. Training could be in the form of relevant books, videos and/or accessing external training.

External training from a qualified health professional must be accessed for staff before undertaking any complex or intrusive procedures or ones which require technical or medical knowledge.

Storage

All medicines must be stored in their original packaging. General medicines will be stored in the first aid pack which will be out of reach for children but easily accessible by staff. If the medicine is a controlled drug (eg Ritalin) then it needs to be stored in a locked, non-portable cupboard or box at Weir Holm. Parents will be informed that medicines requiring refrigeration can be taken into the forest school and stored securely in an insulated bag with a cool pack, with the temperature monitored. If this is agreed, parents are to take responsibility.

Emergency medication needs to be easily accessible and not locked away.

If a child is identified as being able to self-administer, they may carry their own medication (eg. asthma inhaler, but not pills) as agreed with the setting, child and parents. The medicine must be in the original container and clearly labelled with the child's name.

Disposal of medication

Old/expired medication will be given back to the parent/ carer. This will be recorded.

Recording

The parent will complete a consent form detailing the medication. The administrator is responsible for checking these forms are completed prior to the child attending the provision. The administrator will keep a full record of medicines administered in a record file (name of child, name of medication, date received, expiry date, medication leaflet).

Administration

There is no legal duty for staff to administer medication, staff may volunteer or it may be part of their contract of employment.

The session Manager and the staff will follow the setting's administration of medication procedure. The manager/staff member will administer medication in a tactful and sensitive manner. Staff will not administer medication if the consent form and Medication Care Plan, as necessary, are incomplete or if they feel unclear about the procedure.

Staff will only administer medication in line with the GP's or prescribing specialist's direction on the prescription label; parent's/carers are not able to amend or change this advice and staff will direct them back to the GP if any changes are requested.

When checking the expiry date on the medication, staff will ensure that the expiry date on the box matches the expiry date on the medication if appropriate. If the medication has a shelf life after opening e.g. to be used 2 weeks after opening, then staff will base this on the dispensing date for the medication.

A staff member who is a witness to administering medication needs to observe all parts of the process from first checking the medication through to the administration and recording.

If the staff member or child drops the medication i.e. a tablet, then this will not be administered. A new tablet will be administered and the spoiled medication will be stored for the remainder of the day and then returned to the parent. This will be reported to the Manager and recorded. If a child refuses to take their medication, staff will explain why the medication is important for them and what needs to happen if they do not take it. If the child still refuses, then staff need to inform the parent's/ carers, ask advice from NHS Advice or the prescribing GP or specialist if necessary and record on the administration record form that the child has declined the medication and the time.

Procedure if a child develops a high temperature in our care

Check their temperature (use a thermometer)

Assess the child's condition, if they are

- Restless, agitated, irritable
- Has difficulty breathing
- Experiencing seizures or convulsions
- Severe headache or stiff neck

- Has a rash or blisters

Seek medical attention Immediately, Call 999

Temperature is above 100.4 F (38 C)

Follow these steps:

- Move the child to a safe location, away from direct sunlight, heat or crowds
- Provide hydration
- Remove excess clothing to reduce body temperature
- Use cooling measures, cold damp cloth on the back of the neck or forehead
- Try fan cooling

Contact Parents/ guardians: Inform them of the situation. Discuss with them the best course of action, eg to collect the child. If unable to reach child's parents/ carers we will contact the child's emergency contacts.

If the child conditions worsens or does not improve with treatment seek medical attention and call 999.

We will always have the following;

- First Aid Kit
- Burns Kit
- Mobile Phone
- Emergency Action Pack including contact details
- Whistle
- Risk assessments including risk assessments for individual activities

- Register
- Shelter sheet and ropes to erect
- Drinking water
- Cups
- Snacks
- Spare set of clothes for children (incase of emergency)
- Spare gloves and hats
- Sunscreen
- Toilet roll
- Fire gloves
- Whittling gloves
- Hand Sanitiser
- Tools and materials for relevant activities
- Hand washing facilities, anti- bacterial soap, paper towels
- Activity notes

