

Louie's Helping Hands

MANUAL HANDLING POLICY

CHAIRPERSON: SARA LLEWELLYN

DATE AGREED: 22 FEBRUARY 2017

DATE OF NEXT REVIEW: 22 FEBRUARY 2018

ALL, STAFF HAVE ACCESS TO THIS POLICY AND SIGN TO THE EFFECT THAT THEY HAVE READ AND UNDERSTOOD ITS CONTENT

Louie's Helping Hands

The Administration of Medicines at Louie's Helping Hands

The charity will provide the correct training to all staff members and how to record information regarding medication. This training will be on going and updated.

A nominated member of staff will monitor the individual Healthcare Plan/medication needs for each child and liaise with the trustees as necessary. The nominated staff members are currently.

Sara Llewellyn Trustee
Ashley Palmer Treasurer

Parental requirements

Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside of therapy hours.

It is accepted that PARENTS/CARERS are responsible for the administration of medicines to their child. However, in certain circumstances charity staff may volunteer to administer medication.

1. The medication must be in its original packaging and state: -
 - a) The name of the child.
 - b) The name, dose, expiry date and timing of the medication.
2. Written advice must also be provided on the storage of the medication, including pharmaceutical requirements (e.g. refrigeration required)

Where required, medication is to be administered in accordance with the Healthcare Plan drawn up by the board of trustees and teacher in conjunction with parents.

Staff Requirements

All members of the teaching and non-teaching staff are to be aware of the charity's policy, procedures regarding the administration of medicines in the therapy times and that medication can only be administered by trained staff.

Staff should be aware of the child's individual needs and how much assistance they require with taking their own medication, where possible children should be encouraged to self-administer. If a child refuses to take medications or carry out a necessary procedure, staff should not force them to do so, but follow the procedure agreed in the individual Healthcare Plan. Parents should be informed so that alternative options can be considered.

All medicines should be stored out of children's reach. Children should know where their medications are at all times and how to access them, either individually or with staff assistance.

Where required emergency medication must be carried close to the child at all times whilst moving around the school or on 'off-site' Educational Visits.

Administration of medication

- Form 3b will be completed by the parent before medicine can be administered.
- The medication will be administered and observed by a second member of staff.

- Form 6 will be completed after administration.

Where any aspect of administration is critical to the welfare of the child, e.g. in a life threatening situation (as in the case of Epilepsy, Anaphylaxis and Asthma) trained staff will always be on hand to take appropriate action.

This policy has been written in conjunction with the following documents: -

Department for Education – Supporting pupils at school with medical conditions (September 2014)
Department for Education and Skills | Department of Health – Managing Medicines in Schools and Early Years Settings (March 2005)

This policy was adopted by Louie's Helping Hands	Date: 19 th May 2016
Reviewed on: 22 nd February 2017	Signed: S J Lewellyn
To be reviewed: 22 nd February 2018	