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	Signed:	
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Substantive changes since last review:	N/A	

Medicines Policy

General principles

Acorn AP Employees have neither a legal nor contractual duty to administer medicines or provide health treatment. Acorn Centre staff can dispense medicines for young people to self-administer, provided the procedures in this policy are followed fully. However, these measures must not discriminate and must promote young people's good health.

Legal responsibilities under The Health and Safety at Work act remain those of the employer.

Employees have a responsibility to: 1) take reasonable care of their own and others' health and safety 2) cooperate with their employers 3) carry out activities in accordance with training and instructions 4) inform the employer of any perceived risks.

This policy has been developed with reference to DfE statutory guidance: Supporting Pupils at School with Medical Conditions.

Procedures for managing prescription medicines

- Acorn AP holds confidential information on young people's health. This needs to be updated regularly. The provision of this information remains the responsibility of the parent/carer.
- The child's own doctor is the person best placed to advise whether a child should or should not attend the centre.
- Acorn AP will consider requests made by parents/carers in respect of the self-administration of medicines when:
 - A young person suffers from chronic long-term illnesses/complaints such as asthma, diabetes, or epilepsy.
 - A young person is recovering from a short-term illness but requires a course of antibiotics, cough medicines, etc.
 - A young person regularly needs analgesia, (e.g. for migraine or period pain).
- The request form must be used whenever a parent/carer wishes medication to be self-administered and must be resubmitted termly.
- The medicine must be brought to Acorn AP by the parent/carer (the child may bring the medication if previously agreed with Acorn staff) and must be delivered personally to a member of staff with responsibility for the young person. Where the need for medication is long-term, up to a term's supply of medication will be accepted.
- Medicines will be self-administered by the young person, supervised by a member of Acorn AP staff.
- Acorn staff will complete the Administration Log each time medication is supplied to the young person.

- Acorn AP will not be held responsible for failure to dispense medication – the young person should take responsibility for requesting it at the appropriate time.
- All medicines must be clearly labelled with the owner's name, dosage, and contents.
- If staff have concerns about the nature of given medication, we reserve the right to refuse their administration. Parents/carers will be advised of this immediately and will be consulted on alternative arrangements.

Record keeping

All completed Parent/Carer Request Forms and Administration Logs will be kept on file at the Acorn AP Centre for at least 12 months.

Safe storage and return of medicines

Generally non-emergency medication should be stored in a locked cupboard, accessible only by staff, preferably in a cool place.

Acorn AP will consult with parents/carers over whether or not asthma inhalers are held by young people or staff. If held by the young person, parents/carers will be asked to provide a labelled spare inhaler in case the regular one is lost/broken etc., that will be stored in the locked cupboard.

All emergency medication e.g. inhalers, Adrenaline Auto-Injectors (AAI's), dextrose tablets, and anti-convulsants must be readily accessible but stored in a safe location known to the young person and relevant staff.

All medicines must be clearly labelled with the owner's name, dosage and contents. Medication should always be kept in the original dispensed containers. Staff should never transfer medicines from their original containers.

Medication should be returned to the child's parent/carers whenever:

- The course of treatment is complete
- Labels become detached or unreadable (NB: Special care should be taken to ensure that the medication is returned to the appropriate parent/carers)
- Instructions are changed
- The expiry date has been reached

In exceptional circumstances, e.g. when a child has left the Centre, it can be taken to a community pharmacy for disposal. Medication should not be disposed of in the normal refuse, flushed down the toilet, or washed down the sink.

It is the parent/carers' responsibility to replace medication that has been used or expired, at the request of the Centre staff.

Trips and visits

Staff will look after medicines that are to be administered during a trip or visit.

Emergency medication

Anyone caring for children has a duty of care to act like any reasonably prudent parent/carer. In exceptional circumstances, the duty of care could extend to voluntarily administering medicines and/or taking action in an emergency. Staff must be made aware of any young person with specific medical needs and training put in place for staff who have volunteered to administer emergency medication. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

Analgesics (painkillers) and other non-prescription medicines

Acorn AP staff are not permitted to provide any non-prescription medication to young people, including analgesics, that have not been supplied by the parent/carer with an accompanying request form (see attached).

Young people should not bring any non-prescription medicines to Acorn for self-administration without the consent of their parents/carers via a request form.

If a parent/carer wishes their son/daughter to self-administer non-prescription medicines during the school day they should follow the procedure for managing prescription medicines below.

For young people who regularly need analgesia (e.g. for migraine), an individual supply of their analgesic can be kept in the Acorn AP Centre. The use of non-prescribed medicines should normally be limited to a 24hr period and in all cases not exceed 48hrs. If symptoms persist, medical advice should be sought by the parent/carer.

NB: Children under 16 should never be given medicines containing aspirin or ibuprofen unless prescribed by a doctor.

Asthma guidelines

Inhalers: Salbutamol, Ventolin, Salamol, Terbutaline, Intal/Cromogen, Becotide, Pulmicort, Flixotide

- Acorn AP will consult with parents/carers over whether or not inhalers are held by young people or staff.
- Inhalers will only be allowed on the premises once parents/carers have completed the administration of medicines form.
- Parents/carers will be asked to provide a labelled spare inhaler in case the regular one is lost/broken etc.
- Parents/carers must advise Acorn AP of inhaler expiry dates.
- Inhalers are only to be used by/for the young person for whom they are prescribed.

Nebulisers:

- Some young people need to use an electric device called a nebuliser. In such cases, they will only be allowed following liaison with parents/carers and Acorn Staff.

Sports lessons:

- Full participation remains the goal for young people with asthmatic conditions.
- Young people should take a dose of their inhaler before exercise.
- The inhaler should be readily accessible during the sports lesson.

Art:

- Some art materials may cause difficulty for asthmatic young people. Staff should be aware of this.

Adrenaline Auto-Injectors (AAI's) guidelines

Some young people may suffer anaphylactic shock through a severe and sudden reaction to insect bites, nut allergy, etc.

Staff must be made aware of any young person who requires an Adrenaline Auto-Injectors (AAI's) and how and when it would be administered. When necessary, training will be provided to staff members.

First aid guidelines

The First Aid responsible person should be consulted in cases of first aid. In all cases of the administration of first aid, parents/carers should be informed at the end of the day. In more serious cases, parents/carers should be contacted immediately and advised of the need to take the young person to a doctor. In emergency cases, an ambulance should be called and the parent/carer informed immediately. A member of Acorn AP staff cannot give permission for any treatment at a hospital casualty department (blood transfusions etc.).

Further information is available in the Centre's First Aid Policy.

Miscellaneous

The following will not be administered by Acorn AP staff:

- Diabetes injections
- Cystic fibrosis chest massage
- Tracheotomy procedures
- Catheterisation
- Rectal valium insertion
- Other invasive procedures

PARENT/CARER REQUEST FOR USE OF MEDICINE

CHILD'S NAME			
Name of medicine			
Time of dose(s)			
Dose amount			
Start date		Finish date	
Any special instructions? (e.g. take with food)			
Any expected side effects the Centre needs to know about?			
Is this medicine prescribed by a doctor?	Yes / No <i>(delete as appropriate)</i>		
If 'Yes', please provide the doctor's name and contact telephone number			

Parent / Carer declaration:

I understand that:

- The above medicine must be delivered to the centre personally
- The responsibility for this medication remains mine and I will advise the centre of changes to the information given
- My son/daughter will self-administer this medicine under the supervision of Acorn AP staff
- Acorn AP is under no obligation to administer medicines
- This form must be fully completed and resubmitted termly if medicine is to be allowed

Signed:		Print name:	
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To be completed by Acorn staff.

Medicine and completed form received by:	(name)	(date)
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Name of staff responsible for carrying out this request:		
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ADMINISTRATION LOG

To be completed by Acorn staff each time requested medication is provided to a young person for self-administration.

Name of child	
Name of medication	
Medication expiry date	

Date	Time	Dose	Signature	Comments

Parent/Carer Request Forms and Administration Logs must be kept in the Acorn AP Centre for at least 12 months.