



Cobras AP

MEDICINES POLICY

1. INTRODUCTION / POLICY STATEMENT

The purpose of this policy is to ensure that any medicines administered are done so in a safe and monitored environment. This document outlines the procedures for managing medicines at **Cobras AP**.

2. RESPONSIBILITIES

Parents/Carers

- Have the prime responsibility for their child's health.
- Must provide **Cobras AP** with information about their child's medical condition on admission or upon development of a long-term medical need.
- Must provide clear, written parental agreement (Form 2) prior to any medication being administered.
- Must supply medication in the original container with the original dispensing label.
- Cannot request a change in dosage without a new Form 2 reflecting the prescription change.

Cobras AP Staff

- Designated staff will administer essential medication following the completion of Form 2.
- All staff involved in administering medicines will receive support and training from appropriate health professionals.

3. STAFF TRAINING

- Staff administering specialist medication will receive training advised by the relevant medical professionals.
- Designated first aiders will receive:
 - Refresher training every three years on conditions such as Asthma, Epilepsy, Diabetes, and Anaphylaxis.
 - Emergency first aid training every three years.

4. NON-PRESCRIBED MEDICATIONS

- Will not be given during the normal day without parental consent.
- Only administered if parents bring in the medicine and sign a consent form.
- Regular or acute pain should be referred to the child's GP.

5. PRESCRIPTION MEDICINES

- Administered only if prescribed by a doctor, dentist, nurse practitioner, or pharmacist practitioner.
- Requirements:
 - Must be in original container with dispensing label.
 - Must be detrimental to the child's health if not administered.
 - Written authorisation (Form 2) must be completed and kept on file.
 - Stored securely in a locked cabinet or fridge if necessary.
 - A record of administration must be made.
 - Medication must be collected by the parent unless alternative arrangements are made in writing.

Cobras AP will support children with long-term medical needs via an Individual Health Care Plan (Form 1).

6. PROCEDURES

Administering Medicines Staff must check:

- Child's name
- Name and dosage of medicine
- Method, time/frequency of administration
- Side effects and expiry date
- Written prescriber instructions

If in doubt, staff should consult the parent or health professional before administering.

Self-Management

- Older children may self-manage under parental supervision and health professional assessment.
- Asthmatics are encouraged to carry and self-administer inhalers (Form 3 required).
- Controlled drugs must be handed to a staff member for secure storage.

Managing Medicines On Site

- Medicines will be administered only if not doing so would impact health or attendance.
- No child under 16 will be given medication without parental consent, except in confidential clinical cases.
- Aspirin will only be administered if prescribed by a doctor.
- Pain relief medications require confirmation of dosage and previous administration time.
- Medicines must be:
 - In-date
 - Clearly labelled
 - In original packaging (except insulin)
- Must be easily accessible by the child or staff where appropriate.

Refusing Medicines

- If a child refuses to take medication:
 - It will not be forced.
 - The incident will be recorded.
 - The named contact will be notified.
 - Emergency procedures will be followed if necessary.

Children Sent Home Due to Illness

- Parent/Carer will be contacted by phone to collect their child.
- Date, time, reason, and response will be documented.
- If a child travels home alone, it is the Parent/Carer's responsibility to confirm safe arrival.

7. RECORD KEEPING

- Staff will verify medicine label against Form 2 before administration.
- Written records (Form 4) will be kept of all medicines administered.
- Parents will be informed if the child was unwell.

8. EMERGENCIES

- Relevant staff are trained and updated on emergency response for serious medical conditions.
- In an emergency:
 - Staff will act under common law duty of care.
 - Annual updates will be given for asthma and other medical needs.
 - Individual Health Plans guide emergency action.
 - A copy of the plan is sent to the emergency setting with the child.
 - A staff member will accompany the child to the hospital and stay until a parent arrives.

Emergency definitions and procedures will be clearly outlined in healthcare plans.

9. HOSPITAL ADMISSIONS / PARAMEDIC ATTENDANCE

- Parents/Carers will be contacted immediately.
- If unavailable, a staff member will accompany the child until a responsible adult arrives.
- Emergency protocols will be guided by the child's Individual Health Care Plan.

10. DISPOSAL OF UNUSED MEDICINES

- Parents will be contacted in writing to collect unused medication.
- After **30 working days**, or if expired, medications will be taken to an authorised medical centre for disposal.

Last reviewed: June 2025

Cobras AP, 44 High Street, Bagshot, GU19 5BA