



## Medication and Administration Policy

Imbue Ventures Ltd, holds a **no medication and administration policy** (with exceptions) for students attending sessions at Imbue Ventures Ltd. Medicines are not to be brought on-site by students, unless they are in the exceptions list and prior knowledge and consent is given by Imbue Ventures Ltd. If a child or young person needs medicine administered during their session, parents/guardians must make alternative and suitable arrangements for administration.

### Medical Forms:

- The organisation requires a medical form to be completed by parents/guardians upon registration, and prior to their first session.
- Any medical information that is relevant to their health and wellbeing while onsite, must be stated.
- Submitting a medical form, does not (guarantee) permission for exception medications to be brought on site.
- Parents/Guardians are responsible for informing and updating Imbue Ventures Ltd, if medical health needs and medications change (amendments to medical information can be made via the administration team).

### Exceptions to this policy:

- Medications such as insulin pumps, epi-pens and inhalers, are an exception to our policy.
- No insulin pumps, epi-pens and inhalers or relevant medications, are to be brought onsite without Imbue Ventures Ltd's prior knowledge and consent; Imbue Ventures Ltd reserves the right to refuse entry if medication is brought without prior knowledge or consent.
- Any prescription medication that is to be brought onsite, must be informed and consented to by to senior management of Imbue Ventures Ltd, this information can be submitted via the medical form prior to it being brought onsite.
- No prescription or non-prescription medications are to be administered by staff at Imbue Ventures Ltd, unless in an emergency situation and they are being guided by emergency services to do so.
- Asthma inhalers, epi-pens and adrenaline auto-injectors which are prescribed to specific children for emergency purposes should not be locked away, but should be kept in a safe place where they can be instantly accessed if needed. The safe place should be designated for purpose, well known to all staff and out of the reach of children.
- Other medications must be locked away in the designated medicine cabinet, or where applicable, kept on the student at all times.

## **First Aid:**

- In an emergency situation the first aider should be called, an ambulance called for and parents informed immediately.
- In emergency situations where administering of medication is necessary by staff or the first aider should:
  - Follow the instructions of the emergency services
  - be certain of the identity of the child to whom the medication is being given.
  - check that the prescription on the label of the medication is clear and unambiguous
  - check the dose and method of administration
  - check the expiry date
  - keep clear and accurate, signed records of all medication administered, withheld or refused
  - inform parents/guardians that the medication has been given

## **Management:**

- The management should monitor staff to ensure the procedures are being carried out, and that they are clear to all. Staff will be asked to feedback at meetings any areas of concern or to identify training needs that they may have.
- The policy will be reviewed yearly and amendments and changes will be made as appropriate.
- Medical information, including details about medicines, should be treated as confidential by all staff.
- This correlates with our Health and Safety Policy, Terms and conditions

