



## Twin Vacation Courses

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# TWIN Summer Centres

# Management of Medicines Policy

# 2010

This policy is always to be read in conjunction with Equal Opportunities, Health & Safety and First Aid Policies.



## Management of Medicines Policy

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## Management of Student Medication

### Assisting a Child Taking Medication at the Centre:

Where it is absolutely necessary, provision may be made for students to be given prescribed medications during authorised Twin activities.

Twin is committed to taking the welfare of all students very seriously. Therefore Twin must insist that all members of staff, students and visitors to the centre adhere to these guidelines.

Where agreement has been reached between the parent/legal guardian and the Centre Manager/Centre Support & Welfare Manager or any other member of Twin staff authorised by the Centre Manager to give medication to a student, the recommended guidelines below should be observed:

#### General

- A. Should medication prescribed by the student's doctor/medical practitioner be required to be taken by the student whilst at the Centre, a parent/legal guardian must make a written request to the Centre Manager. Details should also be communicated and agreed with Twin during the booking stage prior to arrival.
- B. A member of Twin staff may only accept responsibility for giving medication to a student when authorised to do so by the Centre Manager, following a written request from a parent/legal guardian.
- C. Where an authorised member of staff assists in giving medication, the instructions written on the medication container by the pharmacist at the medical practitioner's direction should be followed. An instruction from the parent/legal guardian alone is not sufficient and authorised Twin staff should not accept the instructions of the student or the parent/legal guardian. A pharmacist will often quote frequency and quantity, not times. Parents should advise on the last time that medication was taken, in writing, to enable the authorised Twin staff member to better administer provision. The instructions on the medication must be clear and must be in English. It is the responsibility of the parent/legal guardian to ensure that all instructions are provided in English. This may mean that the parents will have to request that the medication is packaged in English or they may need to have the instructions translated and signed by the medical practitioner. The instructions on the medication should indicate times when medication is **not** to be given, where appropriate.
- D. No medication provided for a student should ever be used for another student. At all time the medication should be kept in a secure place. Inhalers and other such items may remain with the student providing this has been agreed with the Centre Manager, along with a written statement of permission from the parents/legal guardians.
- E. All unused medication is to be returned to the parent/legal guardian of the student. Where a child is travelling with an unaccompanied minor service the medication will be passed by an authorised member of Twin staff to the



guardian service responsible for the student. On other occasions the medication will be passed to the student to give back to their parents/legal guardians on arrival. Each case will be assessed by the Centre Manager who will make an individual assessment as to what would be the most appropriate measure in each circumstance. Any complicated arrangements must be communicated to and discussed with Twin prior to arrival so that Twin can ensure an adequate level of service. Medication cannot be handed to a student when they go home unless there is express written permission from parents/legal guardians of the student.

- F. The first dose of any new medication should not be administered at the centre because of the risk of allergies or developing side effects.
- G. Medication not in the prescribed container must not be given.
- H. Where a student is travelling with a group and arrangements have been made whereby the group leaders take responsibility for medication Twin must be informed of the details of any arrangements, including specific and detailed descriptions of the medication and the associated health issues, prior to arrival. The Centre Manager must be informed who is responsible for administering the medication. Twin will not accept any responsibility for any such arrangements and the Group Leader who has agreed to any arrangement will be responsible. Evidence of any such agreement between the Parent/Legal Guardian of the student and the Group Leader/Agency should be shown to the Centre Manager on arrival. The Centre Manager must make photocopies of any such evidence and keep a record of all details along with the student's emergency contact details in case of any emergency. This information should be kept in an accessible place.
- I. Medicines should only be taken to the centre where it would be detrimental to the student's medical condition if they were not to take them.
- J. All non-prescribed medication discovered by Twin staff that the student does not have permission for will be confiscated and may be disposed of. Parents will be informed as soon as possible.

## **Oral Medication**

- K. An authorised member of Twin staff may give oral medication, provided that it is strictly in accordance with the instructions written on the medical container and where the parent/legal guardian of the student requests it in writing.
- L. Any Twin staff or Group Leaders should not give non-prescribed oral medications.

## **Injections**

- M. As a general principle, members of Twin staff must not give any injections.
- N. Twin recognise that there may be circumstances which will require a member of Twin staff to give an injection, for example where a person experiences a severe allergic reaction which when occurs will cause death by anaphylactic



shock. Following a written request from a parent/legal guardian to the Centre Manager, Twin staff authorised by the Centre Manager and who are:

- a. Experienced in the procedure of giving such injections; and
- b. Willing to give such injections;

may then only give such injections in circumstances where:

- a. There are full written instructions from the individual's medical practitioner on giving of such injections; and
- b. An explanation is given by the individual's medical practitioner of possible complications arising from the giving of such injections;
- c. The medical practitioner deems this an emergency procedure on written advice.

The Individual may be able to self-administer if capable at the time of necessity.

## **Epi-pens**

- O. It is a requirement that if a child has to bring an Epi-pen to the Centre, then two such pens must be provided.
- P. If a pen is used a replacement must be provided to ensure that there is adequate provision for any foreseeable occurrence.



## **Record Keeping**

- A. An official register for student medications must be maintained and must contain a record of all occasions when medication is given to a student.
- B. Each entry in the register is to be completed by the authorised member of Twin staff giving the medication., immediately after the medication is given.
- C. Group Leaders are also expected to keep an equivalent record, to be made available to the Centre Manager immediately on request. The Group Leader records must be of the same quality and frequency as those kept by Twin staff. This is in the interest of the student's welfare, health and safety. If any hospital treatment is required during their stay the information contained in the records could be of vital importance.
- D. Each entry in the register must contain the following information:
  - a. The date the medication was given;
  - b. The time the medication was given;
  - c. The name of the student receiving medication;
  - d. The name of the medication given;
  - e. The exact dosage of medication given;
  - f. The method of giving the medication;
  - g. The name of the person on the Twin staff authorised by the Centre Manager to give medication to the student
  - h. The signature of the person giving the medication; and
  - i. The signature of the Centre Manager, Centre Support and Welfare Manager or delegated responsible member of Twin staff.
- E. A copy of the written permission from the parent/legal guardian must be held and kept with the register
- F. The documentation referred to in E above represents an agreement among the parties as to the arrangements made in respect of the medication.

## **Development of a Medical Condition**

- A. Twin reserve the right to take any reasonable action on the occurrence of a new medical condition/need.
- B. Parents must be kept informed as much as possible by the Centre Manager with any information of importance.
- C. If a child is taken to a medical practitioner and is prescribed new medication Twin reserves the right to act on the medical advice given and will inform the parents of all details immediately. The needs of the student are paramount.
- D. If Twin staff are concerned about any aspect of the medical provision for the student as prescribed by the student's medical practitioner or the student's parent/legal guardian Twin reserve the right to seek medical advice and will make every reasonable effort to seek parental views. This is in the interest of the student's safety and welfare.



## **Refusal of Medication**

If a student refuses to take medication, Twin staff will not force them to do so, but will note this in the records and will contact the parents/legal guardian. If a refusal to take medication results in an emergency situation then Twin will reserve the right to take the child to a medical practitioner, following the Twin Emergency Procedures for the centre.

Centre Managers will also complete an incident form to send to Head Office as soon as is practicable.

## **Self-Management**

Self-management of medication is to be judged on a case-by-case basis by the Centre Manager. Parents who wish for their children to self-manage their medication should express this wish in writing, and where appropriate the matter should be raised with Twin prior to arrival.

It may be appropriate for older children (aged 14+) with long-term illnesses or medical afflictions to assume complete responsibility for their medication. Children develop at different rates and so the maturity levels necessary will vary from child to child. The ability of each individual student to take responsibility for their own medication must be assessed on an individual basis by the Centre Manager. The wishes of the parents will be taken into account and in most circumstances will be followed, however Twin reserve the right to insist that a Twin member of staff should manage a child's medication if the Centre Manager deems it to be necessary, for any reason whatsoever. Failure to comply with the wishes of the Centre Manager regarding these issues may result in the student being expelled from the centre, as Twin may not wish to be held responsible for the child under these circumstances.

In the interest of safety, any student who is self-managing their medication with the agreement of the Centre Manager and the parents/legal guardian must only keep a reasonable quantity of medication at any given time. If large quantities are brought to the centre the Centre Manager may insist that a large portion is kept by Twin in a secure location. Any medication kept by the student that is not immediately required should be kept locked away from other students. (An exception may be made in the case of EPI-pens or other such medications where quick emergency access is required.)

All self-medicating students must enter into a "Self-Management Agreement" with the Centre Manager, which will detail where the medicines are to be stored for the duration of the Student's stay. The Self Management Agreement must include:

- A. The name of the student;
- B. The name of the medication;



- C. The frequency and exact dosage;
- D. The quantity of medication that the student has in their possession;
- E. The quantity required at any given time, including a proposal for the management of their stock;
- F. The name of the member of staff responsible;
- G. The signature of the student;
- H. The signature of the Centre Manager; and
- I. The signature of the member of staff responsible.

If the Centre Manager has reason to believe that the student has not been keeping to their agreement, the Centre Manager reserves the right to insist that the medication for the student is to be managed by Twin staff. The Centre Manager will also report on the situation to the Parent/Legal Guardian of the Student.

## Excursions

- A. In line with Twin's First Aid and H&S policies, Twin will make reasonable adjustments to enable students with medical needs to participate fully and safely on visits/excursions.
- B. Any risk assessments undertaken will take into account the needs of these children and arrangements will be made as necessary.
- C. Staff supervising the excursions will be fully briefed by the Activity Manager/Centre Manager/Centre Support & Welfare Manager about any medical requirements. A copy of any relevant healthcare information will be taken on visits in the event of the information being needed due to an emergency. Staff will also be in constant contact with the centre office, which will have access to all centre medical records.

## Sporting Activities

Most children with medical conditions are able to participate fully in all sporting activities. However, if there is any reason why a student cannot take part in physical activities as a result of a medical condition or the medication they are on this must be communicated to Twin in writing prior to the student's arrival.

Any reasonable adjustments necessary to enable the student to participate fully will be made.

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## Medical Authority Form

To be returned by post to:

**Kate Melhorn**  
**Twin 67-71 Lewisham High Street,**  
**Lewisham,**  
**London,**  
**SE13 5JX,**  
**UK.**

Or Via email to:

[kmelhorn@Twinuk.com](mailto:kmelhorn@Twinuk.com)

Or by fax to:

**0044 (0)20 8297 0984**

**Marked for the attention of Kate Melhorn**

Date		
Student's Name		
Centre:		
Name of Medication		
Prescribed Dose		
Time to be Given		
Time Last Given		
Period of Authorisation	From:	To:
Comments:		

**Parents/legal Guradians Signature:..... Date:...../...../.....**

*For office use only*

Date received:...../...../.....

Received by:.....

Signature:.....

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## Refusal to take medication report form

*To be faxed to Head Office immediately.*

Name of Student:.....

Centre:..... Date: ...../...../.....

Date of Birth: ...../...../.....

Report details

Name of medication:

Comments:

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Centre Manager signature:..... Date: .....

*For office use only –*

Received by:.....

Date:..... Signature: .....

Action taken:

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