CERA Medication Policy

This policy follows NICE guidance to give CERA Cycloan staff information about how our organisation should:

1. **Share information about medicines**
2. **Keep records about medicines**
3. **Deal with any mistakes that might happen when given their medicines**
4. **Review and accurately list the medicines someone is taking**
5. **Order, receive, store and dispose (or get rid) of medicines**
6. **Give medicines to people in their care.**

Sharing information about medicines.

Schools and other organisations referring into CERA Cycloan are required to record within the student referral screen in the ***"is the student taking medication"*** box with the following details below.

- The type / name of medication.
- The frequency medication should be taken.
- The amount of medication per day and times it should be taken.

The referring body should also ask the student to **"only"** bring with them the amount of medication they need for each individual day.

Keeping records about medicines

All records of any medicines related to any individual will be recorded on the student referral screen within the daily feedback by the tutor at CERA Cycloan.

- What medicine is on site related to an individual student.
- Where and how it is stored.
- Who gave the student their medication on any individual day.
- When (i.e. time and date) was the medicine given.

Deal with any mistakes that might happen when given their medicines

Mistakes need to be reported with immediate effect to all parties including school and parent/ s.

In instances where any extra medical attention may be required CERA Cycloan staff should without delay ring 999 to obtain swift medical assistance.

Every step of dealing with such a situation is expected to be updated in the safeguarding feedback area of the CERA Cycloan education learning hub.

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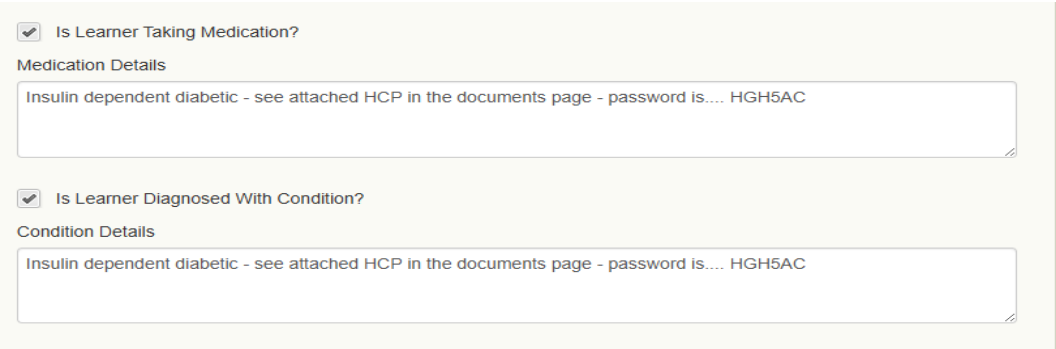
Review and accurately list the medicines someone is taking

Schools or other referring bodies should complete the following boxes on the student referral screen in the CERA Cycloan Hub with the following information…

Medication… 1. **name**, 2. **type**, and 3. **dosage**. And attach any HCP in the documents page within the student referral (see example below)



Order, receive, store and dispose (or get rid) of medicines

CERA Cycloan or its staff hold no responsibility whatsoever to, order medication for any student.

CERA Cycloan staff will receive the medication on site from a student on arrival being mindful that the student should only ever bring the medication stated in his referral screen and the exact amount of medicine they need to take on any given day.

CERA Cycloan staff will ensure the medication is stored safely and securely in the dedicated storage provided whilst it is located on our site.

On the rare occasion that any medication is left on site at CERA Cycloan by a student, it will be the responsibility of CERA Cycloan staff to notify school and parents that the medicine has been left on site with us. It will be stored safely and securely and labelled until a clear decision to either have it collected from us by a parent or school, or that the decision has been taken for CERA Cycloan to dispose of the medication safely and securely which will be completed via our local pharmacy.

Give medicines to people in their care

Staff at CERA Cycloan are only ever to hand the recommended dose of medication to a student to take in accordance with the dosage recommendations.

CERA Cycloan staff are not medical professionals and are not to recommend any kind of dosage of medicine to be taken other than the amount specified with in the referral screen on the CERA Cycloan Hub.

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