

Millennium Farm Trust

GN5.1 Sickness and Administration of Medication Policy V03

Next review date Feb 2025



Version Control

Version number	Date of changes	Who	Review summary
02	May 2022	TCF	Annual review. Added covid section
	Feb 2023	TCF	Annual Review. No changes
03	May 2025		Changes made following Eastern Education Group safeguarding audit recommendations. Covid section removed.

Millennium Farm Trust has a responsibility to ensure that everyone attending the farm is provided with a safe and healthy working environment. This policy sets out what those attending the farm and their support networks need to do as part of that. It also sets out what staff at the farm will do and what the responsibilities of the broader organisation are.

This policy has been updated in line with current Government guidance in managing COVID-19 in a social day care setting.

General Sickness

This policy is to support staff, parents, support networks and volunteers in the event of an attendee being unwell.

Farm Helper's, parents and carers responsibilities

- Please do not attend the farm if you feel unwell or allow people in your charge to attend if they feel unwell. Not only are some illnesses contagious, but the sick person can be far better looked after at home.
- Attendance of people with cold/cough virus is permitted, providing that they display no other symptoms and otherwise feel well. However, if they have a raised temperature, a continuous cough, are unable to eat or drink or are generally unable to look after themselves (e.g. blow their own nose effectively) that indicates they are not well and they should stay home.

- If someone attending the farm has vomited or has diarrhoea, they must be kept away from the farm for a minimum of 48 hours after the last episode of sickness/diarrhoea.
- If an attendee has been prescribed antibiotics that usually means that will not be well enough to come to the farm. However, if after 24 hours of administering antibiotics they feel better in themselves, they may return to the farm the following day.
- It is the responsibility of parents or support networks to ensure that the farm helper is in good health and is well enough to attend the farm and that they share all the necessary health information with staff.
- It is the responsibility of parents or support networks to ensure that we have up to date contact details for parents/carers and emergency contacts.

Staff responsibilities

- If a farm helper becomes ill at the farm they will be cared for sensitively, made to feel comfortable, reassured and kept under observation.
- If a farm helper becomes ill and staff do not consider them fit enough to remain at the farm, parents or carers will be contacted. You can expect to be informed of their condition and discuss the best course of action. Generally, we would expect the farm helper to be collected within the hour of us contacting you to enable the farm helper to be seen by a medical professional if required or allowing them to recuperate in the comfort of their own home rather than a busy farming environment.
- If we cannot contact the parent or carer or any of their emergency contacts staff may have to seek medical attention or advice.
- If a farm helper becomes seriously ill we will seek medical attention first and contact you as soon as possible afterwards.
- As a social care day service, we follow the guidance on infection control set out by government and Public Health England.
- If a child has a serious illness at the farm which may cause risk to others or results in hospitalisation, we have a duty to report this under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)

In the case of health concerns, First Aid being administered or an accident involving a child, the commissioning school or commissioning organisation should be contacted immediately.
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Date:

Patient's Name:

Name and strength of medication:

Has the patient had this medication before?

YES ☐

NO ☐

How much to give (i.e. dose to be given):

When to be given:

Route of administration:

Any other instructions

Name of parent or carer:

Parent / carer contact telephone number:

Name of patient's GP:

GP's telephone number:

The information above is, to the best of my knowledge, accurate at the time of writing and I give my consent to Depden Care Farm staff administering the medication in accordance with the farm's policy GN5.1 Illness and Administration of Medication. I will inform the Director immediately in writing, if there is any change in dosage or frequency of the medication or if the medication is stopped. I understand it is my responsibility to notify staff of last dose given before arriving at the farm.

Signature of parent or carer: _____

Print Name: _____

Date:

RECORD OF ADMINISTRATION

Name of Patient

Name and strength of
medication

Dose and frequency of
medication

Date					
Time given					
Dose given					
Administered by:					
Witnessed by:					
Comments:					