

SUPPORTING MEDICAL CONDITIONS POLICY (SMC) (INCLUDING ADMINISTRATION OF MEDICINES PROCEDURES) DSDT

	Date	Name/signature
Last updated	15/6/2023	MR
Reviewed by Managing Director on behalf of the trustees	17/6/23	SS
Date for next review	Regul arly	

1) INTRODUCTION

This policy should be read in conjunction with the following policies

- Health & Safety Policy
- Safeguarding Policy

2) AIMS

- Inform all employees and staff members of DSDT about a well-communicated reporting procedure to report sickness absence to avoid misconceptions
- The purpose of absence reporting is to ensure the well-being of employees and the team's collaboration.
- To ensure the safety of the vulnerable children and young people we support if administering medicine is required.

3) ADMINISTRATION OF MEDICINE PROCEDURES FOR CHILDREN AND YOUNG PEOPLE IN THE CHARITY'S CARE

- A Fully trained member of staff by must always be present to administer medications
- Only trained staff can administer medication, they can be trained usually with the local council/ccg or community nursing team.
- Medication needs to be signed in with appropriate measurement and provided by parents when checking young person in and when signing out
- When trained staff are administering medication, staff need to date and and sign the form as soon as it has been given
- Medication must always be stored in a locked safe space, away from the reach of children
- Attention is to be given to time-specific medication
- Any safeguarding issues (administering wrong medications or lack off) must immediately be communicated with parents and senior staff.

4) EMPLOYER REQUIREMENTS

4.1 When employees call in sick

Our charity must recognise that the reaction when a staff member calls in ill can have a significant impact on how they feel about their job and the charity

When a member of staff calls in sick, a clear, **well-communicated reporting method** can assist to ensure you obtain the **information you need to keep the service running and address any future issues**. Making employees aware of the reporting method will aid in avoiding misconceptions.

As an employer, our charity must understand the **reporting mechanism** and who is in charge of reporting and referrals. Our charity will also be aware of the phone numbers and referral procedures for occupational health, counselling, and fast access services.

Example questions to ask an employee who has called in sick for a well-communicated reporting procedure:

- What is the cause of your absence?
- How long do you anticipate you'll be gone?
- Is there anything you've been working on that has to be finished while you're away?
- Your company's illness absence policy may contain suggested questions to ask.
- Depending on the reason given, you may also wish to learn:
- Are there any changes you could make to allow the employee to come to work?
- If the sickness is contagious, is there a certain amount of time they must stay away from work once they are symptom-free?
- Could you direct them to a fast access service (if you have one) if the cause for their absence is musculoskeletal?

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- Could you refer the employee to a therapy service (if you have such) if the cause for their absence is connected to a mental health issue?
- Is there another field they can work in or could they work from home if they are fit to work but physically unable to come in?

DSDT recognises it is the charity's obligation as an employer to **keep track of sickness absences**, including communications with employees while they are out sick and any meetings that occur as a result of such absences.

➤ Keeping records

Accurate records will allow the charity to **identify any patterns of absence** or themes within reasons for absence over time. This will allow us to have a fair, substantiated discussion with employees about any **concerning tendencies**. It may also assist you in **facilitating early action and provide the right support** to avoid larger issues, such as physiotherapy for a poor back. (Refer to section 4.2 of the SMC Policy)

➤ Listen & Support

➤ Keep in touch

If your employee will be out for more than a day, you must decide how frequently you will communicate and who will contact whom.

Knowing when you'll be in touch again can reassure them and allow you to:

- Examine whether there is anything you can do within the charity to help them.
- Determine how to handle their workload while keeping the service functioning.
- Discuss the dates and choices for your employee's return to work.

➤ Consider reasonable adjustments.

Typically, employees may return to their roles and work environments. However, you may need to inquire whether any **modifications may be made to allow them to return to work and/or prevent future absences**.

4.2 Frequent Sickness

As a manager, it is critical to **evaluate absence history** and discuss any issues with employees. When evaluating absence history, and check for trends in the absence, themes in the reasons stated for absence.

- Monitor the situation

If a trend is discovered, speak with the individual to determine if there is any **underlying cause for the absences**.

If no underlying reason is apparent, communicate to the employee that their attendance must improve, how this will be assessed, and the repercussions if it does not.

Keep an eye on the issue to see if an absence pattern is better or worsening, and keep an eye out for any unexpected patterns of absence.

Nevertheless, an employer should be **sympathetic and supportive** while dealing with employees who are absent due to personal or sensitive circumstances. It is critical to consider the cost and impact of frequent absence on the workload and the team, while also keeping in mind that absence may be influenced by personal or sensitive circumstances.

- External assistance

- special leave

- an occupational health (OH) provider,

- Advising, Conciliation, and Arbitration Service (ACAS) advising handbook.

- ill health retirement (online application for an NHS pension)

Finally, **consider implementing reasonable adjustments** to help employees to return to work and/or prevent future absences.

4.3 Long-term Sickness

A continuous duration of absence lasting longer than **28 days** is considered long-term illness absence.

If an employee is gone for more than **7 days**, they must provide you with a '**fit note**' (previously a sick note). If the fit note indicates that the employee is potentially fit for work, you should explore any **modifications/reasonable**



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adjustments with the employee that may allow them to return to work.

When an employee's absence becomes prolonged, it is critical to decide on how and when to **catch up**, and keep alert of any **updates on any advances in their treatment and recovery**.

The employer must evaluate whether **colleagues can handle the workload of the missing person** or whether you need to **hire** more people.

4.3 Return to work

Where **ill health, injury or other impairment meet the relevant criteria** under **The Equality Act 2010**, discrimination is prohibited and **'reasonable adjustments'** to working arrangements must be considered to enable an employee to remain at work, or, if they are off sick, to return to work.

However, **discussing adjustments** where relevant **with the employee** and applying this approach consistently to all employees is the recommended approach.

It is important to discuss any reasonable adjustments to the existing workplace and/or duties with the employee to see if they are suitable and would enable them to do the duties they have agreed to without exacerbating their health issue(s).

The **Health Service Executive (HSE)** suggests that the following work adjustments can be made to assist an employee's return to work:

- Enabling an employee to take time off for medical visits

- Changing a job description to **eliminate particularly difficult duties**; providing **flexibility in working hours/patterns**, such as **decreased hours, working from home**, or a phased return
- Change of workplace
- Obtaining/Modifying equipment and guaranteeing **appropriate access to premises for those using wheelchairs or crutches**, providing taxi service to and from the workplace, or offering **on-site parking**
- Offering help to overcome difficulties returning to the workplace.
- Give new or updated equipment and tools, such as IT and **customised** keyboards
- Reorganise workstations, furniture, and movement patterns (better movement for those using wheelchairs or crutches)
- Change **work patterns, management methods, and management styles to relieve stress**
- **Modify assessment** structures
- Supply the employee with a **mentor or 'buddy'** while they develop confidence in the job
- Provide **monitoring**
- Reallocate work within the team
- Provide **alternate employment**
- **Redeployment**

Contact details:

Registered charity and correspondence address: 13 Saltwood Road, Seaford East, Sussex BN25 3SP

Main office: Chyngton Methodist Church, Millberg Road, Seaford, East Sussex, BN25 3ST

Second office: Unit Number 1b, The Sussex Innovation Centre, Falmer, Brighton, East Sussex, BN1 9SB

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[DSDT Charity Policies | Down Syndrome Development Trust UK](#)

Down Syndrome Development Trust

Company Number: 08346182

Registered Charity Number: 1155830

RESOURCES

Used resources to draft this policy from the NHS Sickness Absence Toolkit, which can be found at [Sickness absence toolkit | NHS Employers](#)

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