

## POLICIES AND PROCEDURES

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### Administering Medicines Policy and Procedure

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Version	3
Approved at team meeting (date)	12/04/16
Cross Reference	Outings Procedure, Managing Children with Allergies Policy, Sick and Infectious Child Policy

#### Purpose of this document

To inform all trustees, staff and volunteers about the strict procedures that must be followed when administering medicine to any children/young people (CYP) during an Aspired Futures (AF) session.

#### Details of Policy

While it is not our policy to care for sick CYP we will agree to administer medication in certain essential circumstances;

- inhalers if CYP suffers from asthma
- when it would be detrimental to the CYP's health if not given in the setting
- if they are recovering from an illness

In many cases, it is possible for CYP's GP to prescribe medicine that can be taken at home in the morning and evening. If a CYP has not had a medication before, it is advised that the parent keeps them at home for the first 48 hours to ensure no adverse effect as well as to give time for the medication to take effect.

These procedures are written in line with current guidance in 'Managing Medicines in Schools and Early Years Settings'. The Children and Young People Assessment and Inter-Agency Manager (CYP Manager) or Service and Volunteer Manager (SV Manager) are responsible for ensuring all staff understand and follow these procedures.

The CYP Manager or SV Manager are responsible for the correct administration of medication to any CYP requiring medication during a session with another member of the core staff as a witness. This includes ensuring that the parent/carer has completed the Medication Slip – Medicines Kept at AF form, the medicines are in their original container in which they were dispensed, that medicines are stored correctly and records are kept according to procedures. In the absence of both the CYP Manager and SV Manager, the Director of Services or Assistant Service and Volunteer Manager will be responsible for the administration of the medicine.

In accordance with OFSTED requirements records of any medicine administered to a CYP who is cared for on the premises, including the date and circumstances and who administered it (including medicine which the CYP is permitted to self-administer) together with a record of a parent/carer's consent must be held for two years.

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The CYP Manager or SV Manager will ensure that there will always be at least one member of staff/volunteer in each session who holds an up to date Paediatric First Aid certificate.

### Procedures

- CYP taking prescribed medication **MUST BE** well enough to attend the setting.
- Only prescribed medications will be administered, it must be in-date and prescribed to the named CYP for their current condition, in its original container in which dispensed from chemist/doctors and include the prescriber's (doctor, dentist appropriately qualified pharmacist and nurse) instructions for administration.
- CYP's prescribed medicines are stored in their original containers, are clearly labelled and are inaccessible to the children/young people.
- Parents give prior written permission for the administration of medication. The staff receiving the medication must ask the parent to sign a Medication Slip – Medication Kept At Session form stating the following information. No medication may be given without these details being provided:
  - full name and date of birth
  - name of medication and strength
  - who prescribed it and when
  - dosage to be given in the setting
  - how the medication should be stored and expiry date
  - any possible side effects that may be expected should be noted
  - Signature and printed name of parent/carer and the date of permission.
  - Record of any medication given at home including; Date, time of last home dose and amount of last dose prior to attending AF

One of the core team members records the administration accurately each time it is given and is signed by parents sign the Medication Slip after each session to acknowledge the administration of a medicine. The medication slip records:

- name of CYP
- name and strength of medication
- time of last home dose and amount of last dose
- the date and time of dose administered in the session
- dose given and method
- Signature of key person/manager; and is verified by parent/carer signature at the end of the day.

### Storage of medicines

- All medication is stored safely in the locked cellar ( key to be kept in top kitchen cupboard at all times) or in the refrigerator in the downstairs kitchen if required. Where the cupboard or refrigerator is not used solely for storing medicines, they are kept in a marked plastic box.
- The CYP Manager or SV Manager is responsible for ensuring medicine is handed back at the end of the day to the parent/carer.
- For some conditions, medication may be kept in the setting. The CYP Manager or SV Manager will check that any medication held to administer on an as and when required basis or on a regular basis, is in date, any out-of-date medication will be returned to the parent/carer so they can dispose of it. (parent/carer to still sign Medication Slip even if it is medication regularly administered)

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- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of the core team by a health professional.
- No CYP under the age of 8 years old may self-administer. Where they are capable of understanding when they need medication, for example with asthma, they should be encouraged to tell the CYP Manager or SV Manager what they need (over 8 year olds will be supported to take their own inhalers). However, this does not replace staff vigilance in knowing and responding when a CYP requires medication.

### CYP who have long-term medical conditions and who may require ongoing medication

- A risk assessment is carried out for each CYP with long-term medical conditions that require ongoing medication. This is the responsibility of the CYP Manager or SV Manager. Other medical or social care personnel may need to be involved in the risk assessment.
- Parents/carers will also contribute to a risk assessment. They should be shown around the setting, understand the routines and activities and point out anything, which they think, may be a risk factor.
- For some medical conditions, key staff will need to have training in a basic understanding of the condition as well as how the medication is to be administered correctly. The training needs for the key staff is part of the risk assessment.
- The risk assessment includes vigorous activities and any other activity's that may give cause for concern regarding an individual CYP's health needs.
- The risk assessment includes arrangements for taking medicines on outings and GP advice is sought if necessary where there are concerns.
- A health care plan for the CYP is drawn up with the parent/carer; outlining the key person's role and what information must be shared with other staff who care for the CYP.
- The health care plan should include the measures to be taken in an emergency.
- The health care plan is reviewed every 12 months or more if necessary. This includes reviewing the medication, e.g. changes to the medication or the dosage, any side effects noted, any new medications etc
- Parents/carers will all receive a copy of the Health Care Plan and each contributor, including the parent/carer, will sign it.

### Managing medicines on trips and outings

- If CYP are going on outings, staff accompanying must include a qualified Paediatric First Aider and a full risk assessment must be written for the individual CYP.
- Medication is taken in a sealed plastic box clearly labelled with the name, name of the medication, also inside the box is a copy of the medication slip to record when it has been given, with the details as given above.
- On returning to the setting parent/carers will sign the medication slip it will then be placed on the CYP's personal electronic file.
- If a CYP on medication has to be taken to hospital, the medication is taken in a sealed plastic box clearly labelled with the CYP's name and name of the medication. Inside the box is a copy of the consent form signed by the parent/carer.
- CYP should not eat when travelling in vehicles.
- This procedure is read alongside the outings procedure.

AF is aware that no CYP under the age of 16 years old should be given medicines containing Aspirin unless a doctor has prescribed that medicine.

## **POLICIES AND PROCEDURES**

AF also hold a Managing Children with Allergies and a Sick and Infectious Child policy which all staff and volunteers must ensure they read alongside this policy.

### **Legal framework**

- Medicines Act (1968)

### **Further guidance**

- Managing Medicines in Schools and Early Years Settings (DfES 2005)  
<http://publications.teachernet.gov.uk/eOrderingDownload/1448-2005PDF-EN-02.pdf>