

MEDICATION MANAGEMENT

MYFRC is committed to supporting each Young person's wellbeing. In order to facilitate this, we will work in consultation with parents/guardians to ensure the safe administration of medication.

Legislation and regulatory requirements

- Having a clear, written policy and procedure to ensure the safe storage of medication and the safe administration of medication to a child attending the service is a requirement under Child Care Act 1991 (Early Years Services) (Registration of School Age Services) Regulations 2018.
- Parent/guardian consent for the administration of medication is required.
- Under the Safety Health and Welfare at Work Acts 2005 and 2010 and the Safety, Health and Welfare at Work (General Application) Regulations 2007, employers have a duty to ensure the employees' safety, health and welfare at work as far as is reasonably practicable and to carry out risk assessments and provide safety statements

Communication strategy

- This policy is available to and has been communicated to parents/guardians, staff and school age children.
- All staff have been trained in this policy and procedure and have a clear understanding of their roles and responsibilities in relation to this policy.
- To facilitate promotion of health and wellbeing and to promote an inclusive setting we will work in consultation with parents and children/young people to ensure the safe administration of medication.

MYFRC Procedure: We do not routinely administer non-prescription/prescription medications. We only administer medicines with the permission of parent/guardian.

Only named authorised persons will administer medicines.

Policy Statement

Parents have the prime responsibility for their young persons health and should provide the service with information about their Young Peoples medical needs including information on medicines their child needs as well as contact information for their Young Person's GP. In general, MYFRC advises parents/guardians to ensure medicines are administered to a Young Person before arrival at the centre and after they have left.

The service Manager will discuss and agree with the parents/guardians on what is to be the service's role in relation to meeting the Young People medication needs, in accordance with this policy. The written consent of the parent(s)/guardian(s) must be obtained in all cases using only our medication form, copy attached to this policy. The consent form must be completed in full by the parent/guardian.

Both prescription and non-prescription medicines (such as Paracetamol) can only be administered where specific written consent has been obtained from the Young Person's parent/guardian. Only medications suitable for children will be administered to a child/young person. Where a parent requests any other medication, the service will seek written confirmation from a registered medical practitioner.

All medications will be administered by or in the presence of a staff member who is competent and authorised to do so. All medications will be stored safely away from Young People's reach and according to manufacturer's instructions including refrigeration if required.

In respect of those Young People who have long-term medical needs such as chronic conditions (e.g. asthma, epilepsy, diabetes, severe allergic reactions), written consent of parents/guardians must be renewed when any change to the administration of the medication is made.

Any Young Person who may require emergency medication will always be in the care of a staff member who has received the required specific training.

Parents/Guardians remain responsible for ensuring that the service has adequate supplies of the medication their Young Person's needs (prescription and non-prescription) and renewing any medication for chronic conditions.

In some cases an Individual Care Plan may be developed and the service ensures that the medication required in the plan is given as detailed. MYFRC will ensure that where an individual care plan is in place for a child/young person, we will implement the instructions as per the plan. The Individual Care Plan may be drawn up by the relevant health care professional in conjunction with the service if appropriate. Such a plan will include details of any chronic diseases or health issues the child is currently receiving treatment and care for, such as allergies or asthma. The plan documents current medications, medical treatments and other therapeutic interventions and specifies how the service will meet the Young Person's needs. Where an individual care plan is in place our service will implement the instructions of this plan. Staff will be trained by a relevant health care professional in administration of medication specific to a child/young person's needs.

The service will only accept prescribed medicines that have been provided in the original container marked with the date, name of the dispensing pharmacist, expiry date and clear directions. The service will only administer medications as prescribed and will not change this at the request of parents without a registered medical practitioner's written direction. The service reserves the right to contact a health care professional if authorised staff members are unsure about administering medication to a Young Person, even if the parent/guardian has requested the medication to be administered.

Some parents/guardians may choose to leave lifesaving medications on site. Staff will ensure they are locked away, labelled and out of reach of other Young People. Staff will also notify parents/guardians when medication is nearing its expiry or empty. Medication that is stored on the premises is only to be administered on direction of parents/guardian or when needed.

On induction staff will be trained in the administration of medications procedure for our service, specific training depending on the needs of a child/young person will be delivered individually to staff working directly with this child/young person.

Administering Medication

General points of note:

- Only staff members authorised by the manager to do so, and appropriately trained for specific medications, will administer medication. With permission from parent/guardian MYFRC will link with the family GP or relevant organisation to ensure staff receive relevant training around the safe administering specific medication.
- Medication must not be added to a Young People food/drink unless the registered prescriber has directed that this is how it should be administered.
- The staff members may administer non-prescription medicines according to the written directions but only with prior written informed parental/guardian consent, and supply of the medication.
- No anti-febrile medications are given without the daily approval and notification of the Young People parent/guardian, unless not doing so would put the Young People health at risk.
- When a Young People body temperature rises beyond a safe limit it is important that an anti-febrile agent is administered quickly. Staff members involved must keep records each time they administer medication using the Record of Medication Administration Form.
- Instructions which state that a prescribed medication may be used whenever needed must be reviewed with the parent at least at the beginning of each term.
- 'As needed' medications for example an inhaler must be labelled with the Young People name and in their original container labelled with the required information. Prescription or non-prescription medications are accepted for use only when they are within date.
- Medication must not be used beyond the date of expiration on the container or beyond any expiration of the instructions provided by the health care professional.
- All staff members should follow hygiene procedures for example hand washing and drying.

Before administration of medication

A second staff member must be present when medications are administered.

- Both staff members must confirm:
 - That appropriate consent has been given
 - That the Young People identification is in accordance with the medication to be administered
 - The date and time the medication was last given
 - Recipient's name
 - Prescribed dose
 - Expiry date
 - Written instructions provided by the prescriber on the label/container as dispensed by the pharmacist
 - Any possible side effects
- If there is any doubt about any of the procedures, the authorised member of staff should check with parents/guardians and/or a health professional before taking further action.
- It must be checked that the medicine has previously been administered without adverse effect to the Young Person and that parents have confirmed this is the case – a note to this effect should be recorded in the written parental agreement for the setting to administer medicine.

- In the case where a Young Person does not want other Young People to be aware that they are using medication, there can be one staff member present during administration with prior agreement with parent/guardian.

On administration of medication (during)

Both staff members must confirm:

- The correct medication
- Medication is given to the correct Young Person.
- The medication is given at the correct time and date.
- The correct dose is given.
- The correct route of administration.
- Appropriate equipment is used to administer the medication dose – for liquids the correct measuring tool provided with the medication.
- The dignity and privacy of the Young Person is ensured as appropriate – for example when medication is required to be administered by a route other than the oral route.
- Both staff will sign off on the administration of medication form – the administrator and witness.
- Where a Young Person can administer their own medication, this will be outlined in the Medication Administration form. Staff will monitor the self-administration following the steps outlined above and sign off on the administration form advising that the child/young person self-administered.

After administration of medication

- Observe Young Person for any possible side effects.
- Where appropriate observe their response to medication – for example where an anti-febrile agent is administered.
- Medication returned to appropriate storage.
- Appropriate management or disposal of any equipment used in administration.
- Parent/guardian notified of time of administration on collection or by phone.

Accidents and Incidents Involving Medications

- Where a child refuses to take the medication prescribed for them, they must not be forced to do so but parents/guardians must be informed as a matter of urgency. If the Young Person not taking the medication leads to an emergency situation, the emergency services and the parents must be called.
- Failure to administer medication at the time prescribed as requested by a health care professional or parent/guardian will be noted on the Medication Administration Form with a written explanation of why the medication was not given.
- If a Young Person is mistakenly given another Young People medication, a doctor will be called immediately and the advice given must be followed. The parents of the child who mistakenly received the medication must be called as soon as possible.
- The poisons information line number, GP, Pharmacist and other emergency numbers must be readily available at all times.

- All medication errors will be recorded in our Incident book and the manager will be informed.

Dealing with Emergencies

- Where medication is administered in the case of an anaphylaxis or asthma emergency, both the emergency services and the Young People parents/guardians must be notified as soon as possible.
- All relevant staff members need to know where to obtain First Aid and how to summon the emergency services.
- Where a Young Person is taken to hospital by ambulance they must be accompanied by a member of staff, who will remain with them until a parent/guardian arrives.
- All required information is shared with the emergency services and the Young People parents/guardians.
- Staff support is essential following any such incident.

Medications Records

Staff members involved must keep records each time they administer medication using the Record of Medication Administration Form.

- A medication record must be created and kept for each child to whom medication is, or is to be, administered.
- The record for both prescription and non-prescription medications must include:
 - The name of the Young Person
 - A consent signed by the parent(s)/guardian(s) to administer each medication
 - A medication administration log detailing the checks completed prior to administration of medication to the child including:
 - Check of the Young People identification
 - Whether consent was received
 - When the medication was last administered (either at home or in the service)
 - Check of the administration instructions, including the name of the medication, the method and times for administration and the required dose
 - Check to ensure the medication is within expiry date
 - The time and date the medication was administered
 - The route and dose of medication administered
 - The signature of the person who administered the medication and the signature of the witness
 - The time and date, or the circumstances under which, the medication is scheduled to be next administered
 - Any side-effects noted after the medication was given or if the dose was not retained because of the child/young person vomiting or spitting out the medication.
 - The number of attempts to give medications that were refused by the child/young person is also documented.

Storage of Medications

- All medications brought into the setting are stored according to the manufacturers' instructions paying particular note to temperature, sources of moisture, light and sources of contamination and safely out of the reach of children.
- Medicines are stored safely in a secure container, accessible to authorised persons only in our locked store room.
 - Emergency medication such as asthma inhalers and adrenaline pens, will be readily accessible to authorised staff members in case of an emergency when time is of the essence. A copy of the consent form for administration of medication and clear, precise details of the action to be taken will be immediately accessible.
 - Sunscreen, special soaps and lotions do not need to be in a locked container but will not be accessible to children.
- Medications requiring refrigeration will be clearly marked and separated from food in an airtight container marked 'Medications'. Access to the fridge will be restricted.
- Medications that are applied to skin will be kept separate from medications that are injected into the body or taken by mouth.
- Medicines must never be transferred from their original container as dispensed by a pharmacist which includes the prescriber's instructions for administration.
- Non-prescription medications should be labelled with the Young People's full name and the expiry date must be visible and monitored.

Staff members should only bring their own medication to work when it is absolutely necessary. They must ensure that these medications are stored securely so that others (including children and adult service users) do not have access to these medications. This includes for example medications held on the person, held at desks, in their bags, coats or in vehicles.

Staff do not bring medication to the school age service, except lifesaving medication which is placed in the first aid area and clearly marked and out of reach of the young people.

Disposal of Medications

Medication should be returned to the Young People parents whenever:

- The course of treatment is complete
- Labels become detached or unreadable
- Instructions are changed by a health care professional
- The expiry date has been reached
- When the child ceases to attend in the service
- Staff will complete a record of all medication which is returned to parents/guardians, even empty bottles, should be recorded on this list.
- If a parent/guardian has not picked up unused medication by 14 days after the required use or it is not possible to return a medicine to the parent/guardian, then it will be taken to a community pharmacy for disposal. No medicine will be disposed of into the sewerage system or in the refuse.

Managing medicines on trips and outings:

If young people/ service users are going on outings, staff accompanying must include a risk assessment, and a member of staff who is fully informed about the Young People's needs and/or medication.

- Medication for a young person must accompany or staff may not be able to permit the young person to attend due to high risk. All parents/ guardian are notified of this in advance.
- Medication and First aid boxes are carried at all times on trips/outings (medication is the prime responsibility of the parent/guardian) labelled with the Young Person's name. Staff will ensure that the medication is stored correctly out of the reach of children/young people and according to the manufacturer's guidelines. All medication which is administered while on a trip/outing will be administered following our procedure for administration.

All records kept by the Service are kept secure and confidential.

All parents/guardians/staff/children and young people are to be informed of the policy and procedures regarding the administration of medication on enrolment. Staff members will check with parents/guardians/children/young people that they have read and understood the policy and provide any assistance they may need.

Review:

This policy will be reviewed on an annual basis by the Manager of the MYFRC.

Signed: _____ **Date:** _____

Review History

- Draft 1, December 2019
- Draft 2, January 2020



Daily Medication Sign In/Out Sheet 2020

Staff Present: _____ Group: _____ Date: _____

	YP Name	Med Name	Time Med in	Time Med Collected	Expiry Date	Med Used	Staff Signatures
1							
2							
3							
4							
5							
6							
7							
8							