



SWINDON CARERS CENTRE

Administration of Medication Policy [HS2]

Statement of Purpose

Swindon Carers Centre wish to ensure that children attending our groups and activities with medication needs receive appropriate care and support whilst with us. Swindon Carers Centre accept responsibility in principle for staff members giving or supervising children taking prescribed medication during the group and/or activity.

Principles

Please note that parents should keep their children at home if acutely unwell or infectious. Parents are responsible for providing the staff member running the group/activity with comprehensive information regarding the child's condition and medication.

Prescribed medication will not be accepted without complete written and signed instructions from the parent.

Staff will not give a non-prescribed medicine to a child unless there is specific prior written permission from the parents.

Only reasonable quantities of medication should be supplied to the member of staff running the group/activity.

Each item of medication must be delivered to the member of staff running the group/activity, or Authorised Person, in normal circumstances by the parent, in a secure and labelled container as originally dispensed. Each item of medication must be clearly labelled with the following information:

- Child's Name
- Name of medication
- Dosage
- Frequency of administration
- Date of dispensing
- Storage requirements (if important)
- Expiry date
- Medication leaflet information

Staff members of Swindon Carers Centre will not accept items of medication in unlabelled containers.

Medication will be kept in a secure and locked container. Unless otherwise indicated all medication to be administered during the group/activity will be kept in a locked medicine box.

The administering of medications is documented on a signed administering of medicines form (**Appendix A**).

If children refuse to take medicines, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency.

Swindon Carers Centre staff members will not make changes to prescription dosages on parental instructions.

Swindon Carers Centre staff will not dispose of medicines. Medicines will be returned to the parent/guardian at the end of the group/activity.

Where it is appropriate to do so, children will be encouraged to administer their own medication, if necessary under staff supervision. Parents will be asked to confirm in writing if they wish their child to carry their medication with them during the group/activity.

Swindon Carers Centre will make every effort to adequately store medication in the necessary place i.e. refrigerator however there may be occasions where this is not possible, and a child may not be allocated a space on the trip.

Swindon Carers Centre will make every effort to continue the administration of medication to a child whilst on overnight trips away, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a child on a trip if appropriate supervision cannot be guaranteed.

All staff will be made aware of the procedures to be followed in the event of an emergency.

If your child requires medication 3 or 4 times per 24 hours, then it is vital that you inform the staff member running the group/activity of the time your child would require medication. It is important to remind you that you should inform Swindon Carers Centre staff if you have given your child any medication before arrival of the group/activity on Health & Safety grounds.

If you have previously signed consent stating that your child regularly takes medication, but your child arrives for an activity without such medication, Swindon Carers Centre may terminate your child's place on the activity.

Antibiotics Medicines

Will only be administered after your child has been at home for the first 24 hours. Please be advised that medicine that has been prescribed for use two times a day should be given at home unless your GP has prescribed specific times for it to be administered.

Piriton / Chlorphenamine Syrup

Swindon Carers Centre staff will only administer this medication if this has been disclosed on our consent form, prior to the group/activity, and if this has been supplied by the parent/guardian on the day of the group/activity.

Asthmatic Inhaler

Will be given to your child as directed by information given by yourselves and medication instructions. Be advised that if you have more than one child in your family for example siblings or twins attending groups/activities, each child will need their own separate spacer and medication device and these need to be clearly labelled.

We understand the need for children with asthma to have access to their inhalers at all times. If a child needs his/her inhaler at any other time, then this will be arranged.

Calpol, Medicinal Paracetamol, Oral Suspensions

Please be reminded that Calpol or Paediatric Paracetamol suspensions will only be given for the illness for which was originally prescribed. This will be confirmed by the issue date on the packaging medicine bottle.

Whilst we are aware that Calpol, Paediatric Paracetamol Oral Suspensions have a long shelf life, Swindon Carers Centre staff will not administer this medication if it is over two weeks of the prescribed date of your child's sickness and you would need to consult your GP.

Cough Medicine

We are only able to give cough medicines that have been prescribed by your GP and again Swindon Carers Centre staff will not give medication if it is over two weeks of the prescribed date of your child's sickness

Epi Pens

Can only be administered by a trained member of staff. The staff member running the group/activity will store Epi pens centrally and all staff will be made aware of children who are in possession of one. In all cases where an Epi Pen has been used, emergency services (999) will be called.

Review Statement

This policy has been prepared considering prevailing legislation and recognised good practice. New legislation requirements or changes in current legislation may necessitate the review of this policy document. The company will continue to review and amend all/part of this policy on a regular basis. It is the employee's responsibility to ensure that the copy of the policy being referred to is the most up-to-date version.

Further Information

If you would like further information on any aspect of this, please contact Swindon Carers Centre.



Appendix A

Parental Agreement for Swindon Carers Centre to administer medication

Swindon Carers Centre staff members will not give your child medicine in line with the 'Administration of Medication Policy' unless you complete and sign this form.

Name of Child:		Date of Birth:	
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Medical Condition or Illness:	
Name and strength of medication (as described on the container)	
Expiry Date:	
How much to give:	
When to be given:	
Any other instructions:	
Procedures to take in an emergency:	

NOTE: Medicines must be in their original container as dispensed by the pharmacy

Name:	
Contact number (day):	
Alternative contact number:	
Relationship to the child:	
Address:	

I understand that I must deliver the medicine personally to (agreed member of staff)

Agreed review date to be initiated by:

I accept that this is a service that Swindon Carers Centre are not obliged to undertake. I understand that I must notify Swindon Carers Centre of any changes in writing. The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to Swindon Carers Centre staff administering medicine. I will inform Swindon Carers Centre immediately, in writing, if there is any change in dosage or frequency of the medication or if the medication is stopped.

Parent	Swindon Carers Centre
Sign:	Sign:
Date:	Date:

Sign off sheet for medication

