

# Playtedz Ltd

## Administering Medicine Policy

### STATEMENT OF INTENT

While it is not Playtedz policy to care for service users while they are sick and who should be at home until they are well enough to return to Playtedz, we will agree to administer medication as part of maintaining their health and well-being or when they are recovering from an illness providing the appropriate form is completed and signed by the parent/carer.

### Aim

In many cases, it is possible for the child's GP's to prescribe medicine that can be taken at home in the morning and evening. As far as possible, administering medicines will only be done where it would be detrimental to the child's health if not given at Playtedz. If a child has not had their medication before, it is advised that the parent/carer keeps the child at home for the first 48 hours to ensure no adverse effect as well as to give time for the medication to take effect.

### Procedures

These procedures are written in line with current guidance in 'Managing Medicines in Day Care Settings; the manager is responsible for ensuring all staff understand and follow these procedures.

The manager is responsible for the correct administration of medication to the child in question. This includes ensuring that parent/carer consent forms have been completed, that medicines are stored correctly and that records are kept according to procedures. In the absence of the manager, the Assistant Manager or Supervisor is responsible for the overseeing of administering medication.

- Service users taking prescribed medication must be well enough to attend Playtedz.
- Only prescribed medication is administered. **It must be in-date and prescribed for the current condition.**
- A child's prescribed medicines are stored in their original containers, are clearly labelled and are inaccessible to the staff to administer.
- Parents/carers give prior written permission for the administration of medication. The staff receiving the medication must ask the parent to sign a consent form stating the following information. No medication may be given without these details being provided:
  1. Full name of child and date of birth
  2. Name of medication and strength
  3. Who prescribed it
  4. Dosage to be given in Playtedz
  5. How the medication should be stored and expiry date

Any possible side effects that may be expected should be noted with the signature and printed name of parent/carer and date.

The administration is recorded accurately each time it is given and is signed by staff. Parents/carers sign the paperwork to acknowledge the administration of a medicine.

We record the name of the child, name and strength of medication, the date and time of dose, dose given and method. This is signed by the manager or staff member and verified by the parent/carer signature at the end of the day.

For any on-going condition a care plan for the child's medical needs will be in place and reviewed twice a year.

### **Storage of medicines**

All medication is stored safely in named clear plastic pouches. The pouches are kept out of reach in the kitchen, or are refrigerated.

The manager/support worker is responsible for ensuring medicine is handed back at the end of the day to the parent.

We ask Parents/Carers to bring the child's medication each time they attend, we do not keep medication on site over night..

If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.

A service user may not self-administer their medicine. Where an older child is capable of understanding when they need medication, for example with asthma, they should be encouraged to tell their support worker what they need. However, this does not replace staff vigilance in knowing and responding when a child requires medication and must be at the Parents request.

### **Service Usres who have long term medical conditions and who may require on ongoing medication**

A risk assessment is carried out for each child with long term medical conditions that require ongoing medication. This is the responsibility of the manager alongside the support worker. 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 Playtedz, understand the routines and activities and point out anything which they think may be a risk factor for their child.

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 of the staff is part of the risk assessment.

The risk assessment includes vigorous activities and any other activity that may give cause for concern regarding an individual child's health needs.

The risk assessment includes arrangements for taking medicines on outings and the child's GP's advice is sought if necessary where there are concerns.

A health care plan for the child 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 child.

The health care plan should include the measures to be taken in an emergency.

The health care plan is reviewed every six months or more if necessary. This includes reviewing the medication, e.g. changes to the medication or the dosage, any side effects noted etc.

Parents/carers receive a copy of the health care plan and each contributor, including the parent/carer signs it.

### **Managing medicines on trips and outings**

If children are going on outings, staff accompanying the children must include a member of staff who is fully informed about the child's needs and/or medication. And is trained to administer it if required.

Medication for a child is taken in a sealed plastic pouch clearly labelled with the child's name, name of the medication, Inside the pouch is a copy of the consent form and a card to record when it has been given, with the details as given above.

.If a child on medication has to be taken to hospital, the child's medication is taken in a sealed plastic pouch clearly labelled with the child's name, name of the medication. Inside the box is a copy of the consent form signed by the parent/carer.

**This policy is reviewed and updated each year or when legislation changes.**

**Updtaed Jan 2017**