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## **Administering & Safe Keeping of Medication Policy**

### **1. AIMS OF THIS POLICY STATEMENT**

- To ensure staff understand their roles and responsibilities in administering medicines;
- To ensure parents understand their responsibilities in respect of their children's medical needs;
- To ensure medicines are stored and administered safely

This policy statement sets out clearly a sound basis for ensuring that children with medical needs receive proper care and support while attending Foresight activities.

### **2. PRESCRIPTION MEDICINES**

- Medicines should only be brought with the individual when essential (where it would be detrimental to the individual's health if the medicine were not administered during attending the Foresight activities);
- All medicines should be taken directly to reception by a responsible adult;
- Medicines will only be accepted in the original container as dispensed by a pharmacist and with the prescriber's instructions for administration;
- The medicine should be clearly marked with the individual's name
- if applicable the appropriate dosage spoon should be included with all medicines;
- Any medicine administered will be recorded by the staff member in the Medication Book in reception.
- Medicines will only be accepted for administration in the centre on completion of the appropriate forms by a parent or carer.

### **3. NON-PRESCRIPTION MEDICINES**

- We will also administer non-prescription medicines if necessary for children. They must also be handed in at the office by a responsible adult and they will not be given to children without prior written permission from parents as above;
- We will not administer non-prescription medicines for adults, They must be handed in at the reception by the parent or carer and they will be handed to the adult at the time instructed to administer themselves the adult's parent or carer will administer the medication;
- They should be clearly marked with the individual's name;
- Children must not carry medicines themselves for self-administration. The medicine must be collected from reception and taken under the supervision of a responsible adult;
- Any non-prescription medicine administered will also be recorded in the Medication Book in the office;
- We will not give paracetamol or ibuprofen routinely as their primary use is to control raised temperature for which an individual should be at home;

#### **4. ROLES AND RESPONSIBILITIES OF STAFF**

Staff at Foresight are expected to do what is reasonable and practical to support the inclusion of all children. This will include administering medicines or supervising children in self-administration. However, as they have no legal or contractual duty, staff may be asked, but cannot be directed, to do so;

All medicines are stored securely in reception with access only for staff;

Staff must complete the 'Medication Book' kept in the office each time medicine is administered;

#### **5. PARENTS' AND CARERS' RESPONSIBILITY**

In most cases, parents will administer medicines to their children themselves out of Foresight, but where this is not possible, parents of children in need of medication must ensure that Foresight is accurately advised about the medication, its usage and administration. Parents must complete the parental agreement form kept in the office before a medicine can be administered by staff;

Children may be able to manage their own medication, under adult supervision but again, only with parental agreement given through the appropriate paperwork as above;

Parents are responsible for notifying Foresight if there is a change in circumstances e.g. if a child is deemed to be no longer asthmatic.

#### **6. SAFE STORAGE OF MEDICINES.**

Foresight is responsible for ensuring that all medicines are stored safely;

Medicines should be stored in the supplied container, clearly marked with the child's name, dose and frequency of administration;

Medicines are stored in reception under adult supervision

No medicine is kept in a locked cupboard to ensure swift and easy access;

#### **7. MANAGING MEDICINES ON OUT OF CENTRE ACTIVITIES**

On out of centre activities the qualified staff member is responsible for administering medicines as necessary following the above procedure.

This information is also available in other formats, languages and picture format upon request.