

Medication Policy & Procedure

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Medication

Medicines should only be given in Hungerford Youth and Community Centre when it is necessary and essential to a child's health or attendance.

Medicine (both prescription and non-prescription medication) must only be administered to a child where a Permission to administer medicine form has been completed in advance for that particular medicine. See Appendix 1.

HYCC should only accept prescribed medicines if these are in date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage.

Over the Counter Medicines will be in date, and staff will check how long the medication can be taken for on the label. Storage requirements will be checked. Staff will find out when child started to take the medication and ensure that medication is not given for longer than described on the label.

Self-Management

Ideally children should take their medication before arriving. If this is not possible, children will be encouraged to take personal responsibility for their medication, if appropriate. If children carry their own medication (e.g. asthma inhalers), the session staff will offer to keep the medication safe until it is required.

All medication provided must have the prescription sticker attached which includes the child's name, the date, the type of medicine and the dosage.

Children who can take their own medicines themselves or manage procedures, will have the appropriate level of supervision.

If it is not appropriate for a child to self-manage, then staff will help to administer medicines and manage procedures for them.

Administering medication during a youth session

A designated staff member will be responsible for administering medication or for witnessing self-administration by the child. The designated person will record receipt of the medication on a Medication Log (See Appendix 2), will check that the medication is properly labelled, and will ensure that it is stored securely during the session.

Before any medication is given, the designated person will:

- Check that we have received written consent
- Ask another member of staff to witness that the correct dosage is given.

When the medication has been administered, the designated person must:

- Record all relevant details on the Record of Medication Given form (See Appendix 3)
- Ask the child's parent or carer to sign the form to acknowledge that the medication has been given (See Appendix 3)

When the medication is returned to the child's parent or carer, the designated person will record this on the Medication Log.

A child's parent or carer must complete a new Permission to Administer Medication form if there are any changes to a child's medication (including change of dosage or frequency).

If a child suffers from a long term medical condition the Club will ask the child's parents to clarify exactly what the symptoms and treatment are so that the Club has a clear statement of the child's medical requirements.

Medicine refusal

If a child refuses to take their medication, staff will not force them to do so. The manager and the child's parent or carer will be notified, and the incident recorded on the Record of Medication Given.

Storage of Medicines

All medicines will be stored safely in a locked container. Medicines should not be stored with food. Where relevant, they should know who holds the key to the storage facility. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should always be readily available to children and not locked away. On an outing a designated member of staff will take a child's medication.

Staff may administer a controlled drug to a child for whom it has been prescribed. Staff administering medicines will do so in accordance with only the prescribers instructions and not the parent/carer instructions.

Record Keeping

A record of all medicines administered to individual children will be kept. See Appendix 2

Staff will complete a Record of medicine administered to an individual child form, for every child. See Appendix 3.

Disposal of Medicines

Where no longer required, medicines will be returned to the parent for safe disposal.

Points to note

Medication will be administered in a hygienic and sensitive manner. Medication will not be administered in a public arena – except in the case of an emergency i.e., EpiPen administration

Advice on the role of HYCC Staff

Any member of staff may be asked to provide support to children with medical conditions, including the administering of medicines, although they cannot be required to do so.

HYCC staff will receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions.

Certain medications require specialist training before use, e.g. Epi Pens. If a child requires such medication we will arrange appropriate training as soon as possible. It may be necessary to absent the child until such training has been undertaken. Where specialist training is required, only appropriately trained staff may administer the medication.

If a child becomes unwell during a youth session

If a child becomes unwell during a youth session, the parents/carers will be contacted. If parents/carers are unable to collect the child and it is felt that the child needs medical attention initially 111 will be called for advice. If the child becomes very unwell, then emergency services will be contacted on 999. See Appendix 4.

Staff will not administer non-prescribed (for example, Ibuprofen / paracetamol) medication to children and young people who become unwell during a session.

Appendix 1: Parental agreement for setting to administer medicine

HYCC will not give your child medicine unless you complete and sign this form, and has a policy that the staff can administer medicine.

Name of Young Person	
Name of staff member completing form	
Name of child	
Date of birth	
Group	
Medical condition or illness	

Medicine

Name/type of medicine (as described on the container)	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions e.g. storage	
Are there any side effects that HYCC needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

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

Emergency Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to HYCC staff administering medicine in accordance with the policy. I will inform HYCC immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____

Date _____

Appendix 3: Record of medicine administered to an individual child

Name of setting	
Name of child	
Date medicine provided by parent	
Group	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature _____

Signature of parent _____

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Record of medicine administered to an individual child (Continued)

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Appendix 4: Contacting emergency services

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

1. your telephone number
2. your name
3. your location as follows: **Hungerford Youth & Community Centre, Priory Road, Hungerford**
4. state what the postcode is: **RG17 0AL (What3words location: dairy.tribes.presenter)**
5. provide the exact location of the patient within the youth club
6. provide the name of the child and a brief description of their symptoms
7. inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient

