



Medication Policy and Procedures

Rationale

We believe that children with long - term medical needs have the same rights of admission to the provision as other children. We will work with staff, parents, child and relevant healthcare professionals to enable this to happen whilst ensuring the safety of staff and children and recognising that there maybe circumstances in which this is unable to occur eg with complex medical procedures.

Aim

To enable children with long – term medical needs to access the provision.
To minimise the need to administer medicines for short – term medical needs.
To be clear on the responsibilities of parents, management and staff.
To provide a safe and robust procedure for staff to follow.

Policy

This policy refers to Muller Road and Brunel Field sites. Whether a child attends at Muller Road or Brunel Field, it is the responsibility of the Play Facilitator to ensure that the policy is applied, and that the Deputy Play Facilitator in control of the site is aware of medical needs of children at a session.

Prescription Medicines

Medicines will only be administered when it is essential: that is where it would be detrimental to a child's health if the medicine were not administered during the provisions hours. Medicines must be provided in the original container as dispensed by the pharmacist and include the prescriber's instructions of administration. Staff will not accept medication that has been taken out of the container or make changes to dosages or times on parental instruction.

Non – Prescription Medicines

We will generally not administer non-prescription medicines to children.
Parent/carers will need to discuss individual circumstances with the Play Facilitator
We will never administer non-prescription medication that contains aspirin.

Short – Term Medical Needs

Many children may need to take medicines for a short period of time, for example finishing a course of medicines such as antibiotics or applying a lotion. We will generally not administer medicines for short – term needs and parent/carers should do this outside of the provisions opening times. If this is unable to happen, the parent/carers need to discuss the issue in advance with the play facilitator and their decision will be final.

Long – Term Medical Needs

Some children may have long – term medical needs and may require medicines on a long – term basis to keep them well, for example children with well – controlled epilepsy or cystic fibrosis. It is important to have sufficient information about the medical condition of any child with long – term medical needs. Parents will need to meet with the senior worker in advance and discuss the issues involved. The senior worker will follow the Long-Term needs and Emergency Medication Procedure. We will aim to meet the need dependent on staff training, supervision needs, staff confidence and insurance cover.

Emergency Medical Needs

Some children may require medicines in particular circumstances, Examples of emergency medication are Buccal Midazolam for epilepsy, inhalers for severe asthma and Epipen for severe allergic responses.

Parents will need to meet with the senior worker and discuss the issues involved. We will aim to meet the need dependent on staff training, supervision needs, staff confidence and insurance cover. A Medication Care Plan will be completed. The senior worker will follow the Long – term needs and Emergency Medication Procedure.

Registration

If the parent identifies on the registration form that the child has a medical need, the play facilitator will ask for further and more detailed information on the medication consent form and follow the procedure relating to emergency medication as necessary. The senior worker will share this information with the registered person. Parents are responsible for informing the scheme of any changes in medication.

Training

Staff have to have training before administering certain types of medication eg inhalers, epipen, buccal midazolam. We will seek advice from our insurers and registration body before agreeing it is able to administer certain types of medication.

External training from a qualified health professional must be accessed for staff before undertaking any complex or intrusive procedures or ones, which require technical or medical knowledge.

There must be an assessment of the risks to the health and safety of staff and others and measures put in place to manage any identified risks.

Storage

Medicines will be stored in a lockable cupboard or box on site. The keys will be held by the play facilitator (or in her absence the person deputising for her) A few medicines need to be refrigerated. These can be kept in a fridge containing food and need to be in a locked box and/or where children are unable to access the area. If a child is identified as being able to self-administer, they may carry their own medication (eg. asthma inhaler, but not pills) as agreed with the club, child and parents. Emergency medication needs to be easily accessible. All medicines must be stored in their original packaging.

Outings

Medication on an outing will be carried by a member of staff, or child if this is normal practice. The accessibility of medication, particularly for use in an emergency, will be considered. A copy of the Medical Consent and Administration Form, and Medication Care Plan as appropriate, will be taken.

Recording

The parent will complete a consent form detailing the medication and complete a Medication Care Plan as necessary.

The senior worker is responsible for checking these forms are completed prior to the child attending the provision.

The senior worker will keep a full record of medicines administered using the Medical Consent and Administration Forms. The forms will include: name of child, medication, dosage, date, time, name of playworker administered/supervising, name of witness as appropriate and the signature of the parent/carer at the end of the day. The senior worker or nominated staff member will take responsibility for administering and recording.

A child will not be able to attend the provision if the relevant forms are not completed.

The senior worker will retain a record of any training accessed by individual or all staff members.

Administration

There is no legal duty for staff to administer medication, staff may volunteer or it may be part of their contract of employment.

The senior worker and the staff will follow the club's administration of medication procedure. The senior worker/staff member will administer medication in a tactful and sensitive manner. Staff will not administer medication if the consent form and Medication Care Plan, as necessary, are incomplete or if they feel unclear about the procedure and trained to administer medicine. Staff will respect a child's refusal to take their medication

Confidentiality

All records relating to the medical needs of a child and the administration of medication will be stored confidentially within the club. Information will be shared with the staff and school as necessary.

Law

We recognise that we do not have a legal responsibility to administer medication. We recognise we do have a responsibility under the Disability Discrimination Act 2001 to not treat a child less favourably because of their medical needs.

Responsibilities

Management

- To ensure a safe and clear policy and procedure is in place.
- To liaise with their insurers, follow any recommendations and ensure that if staff follow procedures that they will be covered if there is a complaint.
- To arrange, with the senior worker, who should administer medicines within the provision either on a voluntary basis or as part of a contract of employment.
- To provide appropriate training for staff.
- To assess the risks to the health and safety of staff and others and to put measures in place to manage any identified risks.
- To support the senior worker in fulfilling their responsibilities.
- To make the final decision about whether a child is able to access the provision.

Parents/carers

- To provide information about their child's medical condition and work jointly and openly with us to reach an agreement on the provision's role in supporting their child's need.
- To discuss with the prescriber whether dose time can be altered so it is outside the hours of the provision.
- To provide medication in original, labelled containers.
- To complete a consent form and individual care plan as appropriate.
- To obtain details from GP or prescribing specialist as requested.
- To inform staff of any changes to medication.

Senior Worker

- To liaise openly with parents, staff and management.
- Ensure all parents and staff are aware of the policy and procedure.
- Ensure staff put policy into practice and follow documented procedures.
- To be aware of any side effects of the medication.
- To feedback any concerns to parent/carers and the registered person.

Staff

- To work to the documented procedure if they have agreed to administer medication.
- To discuss any concerns with the play facilitator and decline to give medication if staff are unsure of any procedures.

Procedure

Long-term medical needs or Emergency Medication

If a child is identified as having a long – term medical need or requires emergency medication,

The Play Facilitator will:

- Inform the Trustees of the CIO.
- Organise a meeting with parent/carers to discuss the issues involved and clarify the documentation that needs to be completed before the child can attend the scheme.
- For emergency medication, request that parent/carers complete an Individual Care Plan which is signed by the GP /prescribing specialist or liaise with the child's school to use their Care Plan as appropriate.

- Liaise with the staff team and ascertain who would volunteer to administer the medication.

The Trustees of the CIO will:

- Check liability with their Insurer and support staff to follow through on any requirements from the Insurer.
- Read and sign Individual Care Plan when in agreement.
- Support staff to access appropriate training if a need is identified.
- Make a final decision about whether it is appropriate for the child to attend.

For long-term medication, the Play Facilitator will:

- Ensure a consent form is completed.

For emergency medication, the Play Facilitator will:

- Ensure the Individual Care Plan is signed by prescribing specialist/GP, parent and Chair of the Trustees when received.
- Ensure the child is aware of and in agreement with their Care Plan in a manner appropriate to their age and stage of development. Encourage the child to sign their Care Plan as appropriate.
- Ensure staff are aware of their roles in terms of moving other children away and preserving the privacy and dignity of the child in an emergency as much as possible.
- Consider support given to other children witnessing the event.
- Provide an opportunity for staff to debrief after the event.
- Work with the staff team on an ongoing basis to ensure they are aware of Individual Care Plans and confident of their roles.
- Identify training for themselves and staff team as deemed necessary and agreed by the Trustees of the CIO... Administration requires technical/medical knowledge so Play Facilitator has to access training from Qualified Health Professional for the team.

Administration of Medication Procedure

Arrival

When a child arrives with medication, the Play Facilitator will:

- Ensure any medication supplied is in its original container as dispensed by a pharmacist.
 - Check the prescription label states :
 - Child's Name
 - Name of medication and strength
 - Dose and time to be administered.
- Check the expiry or dispensing date on the bottle or foil

- Store medication in a locked box
- Check consent form is completed and signed by parent/carers..
- Set alarm if dose is to be administered at a specific time.
- If medication is for emergency use, check that the individual care plan is signed.
- Check with parents/school when medication was last administered as necessary.

The Play Facilitator needs to know what the medication is for and any possible side effects.

Administration

As agreed with the Trustees of the CIO , a Play Facilitator or any staff members who have volunteered may administer prescribed medication with any appropriate training.

Once removed from the locked box, designated staff will administer immediately and not leave medication unattended.

Designated staff will recheck on administration that it is the:

- right child
- right medication
- right route
- right strength
- right dose and time
- in date

Designated staff will :

- Follow any Care Plans relating to the child and medication.
- Arrange a 2nd person to confirm the identity of the child and witness administration if possible.
- Administer medication in an appropriate/confidential room if possible and ascertain the child's wishes about where to take medication.
- Complete and sign Administration of Medication Record. The witness is to sign also.
- Record if a child declines to take medication and if there is a known reason for this. Contact parent/carers and health professionals that day if this refusal constitutes an emergency.

Self – Administration

Play Facilitator to ensure parents have completed consent form for child to self-administer medication eg. Asthma Inhalers and be clear on whether child keeps medication on them or requests it from the storage box.

Departure

Staff to :

- Confirm dose and time taken to parents.

- Inform parents of any concerns, observed side effects and if child declined to take medication.
- Ensure parents sign the Administration of Medication Record.
- Hand medication/container back to parents.

DOCUMENT HISTORY

Reference	Author	Summary of changes	Issued
Issue 1	Emma Hallett	Original Version based on BAND templates	May 2011
Issue 1		Reviewed no changes needed	Sept 2012
Issue 2	Sheila Gould and Raquel De Mena	Reflects Muller Road and Brunel Field sites	November 2013
Issue 3	Raquel de Mena	Reflects new requirement in staff being trained Self-administration procedure	January 2015
Issue 4	Raquel de Mena	No change	November 2016

Date Approved: November 2016 Signed: Andy Kinsman

Position: Trustee Name: Andy Kinsman

Date for review: December 2017

REFERENCE DOCUMENTS

- Medication CARE PLAN for Emergency Needs - template
- Medication CARE PLAN for epipen- template
- Medication CARE for Long Term Needs – template
- Self-medication form - template
- Children's sickness and infection control policy
- Administration of Medication Record
- Short Term Medical Consent & Administration Form

Annex 1: Useful Contacts

Anaphalactic Shock

The Anaphylaxis Campaign

Helpline: 01252 542029

Email: info@anaphylaxis.org.uk

Website: www.anaphylaxis.org.uk

Asthma

Asthma UK

Helpline : 0800 1216244

Open 9am-5pm Monday to Friday

Email: info@asthma.org.uk

Website : www.asthma.org.uk

Diabetes

Diabetes UK

Helpline : 0845 1202960

Open 9am-5pm Monday to Friday

Email : careline@diabetes.org.uk

Website : www.diabetes.org.uk

Epilepsy

Epilepsy Action

Helpline : 0808 8005050

Open 9am-4.30pm Mon to Thurs. 9am-4pm Friday.

Text: 07797805390

Email : helpline@epilepsy.org.uk

Website : www.epilepsy.org.uk

NHS Direct

Website : www.nhsdirect.nhs.uk

Helpline : 08454647

Open 24 hrs.