

Medication Policy

Approved: 22 May 2019
Reviewed: 2 Sept 2019
Review due: 2 Sept 2020

Purpose

This policy applies to all YMCA East Surrey Children's Services staff and volunteers. YMCA East Surrey recognises that children who attend our settings may require staff to administer medication. Therefore, this policy outlines procedures to be followed in regards to administration, recording, storing and protocols to follow. In addition to this, staff working on our Children's Services may require their own medication, therefore this policy also outlines the procedure on managing this - ensuring the safety of the children attending.

Responsibilities and monitoring

Monitor: Head of Children's Services
Approve: Board of Management
Endorse: Children's Services Committee
Propose: CEO
Draft and review: Children's Services Development Manager

Policy and procedure

Children

Medication forms

Prior to attending YMCA Children's Services, all parent/carers of children who will require medication to be administered must complete a Medication Administration Request Form.

This document is then coupled with the child's:

- ▶ Medication Sign In and Out Form
- ▶ Medication Administration Record Form

These document are then stored in the settings medication folder (Y-Kids and Early Years) or the child's personal care plan (Short Breaks).

Parent/carers must inform the YMCA immediately of any changes relating to the medication of their child, particularly those which may have a direct effect on the child's health.

Signing in medication

Medication brought to the YMCA must be signed in and handed to the coordinator/leader. It must not be left in the child's bag.

Coordinators/leaders will carry out checks prior to accepting the medication. All medication must have a pharmacy label (with the exception of paracetamol), which displays the:

- ▶ name of the medication
- ▶ child's name and DOB
- ▶ dose required

- ▶ time when to administer
- ▶ method of administration
- ▶ expiry date

Medication will be refused if the above does not correctly reflect the information provided on the Medication Administration Request Form.

Additional checks may be carried out dependent on the medication, such as:

- ▶ number of tablets in a sheet are to be recorded on the sign in sheet by the coordinator/leader

The YMCA are not permitted to accept medication which:

- ▶ is in an old container, which doesn't correspond with the current medication
- ▶ is in container on which the label has been altered or damaged
- ▶ is passed its expiry date

Where practical, only the medication to be administered whilst at the YMCA on that day should be brought in.

Storing medication

Each Children's Services setting has lockable, designated, medication storage. This is inaccessible to children, but accessible to staff - all of whom must know its location, so that the emergency medication can be brought to the child if required.

Medication that need to be refrigerated can be kept in a refrigerator containing food, but should be stored in an airtight container, and clearly labelled. There is restricted access to a refrigerator holding medicines.

In some circumstances, medication may be kept at the YMCA over a long period of time. There are monthly checks carried out by the setting coordinator on the expiry dates of these stored medications. If medication has passed its expiration date, the setting coordinator will return the medication to the parent/carers. Parent/carers are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal.

Effort should be made to keep the medicines kept at the YMCA to a minimum.

Medication administered at home

Parent/carers must inform YMCA staff of any medication administered at home prior to attending the setting. If a child is prescribed antibiotics, the child cannot attend the YMCA setting until 48 hours after the first dose.

Administering medication

Coordinators, senior staff and leaders are responsible for managing the administration of medicines – which can be undertaken by any member of staff deemed "competent".

Recording administration

Effective record keeping must be accurate, legible and consistent for all medication administration.

It is YMCA East Surrey's practice to have the dosage checked and administration of medication witnessed by a second member of staff. The coordinator/leader will choose a suitable witness, administer the medication, and sign to say they have done so on the

Medication Administration Record (MAR). The witness must be involved in the whole process of administration, and should be confident to challenge the process if required. They must witness the administration of the medication and sign to confirm that they have done so on the MAR.

Changing the form of the medication

Sometimes it is helpful to crush medication or disguise medication in food or drink in order to encourage children to take them (i.e. covert administration of medication). However, this can alter how the drug works.

Therefore, when the YMCA are asked to alter the form of the drug, (e.g. crush a tablet, disguised in food), the YMCA must have written permission for this from doctor or pharmacist.

Administering YMCA Calpol

If a child attending a setting has a fever of 38 degrees Celsius (100 degrees Fahrenheit) or higher, (registered with an in ear thermometer), their parent/carers will be contacted to come and collect the child, and to provide verbal consent for staff to administer Calpol in the interim. Staff will follow the administration procedures stated above.

Upon collection parent/carers will sign to agree they provided verbal consent, and understand that a record dose of Calpol has been administered at the stated time.

Managing medication offsite

We follow the same procedures for managing medication on trips and outings as we do within our settings, with the exception of storage:

- ▶ Y-Kids (after school clubs) – staff take yellow bags off site for each individual child, which contains their medication
- ▶ Short Breaks - the coordinator/leader will keep all medication and paperwork together in an appropriate medication bag. Exception to this when groups of children are separating during the trip, resulting in appropriate staff being given emergency medication and protocol for their child.

Refusal to take medication

Medication refused by a child the parent/carer should be contacted immediately for advice and it should be recorded on an incident form and the child's MAR.

Missed medication procedure

In the event of a missed dose of medication, the parents/carers should be called immediately and it should be recorded on the MAR.

Errors in administration

If a member of staff has administered medication in error, they must report this immediately to the parent/carers, if required seek out appropriate medical advice (999/111), and complete an incident form.

Emergency medication

If a child requires the use of emergency medication (such as Buccal Midazolam) they must have an Emergency Medication Protocol which describes and instructs staff how and when to use the medication. This should be provided by the parent/carer.

A child will not be accepted on to the setting if they do not attend with their emergency medication.

If emergency medication is administered, then an ambulance and the parent/carers are call immediately afterwards – unless specified not to do so on the Medication Administration Request form.

Medication evacuation plan

In the event of a setting having to evacuate, the coordinator/leader will be responsible for bringing any emergency medication out of the building, in preparation for the event of the child requiring it to be administered whilst being evacuated.

Training

Annual medication training will cover all aspects of this policy as well as respond to the different needs of staff/settings/children.

Staff requiring medication

Staff working at the YMCA and within Children's Services setting may require varying types of medication:

The YMCA provide secure storage for staff personal belongings in which medication may be stored. This area is locked and inaccessible to children.

A member of staff must inform the manager/coordinator if they:

- ▶ require emergency medication (individual protocol must be provided)
- ▶ require medication which will impact their performance
- ▶ require to administer medication during their working hours

Code of conduct

Staff are not to give their own medication to children, under any circumstance.