



## **YOUNG PEOPLE MATTER CHARITY'S**

### **Administrating Medicine Policy**

**Dated: June 2023**

**The Policy will be reviewed every three years  
or in line with changes in government  
legislation and updated guidance**

**[www.youngpeoplesmatter.org](http://www.youngpeoplesmatter.org)**

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**Charity No: 1134959 | Company No: 6418296**

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## **Administrating Medicine Policy**

Young People Matter wishes to ensure that children with mediational needs receive appropriate care and support within our settings. Management will accept responsibility in principle for members of staff giving or supervising children taking prescribed medication during breakfast/after school clubs or school holidays **where those members of staff have volunteered to do so.**

Ideally children should take their medication before arriving at the setting. 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 Club staff will offer to keep the medication safe until it is required. All medication and Inhalers **MUST** be labelled and stored in a secure cabinet or cupboard.

**Please note that parents are strongly advised to keep their child/children at home if acutely unwell or infectious.**

Parents are responsible for providing Staff with comprehensive information regarding the child's medical conditions via our online booking service when registering their child. Medication will not be administered to a child without a completed and signed YPM "administration of medicine form" from the parent/carers of the child.

Young People Matter only administers medication that has been prescribed by a doctor, dentist, nurse, or pharmacist. However, if a medicine contains aspirin, we can only administer it if it has been prescribed by a doctor.

Only reasonable quantities of medication should be supplied to staff at Young People Matter settings (for example, a maximum of two weeks supply at any one time).

Each item of medication must be delivered to a team leader or manager by the parent, **in a secure and labelled container as originally dispensed.** Each item of medication must be clearly labelled with the following information:

- Childs Name.
- Name of medication.
- Dosage.
- Frequency of administration.
- Date of dispensing.
- Storage requirements (if necessary).
- Expiry date.

**Young People Matter will not accept items of medication in unlabelled containers.**

Medication will be kept in a secure place, out of the reach of all children. Unless otherwise indicated, all medication to be administered within the Young People Matter setting will be kept in a locked cabinet or cupboard.

If a child refuses to take the medicine, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, Young People Matters emergency procedures will be followed.

It is the responsibility of parents to notify Young People Matter in writing if their child's need for medication has ceased.

It is the parents' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.

**Young People Matter will not make changes to dosages on parental instructions.**

Young People Matter staff will not dispose of medicines. Medicines, which remain in date, should be collected by the parent at the end of each term or half term provision. Medicines which have expired or those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal.

For children with long-term or complex medication needs, the senior management will ensure that a Medication Plan and Protocol is drawn up, in conjunction with the appropriate health professionals.

Where it is appropriate to do so, children will be encouraged to administer their own medication, under staff supervision.

Young People Matter will make every effort to continue the administration of medication to a child whilst on trips away from the school or camp site premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include these children on a trip if appropriate supervision cannot be guaranteed.

All staff will be made aware of the procedures to be followed in the event of an emergency.

**This policy was reviewed June 2023**  
**T. Donnelly**

**Review June 2024**

**YOUNG PEOPLE MATTER [YPM]**

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**REQUEST FOR YOUNG PEOPLE MATTER TO ADMINISTER MEDICATION**

Please note that Young People Matter will not administer medicine to your child unless you complete and sign this form, and the site manager has agreed that staff can administer the medication.

**I request the administration of medicine to:**

**Child's Details**

**Surname.....First Name.....**

**Male/Female.....Age.....Date of Birth.....**

**Address.....**

.....  
.....

**Condition or illness.....**

**Medication**

Name/Type of Medication (Seecontainer).....

For how long will this medicine be administered? .....

Date Dispensed.....

The above medication(s) have been/have not been\* prescribed by a doctor. The medication (s) are clearly labeled indicating contents, dosage and child's name in full.

\*please delete as appropriate

Name of Prescribing Doctor.....

Address of Prescribing Doctor.....

**Directions for Use**

Dosage and Method.....

Times of Administration.....

Any special precautions.....  
.....

Any possible side effects.....

Is supervised self-administration possible.....

**Parent/Carers Contact Details**

Name .....

Daytime Telephone Number.....

Mobile Telephone Number.....

Relationship to child.....

Address.....

.....Postcode .....

I understand that the medicine must be delivered personally to Young People Matter. I understand that I remain responsible for ensuring that my child receives administration if Young People Matter is unable to administer.

Signed.....

Address (if different from child's address) :

.....

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.....Postcode .....Date.....

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**For completion by Young People Matter**

I agree to arrange for the administration of medicines requested by the parent.

Signed .....Date .....