



YOUNG PEOPLE MATTER CHARITY'S

Administrating Medicine Policy

Dated: June 2016

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

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

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 Service users condition and medication. Prescribed medication will not be accepted in the setting without a completed and signed administration of medicine form from the parent/carers.

Staff will not give a non-prescribed medicine to a child unless there is a completed and signed administration of medicine form from the parents.

Only reasonable quantities of medication should be supplied to the Young People Matter setting (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 important).
- 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 Service users. Unless otherwise indicated, all medication to be administered within the Young People Matter setting will be kept in a locked cabinet or Box.

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 the Service users 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 are in use and in date, should be collected by the parent at the end of each term or half term provision. Date expired medicines or those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal.

For each Service users 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, Service users will be encouraged to administer their own medication, under staff supervision. Parents will be asked to confirm in writing if they wish their child to carry their medication with them within the setting.

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 Service users on a school 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.