Wider World Project

Procedure for Administrating Medication

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**The Manager is responsible for:**

1. Ensuring staff and volunteers are aware of the procedure.
2. Liaising with parents/carers regarding the training required for staff.
3. Identifying staff who need to be aware of a child’s medical condition.
4. Developing Individual Healthcare Plans (IHPs).
5. Ensuring a sufficient number of trained members of staff are available to implement the procedure.
6. Ensuring confidentiality and data protection
7. Assigning appropriate accommodation for medical treatment/ care

**Staff members are responsible for:**

* 1. Knowing where medication for members of the project are kept (including of members have medication on them).
	2. Knowing the medical needs of members they are responsible for in the group.
	3. Liaising with parents/carers to ensure understanding of medication and administration
	4. Undergoing First Aid Training if they are a dedicated member of staff for First Aid

**Paperwork**

1. Consent Forms

An annual one must be completed with any medical conditions and emergency contact details (for centre based activities and local visits under 3 hours)

An off Site form must be completed for full day visits, residentials and any visits to high risk activities.

1. Medical Administration Form

A form must be completed by the parent/carer for any young person who requires staff to administer medication or for any young adult who will administer their own. The form details times, amounts and name of medication.

**Medication**

1. No member will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
2. No child under 18 years of age will be given medication containing aspirin without a doctor’s prescription.
3. Medicines MUST be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.
4. Any medications left over at the end of the course will be returned to the members parent/carer.
5. Written records will be kept of any medication administered to children.

# Emergencies

1. Staff and volunteers will follow the Procedure of what to do in an emergency including contacting emergency services.
2. Staff will contact parents/carers as soon as possible in an emergency situation.
3. Members will be informed in general terms of what to do in an emergency situation.
4. If a member needs to be taken to hospital, staff will remain with them until their parents/carers arrive.