



ADMINISTERING MEDICATION POLICY

Policy title	Administering Medication
Issue date	April 2024
Review date	April 2025
Author	Karen Double
Agreed by	Board of Trustees

Administering Medication Policy

LEAPS Suffolk will only administer medication providing we have been given written permission to do so by the attendee's parent/carer. Medication will only be administered by a member of staff who has received appropriate training.

Parents/carers will complete a Registration Form before a person starts at LEAPS Suffolk. The manager will contact the parent/carer to discuss any information on the form and to discuss any medication which is needed whilst the attendee is at a club or event. The parent/carer must write a letter and also obtain a letter from the person's GP/consultant giving specific consent for LEAPS Suffolk to administer the medication/carry out a procedure and to state the following:

- (a) what condition the drug or medicine is for with its name
- (b) how and when the drug or medicine is to be given
- (c) what training of personnel is required, if any
- (d) any other relevant information.
- (x) Training in the administration of the drug or medicine must be as stipulated by the child's or the minded adult's General Practitioner or consultant and, if required, you must provide proof of such training.

The parent/carer will then need to complete a Medication Form to give written permission to administer the medication. The written request will include information regarding frequency, dosage, any potential side effects and any other pertinent information about the medication and will be recorded on the Medication Form.

At each session

Any medication which is brought to the club or an activity, must be handed over to the person in charge and a handover form must be signed and dated.

If emergency medication is required to be kept at the club, a designated staff member, such as the manager or deputy will be responsible for administering the medication.

The designated person will also be responsible for ensuring that:

- All relevant details are recorded on the Permission to Administer Medication Form, which is then signed by the parent/ carer.
- The medication is properly labelled and safely stored during the session. All medication should be in its original container, complete with the pharmaceutical label which includes the attendee's name, the date, the type of medicine and the dosage.
- Parent/carer should only bring enough medication that is needed for the session. If this is a residential then an extra dosage should be provided, in the event we are late travelling back.
- Another member of staff acts as a witness to ensure that the correct dosage is given.

- Any medication that is administered is recorded on the medication form and the parent will be asked to sign this on collection to acknowledge they are aware the medication has been administered
- The parent/carer is handed back any unused medication and this is signed over to the parent. The member of staff must also ask the parent to sign the form

Where an attendee carries their own medication (asthma pumps or insulin for example), the Group Lead must ensure that this is easily accessible, either in the attendee's bag, if it is within easy reach or the Group Lead will hold onto the medication until it is required. All asthma pumps must be taken outside when the child goes out. This is to minimise the risk of losing the medication and to ensure the safety of other people at the club. Inhalers should always be labelled with the attendee's name.

In some circumstances Club staff may require additional training for certain medication, e.g. an Epi Pen. The manager will arrange training at the earliest opportunity. The parent/carer may also need to support the manager to arrange training with the most appropriate qualified person e.g. stoma care etc. The safety of the attendee should be discussed with the parents/carers. If staff require training, it may be necessary for training to be undertaken before the person can attend. This is to protect the attendee and provide the best possible care.

If an attendee needs medication requiring specialist knowledge or training, only appropriately trained staff may administer the medication. If there is any change in the type of medication – whether regarding dosage or other changes to the information given on the Permission to Administer Medication Form– a new form must be completed.