

Highworth Community Church (HCC) Youth and Children's Residential Visits Administration of Medication Policy

The administration of medicine is usually the responsibility of parents and carers. There is no legal duty which requires HCC workers to administer medication; this is a voluntary role undertaken by our designated First Aid team and overseen by our First Aid co-ordinator. This team undergoes relevant first aid training.

Anyone caring for children has a common law duty of care to act like any reasonably prudent parent – “in loco parentis”. Workers are aware of their responsibility for the health and safety of children at HCC residential. Our duty of care could extend to administering medicine and/or taking action in an emergency. Where there is concern that a child's needs cannot be met, the First Aid Co-ordinator will seek further advice from medical professionals.

Medical information may be shared with all those HCC workers directly involved in the care of individual children. All staff will be made aware that this information should be treated confidentially.

Dependent on their age and understanding, each child's awareness of their medical needs will vary. Government guidance indicates that children should be encouraged to take responsibility for medicines that have been prescribed to them, where their parents consent and where they understand their medical needs sufficiently to administer their own medication (Department of Health, 2005).

The first aid team will always need to balance the need to encourage children to take responsibility with their own position “in loco parentis”. A child in secondary school may be trusted by their parents to take their own hayfever medication, for example. Those with very complex health needs may be very aware of their medication routines, whilst younger children may need more support in taking medication in accordance with the instructions/prescription given. Being sensitive to the needs of each child and knowing parental expectations will be important in ensuring continuity.

In Practice

1. General guidance around storage and administration:

- a) The health, safety and wellbeing of the child is paramount
- b) Parents/Carers must complete a Medication Form (available from their Group Leader) prior to their attendance at the residential.
- c) Medicines must be supplied in their original packaging with the information leaflet and the dispensing label attached.
- d) Medicines will be stored in a re-sealable bag clearly labelled with the child's name.
- e) Only medicines and treatments prescribed by a doctor will be accepted.

- f) Medications will be stored securely away and out of site but within ready reach of the first aid team.
- g) Only appointed members of the first aid team are permitted to administer medication.
- h) As a general rule, medications with the exception of those required to be taken quickly in an emergency, (eg: asthma inhalers, anaphylactic epipens) should be stored with the First Aid Kit even if they are self-administered.
- i) Keeping records: A record of all medication administered will be kept on the child's medication record. It will be updated each time by the First Aider administering the medication, the First Aid team should make a note of the approximate times medication was taken, in case of the need for further medical treatment and to track does correctly.
- j) Over the counter medications (e.g. paracetamol/calpol): these will always be issued in accordance with the manufacturers instructions on the packet and in accordance with the guidance set out in this policy, unless there is alternative advice issued by a doctor or pharmacist.
- k) Children who become unwell whilst taking medications: If a child becomes unwell whilst taking medication administered whilst on residential, teams should act in accordance with their First Aid training. First aid should be offered in the first instance; if this does not remedy the issue, then professional medical help should be sought. After this, the parents should be contacted to inform them about what has happened.
- l) Storage and Administration of Controlled Drugs: If a child has been prescribed a "controlled drug" then these must be tracked very carefully. A child may access these if it is agreed that it is appropriate, but prior agreement between the First Aid team, the child and the parents should be obtained first and the team must be sure that they are stored securely at all times.

2. Self-Administration of Medication

- a) Some parents encourage their children to take their own medications, including rescue medications (see below); where this is the case, parents may request that children care for, store and administer their own medications, with the exception of "controlled drugs" (see below). If the parent has requested on the medication form that they wish their child to take responsibility for their own medications, the following conditions must also be met:
 - I. the child must understand their medication needs
 - II. the child must understand what to do in the event of an emergency, allergic or adverse reaction
 - III. the child must be very familiar with taking the medication, checking the dose, and have access to appropriate means of storing their medication safely and securely.
 - IV. the team must record that the medications have been taken in accordance with the dose on the child's medication record in accordance with this policy. This is so that, in the event of a medical emergency involving the child, the emergency services can be given all the information they require to determine the next course of action.

******Where these conditions cannot be met, the team must store/administer the medication as appropriate, in line with the general guidance in this policy.******

- b) **Concerns over the safe storage of a medicine with a child administering their own medication (including possible misplacement, loss or abuse).** The team should take care of these medications and administer them rather than the child doing so, even if the parents have indicated that they wish the child to take their medication themselves. The principle should always be to err on the side of caution.

3. "Rescue" medications:

- a) **General guidance on administration of rescue medications:** sometimes children and young people are prescribed so called "rescue medications" in certain circumstances. These are defined in this policy as medications held back for sudden onset episodic symptoms e.g. sudden onset pain, headaches, migraines etc. Symptoms may occur in the middle of the night and children may need urgent access to these to prevent symptoms worsening and stop further medical treatment being required.
- b) **Storage of Rescue Medications:** In such instances, an agreement should be made with the child and the parents about where any medication is to be securely stored and how this may be accessed by a young person in the event it is needed. If rescue medication is used by the young person, the first aid team must be alerted immediately so they can assist the child in administering the medication and monitoring the young person's condition/symptoms further.

4. Incidental administration of Medications Paracetamol

Children sometimes require pain killers (analgesics) whilst away on residential. This would generally be for minor ailments (headaches, toothache etc).

- First Aiders will not give non-prescribed medication, with the exception of Paracetamol (in tablet or suspension form).
- Permission will be sought from parents in advance via the medication form to give the team the permission they need to administer incidental medication.

Paracetamol will not be administered;

- Within 4 hours of the start of the residential.
- following a head injury
- where a child is already on some other medication

Paracetamol doses will be administered according to guidelines for the age of the child. If the team are unclear they should seek the advice of a doctor or pharmacist. Doses may be administered in tablet or suspension form.

If a child suffers regularly from acute pain, such as migraine, severe period pain or pain from an injury, the child's doctor should prescribe appropriate pain killers for the child's use. These may be administered at the residential on completion of a Medication Form.



A record of any Paracetamol administered will be kept on the child's Medication Record. It will be updated each time by the First Aider administering the medication.

Any recurring request for Paracetamol will be reported directly to the parents and may not be granted dependent on the judgement of the First Aid team.

Ibuprofen will not be administered to children unless prescribed by a doctor.

References

Department for Education and Skills/Department of Health, (2005) Managing Medicines in Schools and Early Years Settings

Policy reviewed by Jon Hares (HCC Families Worker) and Janet Hodgson (Trustee) and Formally accepted by the trustees of HCC on 14th June 2018

.....Brenda Savil – ChairMatt Ford – Leader

To be reviewed May 2019