



# Medication Policy & Procedure

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## Medication Policy & Procedure

### Purpose of This Policy

This document sets out the policy and procedures for the safe management, administration, storage and disposal of medication handled by Autism Bedfordshire staff and volunteers.

### G.P. Registration

All children and young people should be registered with a General Practitioner (G.P.). Parents must ensure that any medication prescribed by the G.P. is given to the Senior Team Leader prior to the session and is sufficient for the duration of the session.

### Advance Planning for Safe Management of Medication

When children/young people are being introduced to the service staff must check what medication they have prescribed for them. If there are any special training needs for staff these should be identified and provided prior to the child's first session.

A Risk Assessment will be written by staff with parents for any member needing medication before they can be accepted into the care of Autism Bedfordshire. This will provide specific instructions regarding the risks if any medication is missed or refused and the likelihood of this occurring. For example if missing anti epilepsy medication will induce a dangerous fit it would instruct staff to seek outside medical assistance and or get the member back home as soon as possible.

The Senior Team Leader will check medication required before a session commences. The medication will be secured immediately at the start of the session and will remain with a senior member of staff until such time as the session is finished.

### Procedure for children with medication

- Prior to the start of the scheme a registration form for each child is completed in by parents. This includes any details of medication and allergies. In this form, parents are asked for details of any medication the child is taking and at what times of day this takes place. This then is looked at by the Children's Services team to see if medication is required during scheme.
- Signed consent must be completed on the registration form by responsible parent in order for staff to administer medication
- For any children receiving any medication either during or outside of scheme hours an individual medical form will be completed. This includes;
  - Type of medication, dosage and time given
  - An administration record
  - A sign in and out record

- All medication must be clearly labelled and have been prescribed by the child's doctor, dentist, nurse or pharmacist (medicines containing aspirin should only be given if prescribed by a doctor).
- When the child arrives on the scheme the medication is signed in and handed to the Team Leader to put into a locked and labelled medication box.
- A Medication List is kept of all the children who need medication administered during the day.
- Should any children require rescue medication, Autism Bedfordshire must have an up to date and signed copy of this care plan onsite at all times. This care plan must also be carried at all times by the child's support worker. This worker must also be trained to administer the medication.
- When administering medication, 2 staff members (1 Team Leader) should be present and the child's medication record completed.
- Members of staff who administer any rescue medication must have received the appropriate training.
- The medication must be returned to the parent and signed out at the end of each day.