

PLAY MONTGOMERYSHIRE

Registered Charity No 1000016

POLICY – MEDICATION

This policy applies to all projects operated by Play Montgomeryshire.

Medication includes all medicines, lotions, ointments and plasters

Authorisation

No member of staff, trustee or volunteer may administer medication to another individual of any age unless:

- i) they have written and signed authority from that person or from the person who is legally responsible for the welfare of that person
- ii) that they are appropriately qualified and trained to administer the indicated medications

The written authority must include:

The name and address of the person giving the authority
The name and address of the person to receive the medication (if different)
+ for each item of medication
The name of the medication
The days and dates the medication is to be given
The time and dosage of the medication
Signature of person authorising the medication
The date authorisation was given

N.B. Some prescribed medicines may carry official instructions to which parents may refer. This is in order.

If instructions from parents differ from official instructions, please make every effort to contact parents to query this before administration. If you are unable to speak to a parent follow the instructions for the lesser dose.

Storage

Any medication needs to be stored in a lockable cupboard/safety box in a secure room/place which is out of bounds for children.

Administration

Although Play Montgomeryshire recognises that in some instances medication will need to be administered by a Play Montgomeryshire member of staff/trustee/volunteer, in the first instance every effort should be made to find an alternative person:

e.g.

Employ/co work with a qualified nurse

Use staff that are already familiar with administering the medication involved through other employment e.g. family aide

The parent or other relative may be available to come and administer the medication.

Regardless of whoever is responsible for administering the medication (whether they are linked to Play Montgomeryshire or independent) the following procedures must be adhered to:

1. All medication needs to be administered in a designated quiet room/place away from other children
2. A witness must be present during administration of the medication
3. A record of the medication administered must be kept which will include: the day, date, time and dosage of the medication administered

Signature of the person giving the medication

Signature of a witness who observed medication being given

A copy of this information must be made available to the person authorising the medication on request

This procedure will be reviewed on at least an annual basis.

Accepted at the meeting dated / /

Signed.....(Chairperson)

I have read and agree to abide by this policy.

Signed.....

Dated.....