



# **Services for Children, Young People and Families**

## **CHILDREN IN CARE Children's Homes**

### **Storage and Administration of Medication**

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## **Storage and Administration of medicines**

### **Policy**

Trafford's residential homes recognise that careful and consistent attention to health is an essential part of ensuring a child's/young person's overall well-being and development.

These procedures should be followed in conjunction with the individual child's Health Action Plan.

### **Medical History/ Information**

The Registered Manager / Senior Staff member responsible for a child/young person's admission should check the Health section within the documents has been completed, indicating any on-going health conditions. The Placement Information Record should clearly identify any health arrangements. The Care Part 2 must include a completed Health Plan which identifies any health needs, concerns or risks.

### **Parental Consent**

The Registered Manager/Senior Staff member must check that the person who has Parental Responsibility for the child has completed the Parental agreement to medical treatment within the Placement Information Record prior to admission or as soon as possible after admission, if an emergency admission. Staff must also ensure that the child's GP and parents (or person with parental responsibility) have no objections to the use of 'household' (across counter) remedies. This should be recorded on the child/young person's file.

### **Storage of All Medicines**

All medication both prescribed and non prescribed, must be stored in a lockable medical cabinet that is used only for the storage of medicines. The key to the cabinet must not be accessible to children.

The cabinet must be in a room that is not normally used by children and can be locked to prevent access.

Some medication will be required to be kept refrigerated upon medical advice, for example some types of antibiotic. This should be clearly labelled and stored in a lockable container within the fridge.

Where a controlled drug as defined in the Misuse of Drugs Act is to be stored in the home, this should be stored in a separate lockable container within the lockable medical cabinet.

## Storage and Administration of medicines

### Prescribed Medication

Prescribed medication must only be given to the child/young person for whom it was prescribed, in accordance with the prescription or instructions from the GP. It must not be stored or used by any other person.

If a child is admitted with medication these must be checked for name of young person, name of medication, dosage and expiry date.

Each time medication is administered the staff member needs to check that the name, medication, amount and time are correct before giving medication. If an error in administering any medication is made advice must be **immediately** sought from a Health Care Professional either by contacting the G.P. or N.H.S. Direct

If a child refuses to take medication or is absent health advice must be **immediately** sought from a Health Care Professional either by contacting the GP or NHS Direct.

If a child or young person regularly misses their medication the prescribing practitioner must be notified by their key worker or manager.

### Recording

Accurate records must be maintained in respect of all medicines, prescribed, administered, stored and disposed of.

A separate Health File is to be kept at the home for each individual child.

For every item of medication prescribed by a G.P. or Dentist, a Personal Medication Sheet must be completed, to be kept on that child's Health File. The medication prescribed must also be entered on the child's **blue medication record**, recording the name, dose and times required. The blue medication record is to be kept on the child's Health File.

Staff are to record each dose of a medication, staff to sign if dose was taken. If a dose was not taken by a child or young person the reason for this and the action taken must be recorded by staff on duty as follows:

- A child/young person missing from care staff record - MFC.
- Absent record – ABS
- Refusal record - R
- Forgotten record - F
- Away from Unit with person with parental responsibility – PR
- Away from Unit with friends - SA

## Storage and Administration of medicines

When a medication episode has been completed, for example a course of antibiotics, it must be recorded on the Blue card and entered as CC (completed course).

### Disposal

Any out of date, redundant or unwanted medication should be disposed of by returning the item to a pharmacy.

Medication must not be disposed of in any bin or dustbin.

When a prescribed medication has been disposed of staff must record on the child's Personal Medication Sheet.

### 'Household' Remedies non prescribed medication

Each home will have a stock of non prescribed medication (see attached list for those permitted). Staff should exercise care in their judgment and check with other staff on duty when assessing a child's need for some form of non prescribed medication.

If staff are uncertain or unsure about any sign or symptom always consult a Medical Practitioner.

Use by dates and medicine instructions should be checked before administering the medication. The correct dosage should always be given.

If a child has an adverse reaction to non prescribed medication medical advice must be sought and this recorded on the child's Health File.

### Recording

A record of non prescribed medication is kept in the lockable medical cabinet which records the different types of medication and the amounts in stock.

Any non prescribed medication given must be recorded in this book detailing the name of the young person what medication has been given the date and time the amount left Staff are to sign this record.

Also a **pink** record sheet of any non prescribed medication must be completed and held on the child's Health File.

### First Aid Boxes

Each home has several first aid boxes, **no** medical preparations are to be stored in these.

## **Storage and Administration of medicines**

The First Aid Boxes should be kept in an accessible place that is known to all the staff. There should also be a First Aid Box stored in the upstairs sleep-in room.

First Aid Boxes should be checked monthly by a trained First Aider to ensure it contains the appropriate contents. This should be recorded and signed.

### **Holidays and Outings**

When going on holiday or an outing staff must take with them any medication needed for individual children.

Always ensure that this is stored in a lockable container and kept in safekeeping by a member of staff.

### **Self Medication**

Children/Young People keeping and administering their own medication must have been assessed as being responsible to do so. A Risk Assessment must be carried out to assess any risk to the child or other children at the home.

If a child/young person is allowed to self administer they must be given clear guidelines of how to do so. The child's Linkworker must check regularly the medication and the child's application of such medication.

Any self administered medication must be kept in a lockable container when not in use that is not accessible to any other children.