



## MEDICATION ADMINISTRATION POLICY

Forest Pulse acknowledges that a number of children/young people may require medication during the time they are at activities. The following procedures should be adhered to in the administration of such medication.

1. Parents/carers will indicate on Health & Information Form what medication is taken, and whether it is required during the time their child is at a Forest Pulse activity.
2. Medication should be in an original container, with the prescription label clearly marked with the child/young person's name, drug name, drug strength dosage and date of expiry. If medications are retained by Forest Pulse they will be locked in safe when not in use. If medication in partial blister pack it can only be administered if the name of the drug/strength is visible. All Medication that is to be administered must have a prescription label
3. Parents/carers will complete and sign a 'Medication Record' detailing:  
name and date of birth of child/young person  
name (and strength) of medication  
what medication is for  
form of medication (e.g. liquid, tablets)  
dose  
times given  
whether medication is given before/with/after food  
how given (orally/via tube)  
signature of parent  
date
4. Medication can only be administered if a signed Parental Medication Record is in place and the medication has a prescription label. We cannot accept permission to administer medication via a phone call from the parent or carer unless this has been authorised by the Charity Manager, but we will accept written, signed consent via a letter for the first day of administering the medication.
5. Staff are responsible for the administration of medication, and this should not be delegated to volunteers unless no staff member is present, e.g. if a staff member is acting in a voluntary capacity or when support is provided solely by volunteers. Medication can only be administered by an adult (18+) staff member or volunteer who has the relevant training/competency. Whenever possible a second person, ideally a trained staff member, should witness any medication being administered and countersign that all details are correct. However, if a staff member/volunteer is 'lone-working' with an individual, a risk assessment can be carried out to enable them to administer medication (again providing they are trained and competent).
6. Staff administering medication will complete a 'Medication Administration Record' for each child/young person detailing:  
name of child/young person  
date  
time medication given  
name of medicine (and strength)  
date of expiry  
dose given  
method of administration (e.g. orally/via tube)  
comments  
signatures of staff member administering medication  
signature of witness

7. The prescription label of all medications should be checked against the 'Medication Record' provided by parents/carers. If there are any discrepancies (e.g. dosage) parents should always be contacted in the first instance, but medication can only be given according to prescription label, unless there is a letter from the child's GP or Consultant advising of change of dosage.
8. Tablets can only be crushed or ground if this is clearly stated on the pharmacy label, and a tablet can only be cut in half if it has a 'cut' line. Equally capsules cannot be opened unless pharmacy provides specific instructions to do so on the prescription label.
9. Non-prescription medication, e.g. Calpol, cough medicines etc can only be administered if parents have completed a Medicine Record.
10. Only staff trained in the use of gastrostomy/nasogastrostomy/Jejunostomy tubes can administer medication via such a feeding tube, and with reference to the relevant policy and guidelines.
11. All medicines should be safely stored out of reach of children/young people (in a secure locked cabinet when available). Controlled drugs should be double-locked whenever possible.
12. Any medication requiring cool storage should be kept in a fridge, or in a cool box with ice for trips off site.
13. Individual emergency medication should be available at all times (e.g. on trips off site).
14. Medicines used by staff and volunteers should also be safely stored out of reach of children/young people (in a secure locked cabinet when available).
15. Self-administered medications e.g. inhalers, should also be safely stored out of reach of children/young people (in secure locked cabinet when available).
16. Medications spilled/dropped will be disposed of with care by a staff member as soon as is possible. In the case of liquid medication, these will be cleaned up in accordance with local health and safety requirements e.g. appropriate signs to indicate spillage. Records of spillages/dropped medications and their disposal should be documented clearly on the Individuals medication administration form and parents to be informed. If the spillage/dropping of medication renders the young person's medication supply short, the staff member will ensure that this situation is rectified as soon as practically possible by contacting parents/carers.
17. Any medication that has expired, or is no longer needed by the young person, should be returned to the parents/carers or a pharmacy and a signed record made of this on the young person's medical administration form.

### **Seizures**

It is acknowledged by Forest Pulse that a number of children/young people attending Forest Pulse activities are affected by epilepsy and may have a seizure whilst attending activities, requiring administration of emergency medication [such as Rectal Valium (Diazepam), Buccal Midazolam, Paraldehyde and Vagal Nerve Stimulation (VNS)] to recover from the seizure. The following procedures should be adhered to when supporting children/young people with epilepsy at Forest Pulse activities.

1. Parents/carers of children/young people who have epilepsy but do not require emergency medication will complete an 'Epilepsy protocol' for the child/young person, which will be renewed annually, detailing:

- name of child/young person
- date of birth
- description of seizure
- known triggers
- frequency of seizures (and last seizure)
- length of seizures

course of action  
details of recovery period  
details of regular medication given to control epilepsy  
parents name, signature and date

2. Parents/carers of children/young people who are prescribed emergency medication for epilepsy should provide a signed copy of the NHS protocol for this for the individual child.
3. The Charity Manager/Activity Manager will ensure that the relevant Epilepsy protocol is current at start of all activities. The Activity Leader will ensure that they and other staff members/volunteers approved by the Charity or Activity Manager and trained in the administration of emergency epilepsy medication and Vagal Nerve Stimulation (VNS), are familiar with the 'Epilepsy' protocol of individual children/young people affected by epilepsy at all Forest Pulse activities.
4. Emergency epilepsy medication should only be administered by a member of staff/volunteer trained in the administration of such medication.
5. Emergency epilepsy medication should be administered as an emergency procedure only. Whenever possible two staff members/volunteers trained in the administration of the prescribed medication should be present (preferably one a gender match for older young people if possible). The child's/young person's dignity should be preserved at all times. In the case of administration of Rectal Valium or Paraldehyde, a discreet area should be created by screening (whenever possible) and other children/young people should be moved away.
6. If a child known to be prescribed emergency epilepsy medication attends an activity and does not have that medication with them, the emergency services will be contacted immediately if the child has a seizure, as a precaution.
7. Emergency medication and Vagal Nerve Stimulators (VNS) should be carried in waist bags (with disposable gloves and plastic bag for waste in case of Rectal Valium (Diazepam) by staff members or volunteers supporting child/young person at Forest Pulse activities (**This must always only be administered by staff members/volunteers approved by Activity or Charity Manager and trained in relevant procedure**). The epilepsy protocol provided by parents/carers/consultant should be carried with the emergency medication.
8. Staff and volunteers whose role at Forest Pulse activities may involve the administration of emergency medication Vagal Nerve Stimulation (VNS) should be appropriately trained and competent.

#### **Procedure in the event of a young person having a seizure:**

1. Time the length of the seizure from the start of the seizure.
2. Ensure that the child/young person is in a safe position.
  - If child/young person is on the ground, move them into the recovery position [preferably on left side if prescribed Rectal Valium (Diazepam) or paraldehyde] and protect their head from injury (using clothing or your hands). Protect the child/young person from bodily injury by requesting close furniture is moved back/cushioned.
  - If the child/young person is in a wheelchair, release foot straps and support their head to ensure the airway is not compromised.
  - Reassure the child/young person.
3. Send someone to alert the Activity Leader (ensuring all other children/young people are adequately supervised).
4. If necessary, when in an enclosed area (e.g. sensory room), request that other children/young people are encouraged to move away/temporarily leave the area to protect the child's/young person's dignity.
5. **Emergency medication should be administered by a member of staff/volunteer trained in the relevant procedure.** When possible a second staff member/volunteer trained and approved as above should be present. If stated in the child's/young person's protocol, or if there are any concerns, an ambulance should be called. Parents/carers will be notified as soon as possible.

6. Vagal Nerve Stimulation (VNS) magnet should only be administered by a staff member/volunteer instructed in its correct use and as per individual protocol.
7. The risk of possible seizures should be taken into account when planning off-site activities.
8. The child/young person should be allowed to recover from the seizure in a quiet environment under close supervision.
9. The seizure should be recorded on an incident form, signed by the Activity Worker and shown to parents/carers when the child/young person is collected.

### **Sun Protection**

Forest Pulse endeavours to protect children/young people attending their activities from the potentially harmful effects of sun exposure. All parents/carers are requested to apply sun cream to their child/young person before attending Forest Pulse activities (particularly Summer Activity Club) and provide appropriate clothing (e.g. sun-hat).

As stated in the 'Health and Information Form', **Forest Pulse staff will apply sun cream to child/young person as required** and parents/carers need to specify in writing if a specific sun cream (which they will provide) needs to be used with the child/young person. Forest Pulse will adapt their activities in hot weather to ensure that children/young people are not over-exposed to the sun, and will provide plenty of opportunities to drink.

**Reviewed by Trustees 13<sup>th</sup> November 2019**

Signed on Behalf of Charity ..... Name/Role .....