**Administering Medication Policy**

In order to meet the health care needs of the people who use our service, we may agree to administer certain medication as part of maintaining their health and well being or when they are recovering from an illness. A prior agreement must be made between Sutton Mencap and the parent/ carer.

The details of the medication, name, dosage, timing, symptoms and permission from the parent/ carer must be supplied. Medication must come in its original packaging along with the patient information leaflet (PIL). A medication form must be filled out and completed by the parent/ carer and service coordinator/service manager of Sutton Mencap staff prior to attending a session.

If a Doctor has not prescribed or authorised over the counter medication, this needs to be documented and risk assessed by individual/ parent/carer before we can administer. They need to authorise they give Sutton Mencap permission to administer this medication. Medications can have adverse effects when simultaneously with other medications.

If the above criteria has been met, medication must be handed over to the group Coordinator. Medication must be stored and locked in the medication cupboard situated in the children’s parents/ art room. If medication requires refrigeration, it must be stored in the fridge in the small kitchen and door to be locked.

If medication needs to be taken on an outing/ trip, the supporting staff member for the individual must ensure the medication is kept accessible within their reach e.g. in the persons bag or staff members bag. Staff must ensure they take the medication form and record sheet with them.

Medication must be returned to parent/carer at the end of each session, unless the parent/ carer has requested the medication remain at Sutton Mencap.

The Transition and Community Services Manager, Children’s Service and Inclusion Manager are responsible for overseeing that all medication is in date. Out of date medication must not be used. The parent/ carer must be informed immediately if medication is out of date and should be asked to bring in new medication. The out of date medication should be returned to them. The parent/ carers should sign that the medication has been returned to them. Depending on the medication it may not be possible for a service user to attend the service until replacement medication has been received. If it is not possible to return out of date medication to parent/ carer the Service Manager should return it to a pharmacy.

All staff must complete an in house training session on Administration of Medication before being able to administer medication to an individual. For any specialist/ invasive medication i.e. Buccal Midazolam, Epi-pen, Rectal Diazepam that needs to be administered, staff must attend relevant training which is delivered by a medically trained professional.

In the event that an error has been made during the administration of medication, immediate emergency medical advice must be sought e.g. 111 or 999 (most appropriate) and parent/carer informed. This must be reported to Service manager and a thorough investigation will take place to ascertain circumstance of error and what further action needs to be taken and if necessary reported to Ofsted.

**Administration of Medication Procedure**

Medication must be given as prescribed by pharmacist – if parents administer in a different manner staff must only follow instructions by pharmacist.

When administering medication, two members of staff must be present to:

* Check medication form matches correct medication
* Check name of medication, dosage, expiry date and method
* witness the administering of the medication
* record the date and time
* accurately complete the drug administration record
* Replace and store medication correctly

Parents/ carers must sign the record sheet at the end of the session to acknowledge that they have been informed that the medication has been given.

**Reviewed and updated June 2015**