

This is the section of OPS014 Challengers Medication Policy that describes the help Challengers need from families when they send medication in with their children.

Please take time to read it – it is essential. If you have any questions, please ask a member of the Challengers Play and Leisure Team.

## PARENTS AND CARERS ROLE IN MANAGING MEDICATION SAFELY AT CHALLENGERS

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**If any aspects of this policy are not met Challengers will not accept the medication or the child/young person on to the scheme.**

### Information

All information about medicine administration must be given to the 'Designated Medication Person' at each Challengers scheme. If necessary the Leader will direct the parent/carer to the Designated Medication Person.

For every child and young person who needs medication while at Challengers a medication administration record (*OPS014D Challengers Parental Agreement for Challengers to Administer Medication and Administration Record*), recording parental consent to give medicine, instructions how to administer and every dose of medication given (and not given) must be completed.

Parents must provide clear information about their son or daughter's medical requirements while he or she is attending a Challengers scheme.

Parent/carers must inform Challengers immediately of any changes relating to the medication, care or medical condition of their child particularly those which may have a direct effect on the child's health using:

- *OPS015 Challengers Children and Young Peoples Information Sheet* or;
- *OPS014D Challengers Parental Agreement for Challengers to Administer Medication and Administration Record*.

### Bringing medication to Challengers

Instructions on *OPS014D Challengers Parental Agreement for Challengers to Administer Medication and Administration Record* must match the pharmacy label.

Medicines brought to Challengers must be handed in to the 'Designated Medication Person' who will then check **the medication prior to documenting it on the *Challengers Parental Agreement Form*. This will be done whilst the parent is present and may take a few minutes.** They will be stored in the 'Designated Medication Area' locked and away from children and young people.

Medicines brought into the scheme must be:

- in an original container with a pharmacy label;
- with the name of the child;
- the name and dose of the medicines;

- the time and dosage to be administered;
- where practicable, only the tablets/medication to be administered whilst in Challenger's care on that particular day should be brought to the centre.

Challengers staff are not permitted to accept medication in an old container or a container on which the label has been altered or when the medicine is passed its expiry date.

## Household medicines

'Household' medications (antiseptic or antihistamine creams etc.) must be prescribed by a prescribing nurse or doctor. The only exception is paracetamol.

Paracetamol will be accepted on scheme and can be administered if staff are aware of the time/date of last dose and the number of doses that have been taken over the previous 24 hours (The maximum doses of paracetamol in one 24-hour period is 4). The medication responsible person must have a clear reason for administering paracetamol. If paracetamol is required regularly or it is part of a medication protocol, (For example if it is required to reduce temperature as part of a seizure protocol), it must be prescribed.

All these medications must be labelled with the child's name and a *OPS014D Challengers Parental Agreement for Challengers to Administer Medication and Administration Record* used. Prior to administration it must be established when the last dose was given and how many doses have been given in the last 24 hours. This is to ensure the maximum dosage is not exceeded.

A child will not be accepted onto the scheme if they do not attend with the correct medication as it appears on the *OPS014D Challengers Parental Agreement for Challengers to Administer Medication and Administration Record*.

## Emergency medication

If a child or young person needs to use emergency medication, they must have an 'emergency care plan/protocol' that describes and instructs staff how and when to use the medication. This plan/protocol must no older than 2 years.

A care plan should be requested from the family GP, specialist nurse or consultant. These should be obtainable at any follow-up appointment that they attend.

A child or young person will not be accepted onto the scheme if they do not attend with their emergency medication and treatment plan/protocol.

## Changing the form of or mixing the medication

We know it is helpful sometimes to crush medication or disguise medication in food or drink in order to encourage children to take them. This, however, can alter how the drug works. So, when asked to alter the form of the drug (eg crush a tablet or empty a capsule) Challengers must have a doctor's letter to describe this.

We also need doctor's permissions if we are to mix more than one drug together, to ensure they are compatible.

Staff are not permitted to 'hide' or 'disguise' medication

**If you have any questions, please ask the Leader or a member of the Challengers Play and Leisure Team.**