

# **Wheatlands Administration of Medication and Healthcare Procedures Policy**

**(Updated March 2013)**

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## 2. Introduction

The aim of the policy is to ensure that young people receive the right support by staff who are trained, confident and competent in the administration of medication and/or other health care procedures.

## 3. Legal Framework & Staff Indemnity

The health, safety and well being of service users of Wheatlands are underpinned by:

- Children (Scotland) Act 1995
- National Care Standards (2005). The main principals of which are the right of service users to; dignity, privacy, choice, realising potential and equality and diversity
- Scottish Borders Multi Agency Policy for the Administration of Medication and Health Care Procedures (May 2012)
- Scottish Borders Corporate Parenting Strategy (add year)
- Age of Legal Capacity (Scotland) Act 1991
- Health and Safety at Work etc Act (HASAWA) 1974
- Management of Health and Safety at Work Regulations 1992

Scottish Borders Council accepts responsibility for Wheatlands staff administering medication providing they are acting within the parameters of this document and have had appropriate training. Accordingly, the Council's Liability Insurance covers staff.

The Council fully indemnifies its staff against claims for alleged negligence, providing they are:

- a) Acting within the scope of their employment
- b) Have been provided with adequate briefing
- c) Are following the current 'Multi agency Policy for the Administration of Medication and Health Care Procedures'

For purposes of indemnity, the administration of medicines and health care procedures falls within this definition and hence the staff can be reassured about the protection their employer provides. The indemnity would cover the consequences that might arise where an incorrect dose is inadvertently given or where the administration is overlooked. In practice indemnity means the Council and not the employee will meet the cost of handling any claim that should arise.

#### **4. Roles and responsibilities**

##### **4.1 Parents/Carers**

Where appropriate parents should be informed about commencing and/or changes to a young person's medication and/or treatment. Parents/carers should provide Wheatlands with sufficient information about their child's medical condition and treatment.

##### **4.2 Wheatlands Manager**

Wheatlands will monitor practice in order to improve the quality of its services and safety and well being of all young people and staff. The practice is monitored through performance management and is signed by both Manager and Resources Team Leader on a yearly basis.

The manager in conjunction with the Looked After Children's Nurse will ensure that this policy is maintained and monitored.

The Care Commission have a role in the quality assurance of this policy; they have the right to view records and monitor the care of children and young people.

##### **4.3 Wheatlands Staff Administering Medication and Health Care Procedures**

Staff supporting young people's medical needs should understand the nature of the condition, and when and where the child may need extra attention. Staff should be aware of the likelihood of an emergency arising and what action to take if one occurs. Back up cover should be arranged for when the member of staff responsible is absent or unavailable. At different times of the day other staff may be responsible for children. It is important that they too are also provided with training and advice.

##### **4.4 NHS Borders**

All young people in Wheatlands should be registered with a local General Practitioner.

NHS Borders has a statutory duty to provide services and support to meet local needs. Health professionals have responsibility for giving advice on medical conditions, the storage of medication and facilitating the completion of individual health care plans (IHCP's) in partnership with the parent/carer and Wheatlands. They also have a responsibility for providing advice regarding training for staff who administer medication and healthcare procedures.

The main point of contact for Wheatlands is the Looked After Children's Nurse who will offer support, advice and training as requested and support the development of Individual Health Care Plans where required.

## 5. Administration of medication

Some young people have health care needs that require the administration of medication. Medication may be required on a short or long term basis. For those children requiring medication on an ongoing basis (e.g. diabetes) or in an emergency situation (e.g. severe allergic reaction, epilepsy) an Individual Health Care Plan is required.

### 5.1 Non-Prescribed Medicines.

There is a recognised duty of care by staff to be able to make an appropriate response to symptoms of a minor nature (e.g. headache, toothache). An agreed supply of over the counter/non prescription medication may be held at the unit to enable appropriate responses to minor symptoms. These medications are agreed within the [Royal Pharmaceutical Society of Great Britain \(RPSGB\) guidance](#) and held securely in the medication cabinet.

When administering non-prescribed medications staff should follow instructions on the packaging re dose and frequency and ensure that there are no existing medical conditions where medication should not be given. Check with the pharmacy if there are any queries about this.

It is important to check if the child/young person is receiving prescribed medication and whether this is compatible with the non-prescribed medication. Advice can be sought from the pharmacy or NHS24.

Information and advice about the management of minor conditions such as hay fever, bites and stings, sunburn, coughs and colds, and diarrhoea and vomiting can be found at the following: <http://www.nhsinform.co.uk/> and/or <http://www.nhs24.com/>.

The Looked After Children's Nurse or local pharmacy can also provide advice/guidance about minor conditions. If the child/young person's condition persists or deteriorates then medical advice/attention must be sought.

The young person may be eligible to join the '[Minor Ailment Scheme](#)' and can register at a local pharmacy. This enables medication to be provided by the pharmacist for certain common ailments.

### 5.2 Prescribed Medicines.

Any medication requiring a medical or dental practitioner's prescription is defined as prescribed medication. Staff should not administer prescribed medication unless a [Parent/Carer Request to Issue Prescribed Medication Form](#) has been completed and signed by the parent/carer.

The medication must be supplied in the dispensing container with the original pharmacy label attached stating the child or young person's name, date of birth, name of medication, time/frequency and route of administration.

Medication that is not supplied to Wheatlands in the dispensing container with the original dispensing label should NOT be accepted.

There should be no changes to medication without consultation with the young person's GP. It is important the prescribed courses of medication are completed.

### 5.3 As required medication (PRN)

'When required' (PRN) medication is administered when the young person presents with a defined intermittent or short-term condition. PRN medication must be given as per instructions on packaging; the recommended dose should not be exceeded. Consultation with a Doctor should take place if symptoms persist.

### 5.4 Controlled Drugs

The supply, possession and administration of some medicines are controlled by the [Misuse of Drugs Regulations 2001](#) and its associated regulations. Some may be prescribed as medicine for use by children/YP. Any member of staff may administer a controlled drug to the child/YP for whom it has been prescribed. Staff administering medicine should do so in accordance with the prescriber's instructions.

A young person who has been prescribed a controlled drug may legally have it in their possession. It is permissible for schools and residential settings to look after a controlled drug, where it is agreed that it will be administered to the child for whom it has been prescribed.

Residential settings should keep controlled drugs in a locked non-portable container and only named staff should have access. A record should be kept for audit and safety purposes. A controlled drug, as with all medicines, should be returned to the parent when no longer required to arrange for safe disposal (by returning the unwanted supply to the local pharmacy).

The controlled drug most likely to be prescribed is for the management of ADHD. [Stimulant Medication Policy](#)

### 5.5 Administering Medicines.

Medicines should always be provided in the original container, as dispensed by a pharmacist, and include the prescriber instructions. In all cases it is necessary to check that written details include:

- Young person's name
- prescribed dose
- expiry date of medication
- written instructions provided by the prescriber on the label or container

If in doubt staff should not administer the medication but check with the GP or NHS 24 before taking further action.

Two members of staff are required to check the medication and one to administer. The staff member administering the medication should complete the [Record of Administration of Prescribed Medication](#) each time medicines are given. PRN medication should be recorded in the same manner.

Prior to administering medication staff must ensure that they have the:

- Right person
- Right Drug
- Right time

- Right dose
- Right route
- Right documentation

No changes to medication should be made without consultation with the GP. It is important that prescribed courses of treatment are completed.

If a young person has an adverse reaction to medication, medical attention should be sought as soon as possible. This information must also be recorded in the young person's record.

### **5.6 Refusing Medicines.**

If a young person refuses to take medicine, staff should not force them to take it. If a refusal to take medicines results in an emergency, contact emergency services. Consult with the Young persons G.P or Looked After Children's Nurse if this is a regular occurrence to seek advice about alternative measures.

Staff should document in [Record of Administration of Prescribed Medication](#) if medication is refused by young person.

If staff are unsure if a young person has taken medication, taken an incomplete dose or vomits following taking the medication **do not** repeat the dose – seek advice from the GP or NHS24.

### **5.7 Self-Management.**

Young people with long-term conditions should, whenever possible, be encouraged to assume responsibility, for self administration of medication. Young people develop at different rates and so the ability to take responsibility for their own medicines varies. This should be borne in mind when making a decision about transferring responsibility to the young person.

A decision whether the young person is competent to assume responsibility for the management of their medication should be made, in consultation, with the young person, relevant professionals and parents, where appropriate. There may be circumstances where it is not appropriate for a young person of any age to self-manage. A risk assessment should also be completed by the manager.

Issues to be considered include:

- Does the young person understand the importance of taking the medication regularly and at the correct time?
- Can the young person safely store the medication?
- Is the young person cooperative with staff/carers?
- Could the medication be taken and used by other young people in the establishment?
- Does the medication have value if sold illegally?

- Examples of medications that should be a young person's responsibility are oral contraception and reliever inhalers.
- The young person understands their medical condition and the side effects of any misuse of medication.
- The young person understands the importance of administering the medication at the correct time, correct method and correct dosage.
- The manager and staff are aware of the side effects of the medication and how to respond in an emergency.

When a young person has responsibility for self administration or who is required to keep medication in their possession for immediate PRN use, such as asthma inhalers, staff must maintain a supervisory role to ensure medication is administered safely and effectively. The young person may require an Individual Health Care Plan depending on their health needs. Further advice can be sought from the Looked After Children's Nurse.

Arrangements in respect to self administration must be documented in the child's Placement Plan/Placement Information Record and reviewed regularly, including suitable arrangements for the storage of the medicines.

### **5.8 Contraception**

Self administration should also include oral contraception. Staff should be aware of the sensitive nature of contraception for the young person. There may be issues of confidentiality to consider, so staff must be clear on who knows and what the young person's views are on people knowing.

A health professional would only prescribe the Pill to a young person assessed as being competent to take it. Therefore if there are any concerns over compliance, advice should be sought from the professional who prescribed it.

If appropriate the young person should be encouraged to be pro-active in taking responsibility for their health needs i.e. requesting repeat prescription for contraception or booking health appointments. The young person should be encouraged to take the medication appropriately and this should include giving reminders on a regular basis.

If there are concerns that a young person is not managing their medication appropriately there should be a review of the arrangements in consultation with medical professionals.

### **5.9 Administration of medicines outwith Wheatlands**

When young people are away from Wheatlands (e.g. school, holiday, respite) staff should ensure that information about the medical needs and medication are provided to the relevant establishment/carer.

Medication must be transported in the original container. If an additional supply of medication is required this should be requested from the young person's GP. Staff are required to record the quantity of medication on departure and then on return

On return to Wheatlands, staff should check if there have been any changes and/or new treatment commenced and the necessary documentation should be completed.

[Wheatland take home medication record.doc](#)

### **5.10 Medication errors**

In the event of a medication error (i.e. wrong drug, wrong dose, medication not given at right time or not given at all) the following actions should be taken:

- Inform manager
- Record information
- If dose of medication is missed or dose exceeded this should be recorded and medical advice sought via GP or NHS24
- Identify any training needs to avoid further incidents

If a young person discloses they have taken an accidental or deliberate over-dose of any medication they must be seen by a medical professional for assessment.

## **6. Dealing with Medicines Safely**

### **6.1 Supply, Collection and Disposal of Medication**

Wheatlands staff are responsible for ensuring a sufficient quantity of medication is available. Prescribed medication will be supplied via the local pharmacy. Staff also have a responsibility to return surplus medication to the local pharmacy.

On receipt of medication from the pharmacy, Wheatlands staff are required to record the following information:

- Child's name and date of birth
- Details of medication (name, dose, route)
- Quantity of medication supplies
- Reason for medication
- Signature of staff member receiving medication from pharmacy

### **6.2 Storing Medicines**

Young people should know where their own medicines are stored in Wheatlands. The Wheatlands Manager is responsible for ensuring that medicines are stored safely, within a locked medicine cabinet. All emergency medicines, such as asthma inhalers and adrenaline pens, should be readily available in case of an emergency.

Emergency medication should be stored in a clear, accessible and safe manner with the young person's Individual Health Care Plan.

Medication should be stored in the container in which it was dispensed with the original, unaltered, dispensing label.

Medication should not be stored next to a radiator or in direct sunlight.

Some medicines need to be refrigerated. The temperature of refrigerator's containing medicines needs to be monitored regularly (i.e. between 2<sup>o</sup>C and 8<sup>o</sup>C). Medicines can be kept in a refrigerator containing food but should be in an airtight container and clearly labelled. If an establishment has to store large quantities of medicines, then a lockable medical refrigerator should be considered. The establishment should restrict access to a refrigerator holding medicines to responsible persons only.

Stimulant medication (medication for Attention Deficit Hyperactivity Disorder) must be stored in a locked cupboard.

### **6.3 Hygiene and Infection Control**

All staff should be familiar with normal precautions for avoiding and transferring infection and follow basic hygiene procedures. Staff should have access to protective disposable gloves and aprons and take care when dealing with spillages of blood or other body fluids and disposing of dressings or equipment. Small quantities of medical based waste can be disposed of by double bagging and placing it in the normal waste bins.

### **7. Individual Health Care Plan**

An individual health care plan (IHCP) may be required if a young person has a specific medical condition, such as anaphylaxis or diabetes, and is used to identify the level of support that is required. The care plan clarifies for staff, parents and the young people, the actions and support required to manage the condition safely. The care plan should be written and agreed by a medical professional, young person, staff and parent/s. The Looked After Children's Nurse will advise when an IHCP is required.

To ensure consistency of information sharing the IHCP should be sent to the following as appropriate:

- Wheatlands (original)
- Parents/carers
- GP
- School Nurse
- Social Worker

### **8. Forms and documentation**

All forms can be accessed online:

- Parent/carer request to issue prescribed medication form
- Record of administration of non-prescribed medications
- Record of administration of prescribed medications
- Record of prescribed medications
  
- Record of Young Person's Medication When on Home/Other Leave Form  
[Wheatland take home medication record.doc](#)

### **9. Contact numbers**

- Looked After Children's Nurse: 01896 664580
- NHS24: 08454 242424