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**TITLE: MEDICATION POLICY FOR XPRESSION**

**PURPOSE OF POLICY:**

This document sets out the policy and procedures for the safe management, administration, storage and disposal of medication handled by Xpression Staff.

*This procedure is continually reviewed by all members of staff for suitability, effectiveness and customer focus to ensure we can improve upon the service we provide. If you have any comments on this procedure, please contact Gill Wood (Chair, Kingston Mencap)*

**APPROVED BY:** *Devel Carl*  
**JOB TITLE:** *Chief Pharmacist, Kingston Hospital*  
**DATE:** *6/11/2008*

# **XPRESSION MEDICATION POLICY**

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### **1. G.P. Registration.**

All children and young people should be registered with a G.P. Parents must ensure that any medication prescribed by the G.P. is given to the senior member of staff prior to the session, and is sufficient for the duration of the session however long.

### **2. Advance planning for safe management of Medication.**

When children/young people are being introduced to the service staff must check what medication they have prescribed for them. If there are any special training needs for staff these should be identified and provided prior to the child's first session.

A Risk Assessment will be written by staff with parents for any member needing medication before they can be accepted into the care of Xpression. This will provide specific instructions regarding the risks if any medication is missed or refused and the likelihood of this occurring. For example if missing anti epilepsy medication will induce a dangerous fit it would instruct staff to seek outside medical assistance and or get the member back home as soon as possible.

The Xpression Club Leader will check medication required before session commences. The medication will be secured immediately at the start of the session and will remain with a senior member of staff until such time as the session is finished.

### **3. Receipt and Return of Medication.**

All prescribed medication should be supplied by the parents/carers for their children. This should be counted on arrival and recorded on the Medication Administration Record (MAR).

All medication should be carefully counted to ensure that there is enough to last the required amount of time the member will be in Xpression's care.

Xpression staff should only assume responsibility for procuring prescription medication in emergency circumstances. This would be when it is essential do so for safety reasons and only when the parents/carers are not contactable and able to do it themselves.

All medication must be returned to the child's parent/carer by Xpression upon returning the child home.

Medication which is to be disposed of should be taken to the local pharmacy for safe disposal.

### **4. Medication Labelling.**

Medication belonging to children must be clearly labelled by a pharmacist showing:

- 1) The individuals name
- 2) The name of the medication
- 3) The strength of the medication
- 4) The amount to be given
- 5) Frequency of administration (ideally the times of the administration)
- 6) The date supplied (ideally the expiration date)
- 7) Other information required by law (eg. cautions etc.)
- 8) Storage instructions (eg. temperature)

## **5. Label Integrity**

Any medication must be brought to Xpression in its original packet and/or bottle. Staff must then check the dosage instructions and fully understand these. Any lack of clarity must be taken up with the G.P. or pharmacist before administering the medication. Confirmation must be in writing (Faxed confirmation is acceptable).

Staff are not permitted to administer medication which is not accompanied by correct and complete instructions. If this causes a possible risk to the child's health, staff are required to return the child to their parent/carer and inform the GP at once.

In an emergency where it is not possible to obtain suitable medical advice and it is also not possible to return the child home, staff should refer to the child's file and follow the most recent confirmed instructions. These may have been from the last pharmacy label or from previous written instructions from the GP. The child should be returned home as soon as it is possible to do so.

## **6. Recording of Administration**

Each time medication is given it must be recorded on the individuals Medication Administration Record. The group leader will be the sole person who will be responsible for the Medication Administration Records and will ensure there is only one per member. The recording must contain the following information:

- a) Child's full name and date of birth
- b) Any allergies
- c) GP's name and telephone number
- d) Date to start administration
- e) Name of medication (including strength)
- f) Amount to be given and route (eg. oral, topical)
- g) Time to be given
- h) Signature of person who checked dose and gave medication
- i) If not administered - reason for non-administration (eg. refusal)

- j) Signature of person who witnessed procedure
- k) Photograph of child/young person

## **7. Changes to Prescribed Dose**

Medication must be returned to the pharmacist for labelling if any changes are made to the prescription by the doctor.

## **8. Advice Sources**

Where the staff have any queries or concerns over a child's medication they should contact the pharmacist or prescribing doctor for advice. Parental advice on the times for administration is acceptable.

## **9. Person Responsible for Administration of Medication**

The responsibility for administering medicines rests with the most senior Xpression staff member who has completed the appropriate and up to date medication training needed. The senior Xpression worker must ensure that the medication and dosage details on the bottle and medication sheet agree. Having then given out the medication in accordance with Xpression's Medication Administration Procedure they should then sign the medication sheet to acknowledge they have done so. Should the senior Xpression worker delegate any part of the procedure to another suitably trained member of staff they are still responsible to ensure the delegated duty has been completed in line with this policy.

## **10. Witnessing of Administration**

The medication should be checked with the parent/carer when handed over to Xpression and signed by the parent/care on the Medication Administration Record (MAR).

The administering of medication should be checked and witnessed by a second member of staff from this shift. They too, must sign the medication sheet to acknowledge they have done so.

## **11. Medication Administration Errors**

Any errors in the administration of medication must be recorded on the Medication Administration Record (MAR) and reported to the parents/carers of the child concerned and to line management.

Where the error may have an adverse effect on the child/young person suitable medical advice (pharmacy/GP/NHS Direct Tel No: 0845 4647) should be obtained immediately. Examples of errors which may have an adverse effect on a child include:

Incorrect medication given.  
Missed dose.  
Incorrect dose amount.

This list is not exhaustive and where there is any doubt if an error may have an adverse effect staff should seek suitable medical advice as described above.

Xpression maintain written records of Medication errors made by staff. These are stored securely in the staff's individual personnel files and are available for inspection by individual staff on request. These records are maintained for three reasons:

1. To identify possible problems with the systems for the management of medication.
2. To identify staff training needs.
3. To provide evidence for management action where required.

## **12. Medication Management on Outings**

Xpression will need to take medication with them on outings when children on the outing are due to have medication or have medication for use in an emergency. Responsibility for the administration of the medication is the same as at other times (see section 9). If the Club Leader is not going on the outing they must delegate the responsibility as described in section 9.

All medication must be stored safely in a bag, which has secure fastenings. This bag is to be supervised at all times by the senior Xpression Worker or delegated person.

If the outing only involves one member of staff the medication must be checked in advance of the trip with the senior staff member with delegated responsibility and another member of staff before leaving the building.

## **13. Staff Training**

At least 2 senior Xpression workers will be trained to a good standard on all aspects of the management of medicines. This will include all aspects of this policy, the associated Medication Administration Procedure, recording, safe storage, side effects and administration etc. This training will be repeated annually and staff who successfully complete the programme will be issued with a certificate of proficiency. Any member of staff who fails to successfully complete this course will be unable to either administer or witness medication. The manager reserves the right to withdraw staff from carrying

out medication administration duties where, in their opinion competence is in doubt.

#### **14. Epilepsy**

Medication prescribed for use in the event of an emergency can be administered by staff who have been trained in its correct usage and who have received the relevant first aid training. Status Epilepticus (one tonic clonic seizure after another with the individual not regaining consciousness) requires medical assistance - an ambulance should be phoned in every instance.

#### **15. Anaphylaxis**

Medication prescribed for use in the event of an emergency can be administered by staff who have been trained in its correct usage and who have received the relevant first aid training. Any allergic reaction which requires the administration of an epipen also requires further medical assistance - an ambulance should be phoned in every instance. The ambulance crew can then assess if any further medical input is required.

#### **16. 'As Required' Medication**

Medication labelled 'As Required' or 'As Directed' is not acceptable for administration by Xpression staff. Medication should be returned to the parent for more detailed labelling (in line with section 5 above).

If it is not possible to get the medication relabelled, staff are required not to accept the child's application to join the club or enter into any activities connected to the club (this includes holiday or over night stays).

In an emergency where it is not possible to obtain suitable medical advice and it is also not possible to return the child home, staff should refer to the child's file and follow the most recent confirmed instructions. These may have been from the last pharmacy label or from previous written instructions from the GP. The child should be returned home as soon as it is possible to do so.

#### **17. Medical Procedures**

The Local Community Nursing Team should be contacted to carry out invasive medical procedures as required (eg. insulin injections, suppositories, enemas etc.). Xpression staff are not permitted to carry out these procedures with the exception of the use of an epipen in cases of anaphylaxis and rectal diazepam in cases of epileptic fits when and only when the staff present have received specific training around its use. If no trained staff are present then Xpression staff would not allow the child into the organisation's care.

## **18. Storage**

All medications must be securely kept by the senior Xpression worker on each shift. These must not be left in any area whereby children/young people could access these medications. Any medications that require cold storage may not be administered by Xpression staff as there is no facility to store such medications properly.

## **19. Consent**

Signed consent forms must be obtained from all Parents/carers and these consents should be kept in the relevant section of each individual child's file.

## **20. Homeopathic Medication**

Homeopathic Medication must be stored in the manufacturers original packaging (which includes detailed instructions for use). A pharmacist label (containing the same level of information as for prescribed medication) and/or a letter from the prescribing Homeopath are also acceptable instructions.

## **21. Medication History**

Each child will have a record of the medication they are initially prescribed, any changes in dose and a record of discontinuation of medication. Each type of medication will be recorded on a separate Medication History sheet and these will be stored in Medication section of the child's file. It is the responsibility of parents/carers to inform Xpression when changes are made to their child's medication.

## **22. Administration procedure**

Please see attached medication administration procedure for information on actual administration.

## **23. Health and Safety**

This policy should be read in conjunction with the Kingston Mencap Policy on Health & Safety.

This document conforms to Royal Mencap's Policy Guidance document on Control and Use of Medicines. A copy of this is available on request to the club leader.

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