



## **Control and Use of Medicines**

**Reviewed April 2010**

**Reviewed April 2012**

## **Introduction**

Kingston Mencap will only administer medication on behalf of a member in exceptional circumstances and only when clear and recorded instructions are provided by the individual member, member's next of kin or the member's Doctor.

These must include:

- The name of the medication
- The dosage
- The time to be administered
- The method of administration

It is the responsibility of the leader of the activity to ensure that staff and volunteers receive appropriate training in the administration of any medication before they administer it to members.

A record of administering medication must be made and retained. This should record medication dosage and time given. This should wherever possible be countersigned by another leader or volunteer.

NB. The only time would be on an overnight activity trip for club members

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