

DevonPathways



ADMINISTRATION OF MEDICATION POLICY

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1. INTRODUCTION

DevonPathways wishes to ensure that young people with medical needs receive proper care and support.

It is expected that in the majority of cases young people requiring medication during session hours will be able to self-medicate and no staff intervention will be required. Site leads will be trained in administering and storage of medication. Mentors will be trained as need arises. Site leads have completed administration of medication training.

2. POLICY STATEMENT

Where young people are unable to self-medicate DevonPathways will accept responsibility, in principle, for members of staff supervising young people taking prescribed medication during the DevonPathways day, where those members of staff have been nominated, appointed and trained to do so.

3. QUALITY STATEMENTS

1. Any parent/carer or student requesting the administration of medication should be given a copy of the DevonPathways policy. A risk assessment will be carried out by DevonPathways with the student and/or parents/carers/health care professionals
2. A detailed care plan will be agreed with a health care professional in each case.
3. Any individual administering medication will have undergone documented training and will work under the direction or control of a health care practitioner.
4. Medication will only be accepted by DevonPathways if it has been prescribed by a medical practitioner.
5. Medication will not be accepted anywhere without complete written and signed instructions from the young persons parent/carer.
6. Only reasonable quantities of medication should be supplied to DevonPathways by a responsible person (no more than one day supply) and recorded in the student's file.
7. Each item of medication must be delivered in its original container and handed directly to a nominated person authorised by the medication agreement who will maintain appropriate records.
8. Each item of medication must be clearly labelled with the following information:
 - a. Student's name
 - b. Name of medication
 - c. Dosage
 - d. Frequency of dosage
 - e. Date of dispensing
 - f. Storage requirements (if important)
 - g. Expiry date (if available)

9. Unless otherwise indicated all medication to be administered will be kept in a designated clearly identified locked area.
10. Acceptable Treatments will be limited to:
 - a. Ear/nose drop application
 - b. Inhalers and nebulisers limited to the provision of assistance to user in application or fitting of mask
 - c. Injections limited to the administration of pre-packed doses (intramuscular or subcutaneous only) required in a pre-planned emergency
 - d. Medipens (Epipens or anapens) for anaphylactic shock with a pre-assembled pre-dosed epipen epinaphrene or adrenaline/epinephrine
 - e. Oral medication administered as prescribed by a health Care Professional subject to appropriate consent forms being obtained.
 - f. Topical medication and application of patches using pre-prescribed medication creams and lotions only.
11. DevonPathways may provide parents/carers with details of when medication has or has not been administered to the student.
12. Where it is appropriate to do so, young people will be encouraged to administer their own medication under staff supervision.
13. It is the responsibility of the student/parents/carers to notify DevonPathways if there is a change in medication, a change in dosage requirements, or the discontinuation of the student's need for medication.
14. Staff who assist in the administration of medication will receive appropriate training/guidance through the student/parent/carers or their health care professional. DevonPathways reserves the right to request advice and/or training from a health care professional
15. Each student, where assistance with medication is necessary, will have a personal medication plan.
16. Young people who are wheelchair users will have a plan agreed with themselves concerning actions to be taken if there is a need for resuscitation.

