



**Thomley
Medication Procedure**

Medication Procedure

Version Control Medication Procedure

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29/01/2016	Version 1	S Nieburg		
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1. Introduction

1.1. The parents/carers of children needing medication whilst on site have sole responsibility for ensuring that it is administered correctly.

2. Who is this for?

2.1. This Policy/Procedure is relevant to:

2.1.1. Employees

2.1.2. Casual Staff

2.1.3. Volunteers

2.1.4. Visitors

3. Storage of Medication

3.1. All medication being brought on site must be:

3.1.1. placed in a fasten able container

3.1.2. clearly labelled (what the medication is, when it must be taken, how much must be taken and who it is for)

3.2. Medication needing to be kept cool can be kept in a fridge in the café kitchen.

4. Administration of Medicines

4.1. Medication can be brought on site. We can store this at reception, by signing over the medication to the Visitor Support Officer or Duty Manager. A receipt will be given on request.

4.2. We recognise that certain medications need to be administered immediately (e.g. EpiPen) and in such circumstances will allow the parent/carer to keep the medication with them. However, the parent/carer must:

4.2.1. still advise the Visitor Support Officer or Duty Manager upon arrival that they have such medication;

4.2.2. still complete the Medication Disclosure Form;

4.2.3. must keep the medication securely attached to them at all times (e.g. in a belt bag).

4.3. If medication is surrendered, the parent/carer must complete the medication disclosure form, to say they are responsible for administering the medication. The parent/carer must also provide brief details of the medication on the Medication Disclosure form.

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- 4.4. Once the medication has been surrendered, it must be placed in the lockable medicine cabinet within Reception and will be available when required. The medicine will only be presented, upon request, to the parent/carer who signed the medication column on the register.
- 4.5. Once the parent/carer has administered the medication, it must be promptly returned and replaced in the office lockable medicine cabinet. The parent/carer must provide details of how much was administered and at what time it was administered on the Medication Disclosure Form.
- 4.6. All parents/carers must reclaim their medication from the office at the end of their visit when signing out. Any medication left behind must be collected within two weeks or it will be disposed of in an appropriate manner.
- 4.7. Medication under no circumstances will be handed to any child or young person to administer themselves.