



**POLICY & PROCEDURE GUIDE – FRONT SHEET**

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**Area of service:** Departmental

**Title**

Managing Medicines

**Aim**

To ensure that children and young people with long-term medical needs have the same rights of access to services as other children and young people. To ensure that those children and young people requiring medicines receive the support they need. To ensure that service specific guidance is developed for the management and administration of medicines which reflects good working practice and procedures.

**Statutory basis**

- Management of Health and Safety at work Act 1999
- Disability Discrimination Act (DDA) 1995, 2005
- Children's Act 2004
- Every Child Matters
- Every Disabled Child Matters
- U.N Convention on the Rights of the Child

**Supporting documents**

- Managing Medicines in Schools and Early Years Settings
- Managing Complex Health Care Needs
- Personal and Intimate Care

**Approved by:**

CYPLT Date: 30/04/10

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

**Latest Equality Impact Assessment:**

10<sup>th</sup> July 2009

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**Amendments:**

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# Nottinghamshire County Council Children and Young People's Department

## POLICY FOR MANAGING MEDICINES

### Contents:

1. Introduction.....	2
2. DFES Guidance (Department for Education (DFE) 2010).....	2
3. Equality and Diversity .....	3
4. Support for Children and Young People who require medicines .....	3
5. Developing Guidance and Procedures for Managing and Administering Medicines .....	3
6. What should Your Guidance and Procedures for the management and Administration of Medicines Include? .....	4
7. Monitor and review .....	5

### 1. INTRODUCTION

This policy provides the outline for the development of guidance with regard to managing medicines. This should be read in conjunction with the Policy for Managing Complex Health Care Needs and Personal and Intimate Care.

The children and young people's department is committed to the provision of care that is high quality and meets the needs of individual children and young people and embraces 'Every Child Matters' and the United Nations Convention on the Rights of the Child.

- 1.1 Nottinghamshire County Council's Children and Young People's Department is responsible for the health and safety of all children and young people who receive a service or are Looked After by the local authority.
- 1.2 All staff and other responsible and appropriate adults are required to maintain a high level of care so far as is reasonable and practicable. In the context of this policy staff will include approved volunteers.
- 1.3 The Nottinghamshire County Council Children and Young People's Services, parents/carers/legal guardian and the Health Services have a shared responsibility to ensure that children and young people receiving care and the staff who are responsible for the provision of care are doing so in a safe and effective manner which follows agreed practice and procedures.

### 2. DFES GUIDANCE (DEPARTMENT FOR EDUCATION (DFE) 2010)

- 2.1 The DFES (March 2005) produced guidance on managing medicines in schools and early years settings. The document sets out a clear framework within which Local Authorities, NHS Primary Care Trusts, Schools, Early Years settings and families are able to work together to develop policies to ensure that children and young people requiring medicines receive the support they need. This policy is based on these principals and can be applied to a variety of settings.

Managing Medicines in schools and Early Years Settings can be downloaded from the TeacherNet web site: [www.teachernet.gov.uk](http://www.teachernet.gov.uk)

- 2.2 As well as sections on developing policies, outlining roles and responsibilities, dealing with medicines safely, devising health care plans, and practical advice on dealing with common conditions e.g. asthma, epilepsy, diabetes, anaphylaxis, the guidance also includes:
- Details of the legal framework
  - Suggested administrative forms
  - A list of related documents
  - Useful contacts

### **3. EQUALITY AND DIVERSITY**

- 3.1 Children and young people who require medication have the same rights of access to services as other children and young people and are protected from discrimination under the Disability Discrimination Act (DDA) 1995.

### **4. SUPPORT FOR CHILDREN AND YOUNG PEOPLE WHO REQUIRE MEDICINES**

- 4.1 Parents/carers/legal guardian have the prime responsibility for their child's health and should provide all services with information about their child or young person's medical conditions and medicines.
- 4.2 Young people over the age of 16 who are living independently or away from their parents should be assisted to be able to provide information about their medical conditions, treatments and medicines. Particular attention must be given to those young people who have disabilities/specific communication needs that may prevent them being able to do this without additional support.
- 4.3 There is no legal or contractual duty that requires staff to administer medicine. However this may already be a specific requirement in an individual job description or staff may formally elect to support children and young people in this way.
- 4.4 All services are required to have a system to ensure the effective administration of required medication. This should include training, recording, storage and information review.
- 4.5 Within the principals of safeguarding children and young people, where a health care plan exists this must be shared with all the relevant parties.
- 4.6 All staff working with children and young people will have been through the required safer recruitment process.

### **5. DEVELOPING GUIDANCE AND PROCEDURES FOR MANAGING AND ADMINISTERING MEDICINES**

- 5.1 Under the Health and Safety at Work Act 1974, all services must have a health and safety policy. This should incorporate managing the administration of medicines and supporting children and young people.
- 5.2 Where required all services must develop guidance and procedure for managing and administering medicines in line with this policy.

- 5.3 When administering medication staff must be trained by a qualified health professional and assessed as competent in the relevant procedure on a named child or young person basis. There needs to be written evidence via a risk assessment and/or appropriate training and/or written competency assessment.
- 5.4 When acting in an emergency all staff need to be trained by a qualified health professional and assessed as competent in the relevant procedure and there needs to be written evidence via a risk assessment and/or appropriate training.
- 5.5 On the basis that Nottinghamshire County Council's policy for managing medicines is followed then Nottinghamshire County Council and its staff are protected by its Public Liability Insurance (subject to its terms, conditions and exclusions) for accidental death, injury, damaged caused by such procedures to a third party. For further information contact Risk and Insurance Section, County Hall 08449 808080.
- 5.6 The insurance provided jointly indemnifies with the County Council staff and Members provided that they are acting in accordance with their Nottinghamshire County Councils duties.
- 5.7 All other partner organisations must have, at least, the minimum public liability insurance and indemnity insurance. Each service is responsible for checking that this insurance is in place.

## **6. WHAT SHOULD YOUR GUIDANCE AND PROCEDURES FOR THE MANAGEMENT AND ADMINISTRATION OF MEDICINES INCLUDE?**

The guidance and procedure needs to be clear to all services, parents/carers/legal guardian, children and young people and must include the following:

- Procedures for managing medicines wherever the child or young person requires it.
- Procedures for managing medicines on off site activities, visits, trips, residential/holidays, transport
- Procedures for administering controlled drugs
- Procedures for administering non oral medication
- A clear statement on the roles and responsibility of staff managing the administration of medicines, and for administering and supervising the administration of medicines;
- A clear statement on parents/carers/ legal guardian responsibilities in respect of their child or young persons medical needs.
- The need for prior written agreement from parents/carers/legal guardian for any medicines to be given to a child or young person;
- The circumstances in which children and young people may take non prescription medicine.
- Guidance on children and young people carrying and taking their medication.
- Staff training on the management and administration of medicines, including written assessment of competence as appropriate.
- Procedures for dealing with children and young people refusing medicines
- Procedures for errors in the administration of medication;
- Record keeping;

- Safe storage of medicines;
- Emergency procedures;
- Risk assessment;

## **7. MONITOR AND REVIEW**

7.1 All service areas must ensure that they:

- Annually review their guidance and procedures involving children and young people who require medication.
- Disseminate their guidance and procedures to all staff, parents/carers/legal guardian, children and young people.

The Children and Young People's Departments Strategic Services Policy Commissioning and Planning Team will be responsible for promotion of this policy across the Department. Any required changes to this policy due to changes in legislation will be made in partnership with the policy author.

However it is the responsibility of individual service areas to ensure that their staff are made aware of their specific guidance.