



MANAGEMENT OF MEDICATION AND ILLNESS POLICY

The Care Inspectorate's Health and Social Care Standards inform the standard of practice expected of Ferryfield's staff, when following this policy they are adhering to:

Standard 1: I experience high quality care and support that is right for me.

Dignity and respect

1.2 – My human rights are protected and promoted and I experience no discrimination.

1.4 – If I require intimate personal care, this is carried out in a dignified way, with my privacy and personal preferences respected.

Responsive care and support

Assessing my care and support needs

1.13 – I am assessed by a fully qualified person, who involves other people and professionals as required.

1.14 – My future care and support needs are anticipated as part of my assessment.

1.15 – My personal plan (recorded in my PLJ and individual records) is right for me because it sets out how my needs will be met, as well as my wishes and choices.

Experiencing my care and support

1.19 – My care and support meets my needs and is right for me.

1.23 – My needs, as agreed in my personal plan, are fully met, and my wishes and choices are respected.

1.24 – Any treatment or intervention that I experience is safe and effective.

Standard 2: I am fully involved in all decisions about my care and support.

Dignity and respect

2.1 – I can control my own care and support if this is what I want.

2.2 – I am empowered and enabled to be as independent and as in control of my life as I want and can be.

2.6 – I am as involved as I can be in agreeing and reviewing any restrictions to my independence, control and choice.

Be included

2.12 – If I am unable to make my own decisions at any time, the views of those who know my wishes, such as my carer, independent advocate, formal or informal representative, are sought and taken into account.

2.13 – If a decision is taken against my wishes, I am supported to understand why.

Wellbeing

2.23 – If I need help with medication, I am able to have as much control as possible.

2.26 – I know how different organisations can support my health and wellbeing and I am helped to contact them if I wish.

Standard 3: I have confidence in the people who support and care for me.

Dignity and respect

3.4 – I am confident that the right people are fully informed about my past, including my health and care experience, and any impact this has on me.

Be included

3.11 – I know who provides my care and support on a day to day basis and what they are expected to do. If possible, I can have a say on who provides my care.

Responsive care and support

3.14 – I have confidence in people because they are trained, competent and skilled, are able to reflect on their practice and follow their professional and organisational codes.

3.15 – My needs are met by the right number of people.

3.17 – I am confident that people respond promptly, including when I ask for help.

Standard 4: I have confidence in the organisation providing my care and support

Dignity and respected

4.1 – My human rights are central to the organisations that support and care for me.

4.2 – The organisations that support and care for me help tackle health and social inequalities.

Compassion

4.4 – I receive an apology if things go wrong with my care and support or my human rights are not respected, and the organisation takes responsibility for its actions.

Responsive care and support

4.14 – My care and support is provided in a planned and safe way, including if there is an emergency or unexpected event.

4.15 – I experience stability in my care and support from people who know my needs, choices and wishes, even if there are changes in the service or organisation.

4.17 – If I am supported and cared for by a team or more than one organisation, this is well coordinated so that I experience consistency and continuity.

4.18 – I benefit from different organisations working together and sharing information about me promptly where appropriate, and I understand how my privacy and confidentiality are respected.

4.19 – I benefit from a culture of continuous improvement, with the organisation having robust and transparent quality assurance processes.

Standard 5: I experience a high quality environment if the organisation provides the premises.

Wellbeing

5.20 – I have enough physical needs to meet my needs and wishes.

Ferryfield is committed to assisting children with identified needs to support them to attend the group.

- Every situation of a parent approaching a member of staff to request management of illness and/or medication for their child will be evaluated on an individual basis and if appropriate a personal plan will be written for the child. A child's health visitor, doctor or specialist voluntary bodies may be contacted to provide further information.
- If a child requires regular or emergency medication, the parent must supply sufficient amounts or the child will be prevented from attending Ferryfield.
- Only medicines prescribed by a recognised Health Professional e.g. doctor, dentist, will be administered to the child. (An exception may be made for age appropriate nappy cream, sun cream and cream for eczema type conditions.)

- Medicines (with the exceptions detailed above) must be in their original packaging including the information leaflet, 'in date' and be labelled with the following details: The child's name, exact dosage and when to administer the medication.
- Parents/carers must complete a consent form before medication can be administered. A separate form will be completed for each medication. The parent is responsible for telling staff when the medication is no longer required, although staff will review all medication requirements every 6 months. Once medicine is no longer required, has run out or is 'out of date', the medication will be returned to the parent.
- Parents are responsible for giving children the first dose of a medication, to minimise risk of an adverse reaction whilst at Ferryfield. (Unless the medication is emergency, life-saving medication).
- Staff will ensure the medication details are recorded accurately, that these records are kept up to date and information and medication is checked regularly, at least every 6 months. If there is a discrepancy or staff are uncertain, the provided information will be checked with either the parent, the GP or a pharmacist.
- All medicines will be kept away from the children and stored safely and appropriately, either in a locked cabinet or in a fridge. When the child is on an outing from Ferryfield the medication and the corresponding records, will be taken with an accompanying staff member.
- A child may refuse to take their medication and the parents will be informed of this. If a child spits out or vomits after taking medication, they will not be administered a re-dose.
- If, in the unlikely event, a child is overdosed or the wrong child is administered medication staff will seek further medical advice and inform parents as a matter of urgency. If the child suffers any adverse reactions this will be reported following our Duty of Candour Policy.

Adopted by the Committee

Date

August 2019