

ACTIVITY CAMPS



Administration of Medication Policy

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Monitoring and Review

This policy will be reviewed annually to ensure they remain correct and are fit for purpose. However, the policy may be reviewed and updated at any time to reflect any changes made by Le Mourier or the regulatory authorities or government legislation

Version:	4/10.23
Policy Launch date	February 2019
Next review date	October 2025

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Policy

The purpose of this policy is to establish guidelines to promote the health and safety of persons served by ensuring the safe assistance and administration of medication and treatments or other necessary procedures.

Le Mourier is committed to supporting each child's well-being. We will work in conjunction with parents to ensure the safe storage and administration of medication in instances where a child is taking prescribed medication, with the prior written permission of their parent(s) or guardian(s).

Principle

- Storing medication safely and appropriately.
- implementing a procedure to ensure that the right child receives the right medication, dosage, route, and timing by authorised staff.
- documenting the administration of medication accurately.
- Medication will never be administered without written permission from parent(s) or guardian(s).
- Where a child has a chronic condition which requires daily medication the written permission and a written care and administration plan will be obtained on enrolment and be reviewed each time the child is enrolled in the camps
- Parents will also be requested to notify the service if their emergency contact details change.
- Staff will be trained in the administration of specific medication in the case of severe allergic.

The 'Five Rights' of Medication Administration

The "Five Rights" is a procedure which will be followed before the administration of medication. It is set out as follows.

"Right medication, right child, right dosage, right form, right time".

- Parents/guardians will complete and sign a medication form for the days which the medication is needed.
- Only staff members authorised by the Manager are to manage and administer medication.

The member of staff authorised to administer medicines should check the

1. Recipient's name
 2. Prescribed dose
 3. Expiry date
 4. Written instructions provided by the prescriber on the label/container as dispensed by the pharmacist.
- A second authorised staff member will check the medication and dosage and sign if it is correct prior to any medication being administered to a child.
 - Staff can only administer medication that has been prescribed for a particular child.
 - Medications are accepted for use only when they are within their expiration period. These must be labelled with the child's name and in their original container.

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- Non-prescription medications will not be administered by Le Mourier staff unless a health care professional provides written instructions.
- Medication will not be added to the child's bottle or food.
- If there is any doubt about any of the procedures, the member of staff will check with parents/guardians or a health professional before taking further action.
- Staff involved will keep records each time they administer medication.

Storage of Medications

All medications brought into our setting should have child-proof caps and will be stored:

- A. At the proper temperature (according to the label).
 - B. Away from food.
 - C. Out of the reach of children.
- Medications requiring refrigeration will be clearly marked and separated from food in an airtight container marked 'Medications'. Access to the fridge will be restricted to authorised staff only.
 - Inhalers will be stored in a manner that allows them to be accessed quickly in case of emergency, they will be labelled with the child's name.

Analgesic (pain relief) and anti-febrile (temperature reducing) medication.

Camp staff will not administer either of these types of medication unless they have been prescribed by a GP.

Documenting the administration of medication

The authorised person giving the medication will ensure that they document the medication times and dosage precisely and have the process witnessed and signed by another authorised member of staff. Any administration of medication will be documented and signed by parents/carers.

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Appendix 1

Administration of Medication Authorisation Form



Use this form to provide authorisation to Le Mourier Camp Leaders to administer 'prescribed' medication to your child. Also to allow your child to 'self-administer' their medication under the supervision of a Camp Leader.

<p>Child's Name</p>	<p>Surname _____</p> <p>First Name _____</p>
<p>Medication to be given to the child during camp hours, as prescribed / authorised by the child's medical practitioner / pharmacist / practice nurse.</p>	<p>Name of medication _____</p> <p>Expiry Date _____</p> <p>Dose & Route (eg by mouth, by Injection) _____</p> <p>Frequency _____</p> <p>Relation to meals or N/A _____</p> <p>Side effects, if any _____</p> <p>Medication has been supplied in original container with the instructions provided by the pharmacist. YES / NO</p> <p>Is the Child permitted to self-administer this medication YES / NO</p>
<p>Parent/Guardian signature</p>	<p>Signature _____</p> <p>Date _____</p>

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Record of Administration of Medication Form



Child's Name					Date	
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GUPPY CAMP / MARLIN CAMP					LOCATION IVL / LANGFORD	
Medication: Dose, route, frequency	Time to be given	Mon.	Tue.	Wed.	Thu.	Fri.
Parent: List medications & how, when to be given		Group Leader: Initial and note time medication given				
Parent / Guardian Signature	Date					

Group Leaders Signature	-----					

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Document Control

Version	Published	Changes
1.2/19	Feb 2019	New Document
2.6/19	Jun 2019	Grammar/spacing change
3.10/21	Oct 2021	Review - No changes
4.10/22	Oct 2022	Addition of Appendix 1