**Administration of Medicines**

* Parents/carers must administer medicine wherever practicable.
* Where a support worker is required to administer medicine this will be identified in the Person Centred Plan. A copy is provided for all support workers involved in the care of that child, and a copy also available in the child’s home.
* A medical practitioner or nurse prescriber must prescribe all medicines before they can be administered by the support worker.
* Any administration of medication MUST be signed for on the medication record sheet. This MUST be sent to the office monthly to be signed off and filed.
* All medications must be stored in their original container clearly labelled with the name of the child, the medication and the dose to be given.
* Where possible, parents should be responsible for the drawing up of a medication. This is to be observed by the support worker if they are required to administer the medication, as it then allows them to sign for it upon giving. Where this is not possible, a disclaimer will be drawn up for parents and support workers to sign.
* Over-the-counter remedies (those which can be purchased without a prescription) must only be administered by the support worker if clear written instructions from parent or guardian exist, as detailed in the child’s person centred plan. (This must also include minimum interval between doses.) Medication must be in original containers, in a safe place which is known and accessible to support workers.
* All medications prescribed must be documented in the table provided in the child’s Person Centred Care Plan.
  + Name of medication – no abbreviations
  + Dose to be given
  + Time at which medication to be given
  + Route of administration
* All support workers must attend Health Needs Training, as well as child specific training where necessary. This includes a focus on:
  + Each child’s personal medication requirements
  + Basic effect of medication to be administered
  + Possible side effects of medications
* Support workers must only administer medications for which they have received training and are considered to be competent by the specialist nurse trainer.
* Support workers should not administer any medication via a naso-gastric tube, gastrostomy or rectally without certification of these skills.
* Any concerns or incidents should be reported to the CWD Outreach Service Co-ordinator and Manager.
* In the event of a medical emergency, the support worker should take appropriate action (dial 999) and seek immediate medical assistance informing the parent/carer at the earliest opportunity.

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Reviewed by: Jo Austin

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