

## Medication, Illness & Health

Policy and Procedure

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## 1. **Medication Administration**

### Overview

YMCA Humber recognises that children who attend Wraparound Care and Youth Services may require staff to administer medication on their behalf. Therefore, within this policy the medication section outlines procedures to be followed regarding the administration, recording, storing and protocols.

Prior to attending, parent/carers of children who require medication to be administered will be asked to complete a Medication Form. Access to these documents will be via, Magic Bookings for Wraparound Care and online forms for other Youth activities and must inform staff immediately of any changes relating to the medication of their child, particularly those which may have a direct effect upon this child.

### 1a) **Acceptance of Medication to YMCA Services.**

#### Signing in Medication

Medication brought to the YMCA must be signed in and handed to the department lead and must not be left in the child or young person's bag. The department lead will carry out checks prior to accepting the medication and ensure that the pharmacy label\* displays the:

- name of the medication
- Child / young person's name and DOB
- dose required
- time when to administer
- method of administration
- expiry date

\*The above does not include over-the-counter medications, such as Calpol, Paracetamol etc.

The YMCA are not permitted to accept medication, which is in an old container, has a label which has been altered, damaged or has passed its expiry date.

Only medication to be administered whilst at the YMCA on that day should be brought in. Medication will be refused if the above does not correctly reflect the information provided. Additional checks may be carried out dependent on the medication, for example the number of tablets in a sheet, which must be recorded on the 'medication booking and administration chart (appendix 1).

#### Storage of Medication

A lockable, designated, medication storage unit will be provided, with staff members knowing its location, so that emergency medication can be brought to the child or young person when required. Medication that needs to be refrigerated may be kept in a refrigerator and stored in an airtight container and clearly labelled, with restricted access to a refrigerator holding medicines.

#### Recording of Dosages.

Effective record keeping must be accurate, legible and consistent for all medication administration. It is best practice to have dosages checked and administration of medication witnessed by a second member of staff, and sign to say they have done so on the Medication Form. Both staff members should undertake the following checks, aligning to the "5 rights" every time:

1 right person	2 right medicine	3 right dose	4 right route	5 right time
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Sometimes it is helpful to crush medication or disguise medication in food or drink to encourage children to take them (i.e. covert administration of medication). However, this can alter how the drug works. Therefore, when the YMCA are asked to alter the form of the drug, (e.g. crush a tablet, disguised in food), the YMCA must have written permission for this from doctor or pharmacist.

## 1b) Medication Administration.

### At home prior to Session.

Parent/carers must inform YMCA staff of any medication administered at home prior to attending the setting. If a child or young person is prescribed antibiotics, the child or young person cannot attend the YMCA setting until 48 hours after the first dose.

Parents must complete the consent section on the 'medication booking and administration chart' which highlights that the child has taken at least one dose of the required medication with no adverse effects.

### Administered at Wraparound Care.

The Department Lead is responsible for managing the administration of medicines.

### Offsite Events / locations.

We follow the same procedures for managing medication on trips and outings as we do within our settings, except for storage. Wraparound care (out of school club) staff will take high visibility bags off site for each individual child, which contains their medication.

If attending a Holiday Club, the Department Lead will keep all medication and paperwork together in an appropriate medication bag. Exception to this when groups of children are separating during the trip, resulting in appropriate staff being given emergency medication and protocol for their child.

### Impacts on Administration of Medication.

Refusal: Medication refused by a child or young person the parent/carer should be contacted immediately for advice, and it should be recorded on the child's Medication Form.

Missed: In the event of a missed dose of medication, the parents/carers should be called immediately, and it should be recorded on the Medication Form.

Errors: If a member of staff has administered medication in error, they must report this immediately to the parent/carer and if required seek appropriate medical advice (999/111).

## 1c) Emergency Drugs.

Emergency Drugs are medications used to treat life-threatening conditions quickly. They are administered under emergency conditions when an immediate physiological response is required.

### These forms of medication can include:

- Buccal Midazolam (Epilepsy)
- EpiPen & EpiPen Jr (for anaphylaxis)

If a child requires the use of emergency medication, they must have an Emergency Medication Protocol which describes and instructs staff how and when to use the medication. This should be provided by the parent/carer.

A child or young person will not be accepted on to the setting if they do not attend with their emergency medication. If emergency medication is administered, then an ambulance and the parent/carers are called immediately afterwards unless specified not to do so on the Medication Form.

## 2. EpiPen Procedure.

### Overview

YMCA Humber Wraparound Care and Youth Provision work directly with children and young people who may require support in administration of their EpiPen or EpiPen Junior.

Anaphylaxis is unpredictable and while a person may have a mild reaction one time, a serious reaction can occur the next time. In addition, allergic reactions can begin with mild symptoms and then progress to a full anaphylactic episode. A person who is having an allergic reaction should use their EpiPen immediately if they experience ANY of the following serious symptoms of anaphylaxis following contact with their allergen:

- Feeling light-headed or faint
- Breathing difficulties, (fast and shallow)
- A fast heartbeat
- Clammy skin
- Confusion and anxiety
- Collapsing or losing consciousness

Other allergy symptoms may include hives, feeling or being sick, angioedema or stomach pain. Patients experiencing the following mild to moderate symptoms of anaphylaxis should take an antihistamine and have their EpiPen® ready in case of worsening symptoms.

### 2a) Dosage and Administration.

EpiPen® Auto-Injector	Adrenaline concentration	Body weight
EpiPen	0.3mg (0.3ml, 1:1000)	> 25 kg (3 st. 13 lbs.)
EpiPen Jr	0.15mg (0.3ml, 1:2000)	7.5 – 25 kg (1st 3lbs. – 3 st. 13lbs.)

- An EpiPen should only be injected into the anterolateral aspect of the thigh keeping the leg still, thus reducing the risk of injury to the injection site (this can be administered through clothing if required.)
- An initial dose should be administered as soon as symptoms of anaphylaxis are recognised
- A second injection with an additional EpiPen may be administered 5 -15 minutes after first injection.

### 2b) Warning and Precautions.

At no time must the EpiPen be injected into the buttocks. Accidental injection into the hands or feet may result in loss of blood flow to the affected areas. If there is an accidental injection into these areas, advise the patient to go immediately to the nearest A & E or hospital casualty department for treatment.

In patients with a thick sub-cutaneous fat layer, there is a risk for adrenaline not reaching the muscle tissue resulting in a suboptimal effect. A second injection with an additional EpiPen® may be needed.

### 2c) EpiPen Training.

So that staff are aware of the indicators and how to administer this form of medication. the following training and procedures are provided to all Wraparound Care & Youth employees as standard.

- First Aid at Work (3-day Course)
- Paediatric First Aid (2-day Course)
- EpiPen Training (1 hour face to face training seminar)

### **3. Personal Care – Wraparound Facility**

#### Overview.

Young children who access our Wraparound Services may at times require support in personal care, including going to the toilet whilst attending our sessions. All staff members are fully trained in safeguarding processes and will ensure the welfare of every individual child is adhered to. Parents are asked to provide written consent via the Magic Booking System, that a designated qualified member of the YMCA Team can implement personal care where necessary.

#### Definition of Personal Care

Although it may involve touching another person, personal care is not intimate and forms part of the functionality of assisting a child with 'personal presentation.' Tasks will only ever include the following:

- Washing non-intimate body parts (hands / face etc)
- Prompting children in going to the toilet independently & when required support in hygiene.
- Administration of medication (Section 1)

#### **3a) Personal Care Arrangements**

To safeguard both the child and member of staff who will be carrying out the personal care, YMCA Humber will ensure that 2 members of staff are in attendance during any personal care provision, and that each child has been given the required consent from their parent.

#### Toilet Training

If a child attending the Wraparound Care setting is being toilet trained, parents must meet with the Department Lead to discuss how the team can safely maintain this consistency, and how toilet training can possibly continue within the YMCA Humber sessions.

When carrying out personal care staff must wear fresh disposable aprons and gloves and ensure that any soiled nappies or pads are securely wrapped and disposed of appropriately. In addition, they must promote the use of hot water and soap to wash hands as soon as changing is done. If a child has an accident, staff members must provide the child with a spare change of clothing and where possible ask them to dress themselves. On collection, the Department Lead will inform the parents.

#### **3b) Safeguarding during Personal Care.**

If staff observe any unusual markings, discoloration or swelling, including the genital area, this must be reported immediately, adhering to YMCA Humber's Safeguarding policies. If a staff member has concerns about a colleague's intimate care practice, they must report this following the Safeguarding Policy.

### **4. Complex Health Needs.**

#### Overview.

YMCA Humber is committed to providing an inclusive and supportive environment for all children and young people. Therefore, this section focuses upon ensuring children with complex health needs can access and fully participate in our services, whilst providing clear guidelines for staff so that they are confident in the management of these medical conditions.

A child is considered to have complex health needs if they require ongoing medical support due to conditions such as severe allergies (e.g., anaphylaxis), Asthma, epilepsy / seizure disorders, diabetes and physical disabilities; all of which require regular medication / medical interventions.

In line with section 1, parents are asked to provide up-to-date medical information, including care plans from healthcare professionals, supply clearly labelled medication, and communicate any changes in their child's health needs to staff member.

#### 4a) **Staff Responsibilities.**

The Department Lead will ensure that up-to-date records of complex health needs are maintained, liaising with parents and external professionals to ensure each child's needs are met. Staff will follow individual healthcare plans (IHPs) with medication safely administered by the Department Lead, who will always maintain confidentiality and respect of each child's dignity.

#### 4b) **Individual Healthcare Plans (IHPs)**

For children with complex health needs, an IHP will be developed in collaboration with parents, healthcare professionals, and the Department Lead including:

- Details of the child's medical condition.
- Medication and treatment requirements.
- Emergency procedures.
- Special dietary or mobility needs.
- Any additional support required.

#### Administration of Complex Care Medication.

Medications will only be administered with written parental consent, and follow the processes outlined in section 1. Staff administering medication must follow prescribed dosages and record all administrations, with emergency medications (e.g., EpiPens, inhalers) will be stored securely but remain easily accessible.

#### Inclusion and Accessibility

Reasonable adjustments will be made to ensure full participation of children with complex health needs in all activities, with risk assessments conducted to ensure safety in all areas.

### 5. **Training and Best Practice.**

All Wraparound Care and Youth Teams will undertake the following mandatory training:

- Safeguarding Children Level 2
- Paediatric First Aid and EpiPen Training
- Fully Enhanced Disclosure and Barring Check (DBS)
- Equality, Diversity and inclusion Training

### 6. **References and Essential Links.**

#### Medication Administration and EpiPens

- [Guidance on the use of adrenaline auto-injectors in schools](#)
- [EpiPen-Emergency-tear-off-pad-for-patients.pdf](#)
- [EpiPen® & EpiPen®Jr: Official UK Site](#)

#### Safeguarding Children

- [Working together to safeguard children 2023: statutory guidance](#)

#### Personal Care for Children

- [Intimate care of children | NSPCC Learning](#)

