

**Date: 31 May 2019**

**For: Employees/volunteers, students, members**



## **Administering Medicines Policy**

### **Introduction**

While it is not our policy to care for a sick child or young person (hereinafter together referred to as “young people”), who should be at home until they are well enough to return to Ride High, we will agree to administer prescribed medication as part of maintaining their health and well-being or when they are recovering from an illness. In many cases, it is possible for GPs to prescribe medication that can be taken at home in the morning and evening. As far as possible, administering prescribed medication will only be done where it would be detrimental to the young person’s health if not given during a Ride High session.

### **Responsibility and procedures relating to prescribed medication**

A Ride High staff member is responsible for the correct administration of prescribed medication to a young person. This involves following these procedures:

- Young people taking prescribed medication must be well enough to attend Ride High.
- Only medication prescribed by a doctor (or other medically qualified person) is administered. It must be in-date and prescribed for the current condition.
- Prescribed medication must be stored in its original container, be clearly labelled and be kept in a locked cupboard or refrigerator (inaccessible to young people).
- A parent/carer must give prior written permission for the administration of medication. The following information must be provided:
  - full name of the young person and date of birth;
  - name of medication and strength;
  - who prescribed it;
  - dosage to be given at Ride High;
  - how the medication should be stored and expiry date;
  - any possible side effects that may be expected should be noted; and
  - signature, printed name of parent/carer and date.
- The administration is recorded accurately each time it is given and is signed by the Ride High staff member.

- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant staff member by a health professional.
- No young person may self-administer prescribed medication unless specifically agreed in writing between Ride High and the parent/carer. Young people to whom this might apply include those suffering from asthma who use an inhaler and those with diabetes who use their own insulin pen.
- A Ride High staff member must ensure that the medication is handed back after the session to the parent/carer, unless prior written authorisation has been given to Ride High by the parent/carer for the medication to be kept at Ride High for use at future sessions. In such event, if Ride High continues to hold the medication at the end of the member's time on the Ride High programme, it must be returned to the parent/carer at that time.

### **Plasters**

Parents/carers are asked in the Ride High Parent/Carer Consent Form whether they are happy for hypoallergenic plasters to be applied to their child for cuts or to cover up piercings for health and safety reasons.

### **Young people with allergies**

If a young person is known to suffer any allergy that might be an issue during a Ride High session, it is expected that his/her parent/carer administers the appropriate medication before the Ride High session as Ride High staff will not do so (other than in accordance with the rules set out above regarding prescribed medication) during a session.

### **Medication on residential trips**

Before the young people go on a Ride High residential trip, their parents/carers are asked to complete a consent form which includes a reference to medication. This covers both prescribed medication which the parent/carer provides for Ride High staff to administer during the trip with the appropriate instructions; and also certain types of non-prescribed medication which will be taken on the trip by Ride High staff and administered in cases of clear need.

No non-prescribed medication will be administered on a residential trip without Ride High staff contacting the young person's parent/carer by telephone beforehand.

No young person may self-administer any medication on a residential trip unless specifically agreed in writing between Ride High and the parent/carer. As above, young people to whom this might apply include those suffering from asthma who use an inhaler and those with diabetes who use their own insulin pen.

### **Training and awareness**

A copy of this Policy will be shown to all employees and volunteers, and each must sign to indicate they have read and understood it. It will also be made available to all referrers and members and/or their parents/carers, and shown to all students undergoing training with Ride High.

### **Approval and review**

This Administering Medicines Policy was approved at a Board Meeting of the Trustee. It will be reviewed each year thereafter, or more frequently if appropriate.

Signed.....

Date.....