



Medication Administration and First Aid Policy – Phab Adventure Residentials

Reviewed: February 2025 Reviewed by: Rebecca Hargraves, National Projects and Development Manager

Introduction

The safety and well-being of everyone attending a Phab Adventure is Phab Ltd.'s top priority. This Medication Administration and First Aid Policy outlines the procedures for safely managing, storing and administering medications to children during their stay. Our staff are trained to follow strict guideline to ensure that all medications are given correctly and in accordance with medication instructions.

Responsibilities

Level of Support for Children: Phab Ltd staff are only authorized to administer oral or topical medication to children under the age of 18 with parental permission.

Level of Support for Adults: Phab Ltd staff are unable to administer any medication to adults, including young people who turn 18 before or during the Phab Adventure. If they are 18 or over, they will need to make alternative arrangements for their medication, such as self-administration or assistance from a designated caregiver/personal assistant. Phab can offer support in respect of prompting and assisting adults in self-administration and can provide safe storage when necessary.

Invasive Medication: Phab Ltd is unable to administer medical procedures that enters the body by cutting or puncturing the skin or by inserting instruments into the body i.e. injections, suppositories, via percutaneous endoscopic gastrostomy (PEG) or for complex medical procedures such as oxygen administration.

- Phab Ltd will ensure that trained staff are available to administer medication in line with this policy (see Appendix A – Appropriate Training)
- Phab Ltd will document all medication administration
- Parents/Guardians/Personal Support Staff must provide accurate medication information, consent forms and a sufficient supply of medication as well as details of the level of support required
- Parents/Guardians/Personal Support Staff must organise additional support for complex medical needs or for instances when Phab Ltd staff are unable to provide medication administration
- Volunteers will not administer medication but can act as a witness when an appropriately trained member of staff(s) is administering medication

Medication Management Procedures

- Everyone attending a Phab Adventure Residential (Staff, volunteers, children, parents, support staff etc) must complete a Phab Ltd consent form listing their medication. This information will be used and stored confidentially according to UK law.
- When Phab Ltd staff are administering medication to children, requirements and responsibilities will be discussed with parents/guardians in the run-up to the Phab Adventure residential via written information pack, emails, phone calls and potential private home visits/video calls to ensure full understanding.
- Parents/Guardians must complete a consent form and Phab Passport for their child detailing dosage, timing and administration method and given written permission for Phab Ltd staff to administer medication for the duration of the Phab Adventure residential.
- Medications to be administered by Phab Ltd staff must be in their original packaging with pharmacy labels including the child's name, medication names, dates, dosage and instructions
- A Medication Administration Record (MAR) will be created for each child requiring medication. The MAR will record their name, date of birth, medication administered, times, dates and a signature of the person administering and the witness. It will also record refusals and any PRN or home remedy medication administered. Once completed kept for 15 years in secure, safe storage.

- The MAR and all medication handed over will be confirmed as present and correct with the parent/guardian and Adventure Project Leader during the check-in procedure when dropping off their child
- All medication will be returned to the parent/guardian at the end of the Phab Adventure residential

Storage of Medication

- Medication must be kept in a lockable trolley or cupboard away from heat or light sources
- Access to the medication and keys should be by the appropriately trained staff only.
- Any keys or combination lock instructions must be kept in a safe place, out of sight, and knowledge of children and vulnerable adults.
- A second set of keys must be kept in a safe place in case of damage or loss of the main set.
- A lockable medication fridge will be available, and the temperature monitored.
- All prescription medicines must be stored within the original pharmacy produced labelled packaging or compliance aid
- When a child (17 years or younger) is permitted to retain and administer their own medication, it should be stated in their support plan.
- Anyone over the age of 18 years who is retaining and administering their own medication must inform Phab Ltd of their medication on the consent forms.
- When retaining their own medication, whether a child or an adult, appropriate risk assessment will be carried out, especially when sharing a bedroom with others. A lockable cupboard will be available if required.

Procedure for Administering Medication

All administration instructions must be followed and if you have any doubt about a medicine or a drug the person responsible for administration should always consult a clinician before administering.

Always ensure that the following six key principles are put into practice:

1. Correct Dose
2. Correct Medication

3. Correct Person
4. Correct Time
5. Correct Route
6. Correction Documentation

Medications must not be administered covertly unless a 'best interest meeting' has been held for the individual involved and permission has been granted. If the situation is unexpected and deemed urgent a discussion should occur as soon as possible between Phab staff and parent/advocate/prescriber/GP to make a decision giving due consideration to the situation and holistic impact of the person's health and wellbeing. If this situation occurs a further risk assessment will be carried out and Phab Ltd Safeguarding Policy and Behaviour Management Policy will be followed.

Procedure

STEP 1

Collect equipment and documentation, wash hands and put on gloves if appropriate
Where physical assistance is provided with skin applications, protective barrier gloves must always be worn and equipment must be clean and dry

STEP 2

Identify the recipient

STEP 3

Identify each medication, the route of administration, the dosage and the time of day and whether it is in date.

STEP 4

Check the label on the medication container. Is it the correct recipient's medication?

STEP 5

Check the cautionary labels or special instructions on the label of the medication container

STEP 6

Administer the medication according to the instructions. A second person should witness. For medicines that are given by mouth, ear, eye or nose, ensure that the service user is either in a standing position or sitting up right.

If possible, medicines should be tipped or pushed out over a small plate or cup from which the service user may then pick up and self-administer. When providing physical assistance, medicines should be handled as little as possible.

STEP 7

The person administering the medication must sign the Medication Administration Record (MAR) once the medication has been taken. Include the date and time of administration. The witness must also sign the MAR

Step 8

Ensure all lids and packaging are replaced and safely stored away once given/taken

STEP 9

If the person refuses the medication, record this on the MAR and report and the person's right to refuse should be respected. Seek further advice from a medical clinician if appropriate. Any refused medication must be returned to the parent/guardian/support worker if possible.

STEP 10

If any medication is spilled, then it should be cleaned up immediately with paper towels and discarded in a clinical waste bin. Discarded medication must be recorded on an Phab Incident Form.

Errors (wrong medication, dose, time, person etc)

Staff must seek advice immediately and inform parents/guardians. The incident must be documented on a Phab Incident Form and a review of procedures will take place to prevent future errors.

Administration of Epipen or Similar

Some children, young people or adults attending a Phab Adventure Residential may be prescribed Epipen (or similar) for the treatment of an anaphylactic reaction which must be kept with them at all times. A spare must also be available.

The 2012 Medicines Act states that any lay person can administer adrenalin for the purpose of saving a life. However, in the case of an individual attending a Phab Adventure requiring adrenaline administration for emergency purposes, additional training will be given to Phab Staff and Volunteers.

Full details must be discussed with the parent/carer/individual before attending the Phab Adventure i.e. when last/if ever administered, severity of allergy etc.

HOME REMEDIES AND PRN MEDICATION

Definitions: PRN (pro re nata) Medication: medicines prescribed to an individual to be taken 'when required'

Home Remedies: medicines not prescribed that are suitable for the child/adult, which can be bought 'over the counter' without prescription.

Home remedies will be considered in each child's support plan and should only be given with appropriate consent by a parent/carer or having consulted the child's GP to ensure that no adverse reactions may result. Preferred method i.e. liquid or tablet must be specified in their support plan.

Staff administering medication to children and young people should always exercise caution. If, for example they have any reason to believe that they have already taken some form of medication and/or drug, they should obtain advice before providing a home remedy.

No other Home Remedies, other than those listed below may be given to children without the written authorisation of a medical practitioner:

- Paracetamol
- Antihistamine
- Ibuprofen
- Imodium
- Indigestion Medication (i.e. Gaviscon)
- Sun Cream

Home Remedies, other than Paracetamol and sun cream, should only be given for a maximum of 48 hours. If the symptoms persist beyond that time a medical practitioner must be consulted before further dosages are given. However, if the maximum dose of

Paracetamol is given for 24 hours and the symptoms still persist, a medical practitioner must be consulted before further dosages are given.

Arrangements for regular stock checks of the Home Remedies must be undertaken before the commencement of each Phab Adventure; and for the disposal of those no longer in use or out of date using the appropriate methods – see guidelines below.

All Home Remedy and PRN medication administered must be clearly, detailing the time and date and exact medication given and reasons why.

First Aid

Fully equipped First Aid boxes must be kept at each centre and must be available during off site activities. NB When travelling off site, all Bendrigg Lodge vehicles carry a First Aid box

An individual may administer their own First Aid if appropriate under the supervision of a member of staff/volunteer. If they are not deemed capable of administering First Aid to themselves or under supervision, it must be administered by a member of staff or volunteer who has a current and valid First Aid Certificate. Further medical advice must be sought if there is any concern.

Any First Aid administered must be clearly recorded by the staff/volunteer, detailing the time and date and exact treatment given (Please refer to the Phab Accident/Incident Forms). If appropriate this information must be shared with the residential setting i.e. Bendrigg Lodge or Avon Tyrrell etc.

Appendix A

Safe Medication Administration – guidelines used when developing the Phab Ltd medication policy in relation to Phab Adventures

A recent study estimated that 237 million medication errors occur in England each year and there is work to be done to make sure that everyone has access to the high-quality, safe care that they deserve.

There are many examples of how good use of medicines can lead to person-centred care and better patient outcomes. Yet many medication errors happen and the study identified common areas of risk where there is a need for improvement across all types of health and care services:

- Staff competence and workforce capacity
- Transfer of care between services
- Reporting and learning from incidents
- Storing, supplying and disposal
- Prescribing, monitoring and reviewing medicines

Guidance published by the Department of Health on the administration of prescribed medicines by care assistants.

Where care assistants/support staff are involved in medicine administration, the Department of Health reminds nurses and managers that they need to ensure continued assessment and to apply the principles of effective medicines management.

Care assistants/support staff undertaking the role of medicine administration must be appropriately trained and competent.

The guidance sets out what should be included in the training. It states that, as a minimum, training should cover:

- the supply, storage and disposal of medicines
- the safe administration of medicines
- quality assurance and record-keeping

- accountability, responsibility and confidentiality.
- Care assistants should also be trained in the procedures and policies for reporting any error or incident in the administration of
- Care assistants should also be trained in the procedures and policies for reporting any error or incident in the administration of medicines.
- Training should highlight issues which are commonly associated with medication administration errors, such as: administering and managing inhalers and liquid medicines are much more likely to give rise to medication errors than tablets or capsules
- antibiotic administration may be particularly prone to error with doses being missed over the course of treatment
- allergy and drug sensitivities should be checked prior to administration of medicines
- medication administration errors are more common in the morning
- interruptions during the preparation and administration of medicines are associated with medication errors.
- The guidance states that training should be followed by a formal assessment process to demonstrate competence. This should be repeated regularly as required.

In addition:

The administration of medicines by invasive or specialised techniques, or the administration of controlled drugs, will usually involve a registered nurse, although suitably trained and competent senior support staff may administer certain medicines in such ways when it has been deemed in the best interest of the patient.

NICE Guidelines on Managing Medicines in Social Care Settings:

When social care providers have responsibilities for medicines support, they should have a documented medications policy based on current legislation and best available evidence. Specific thought must be given to:

- The adequate provision of education and training for care workers and other support staff
- The provision and appropriate use of medicines administration records

Appropriate training, support and competency assessment for managing medicines is essential to ensure the safety, quality and consistency of care.

When social care providers are responsible for medicines support, they should have robust processes for medicines-related training and competency assessment for care workers, to ensure that they:

- receive appropriate training and support
- have the necessary knowledge and skills are assessed as competent to give the medicines support being asked of them, including assessment through direct observation
- have an annual review of their knowledge, skills and competencies

Appendix B

Definitions

The three terms relevant in relation to support offered by any professional service or provider:

Prompting: If a service user has difficulty remembering to take their medication, then providing it is in the service plan you may remind the user to take medication

Assisting: Must be at the request of the service user/legal guardian and would include shaking bottles, opening bottles and packets, removing lids or handing a service user the compliance aid. Assisting does not include removing the medication

Administration: This would include selecting and preparing the medication, measuring out doses or liquid medication, handing medication to the patient and applying creams or ointments

Covertly: Hidden or without the knowledge or consent of the person receiving them