

GUIDANCE AND GENERAL POINTS FOR THE ADMINISTRATION OF MEDICATION IN UNITS.

A member of Staff should not administer medication until they have read all the relevant procedures and been authorised by the manager/designated person of the residential unit.

- 1 All staff to check at the start of duty if any medication needs to be administered to young people. This should include any creams and lotions prescribed to the young person. This information should be discussed at handover.
2. Staff on duty are responsible for ensuring medication is given at prescribed times and that they are signed for immediately after the medicine has been given. Staff should ensure that the medication is actually taken. Provided are three recording sheets-

- 1. Prescribed Medication Administration Record Sheet**
- 2. Individual Non-prescribed Medication Administration Record Sheet**
- 3. Non-prescribed Medication Balance Sheet**

3. If medication is not administered for any reason or refused please complete documentation with appropriate symbol.
4. Medication to be stored in appropriate place and locked safely away in a locked cupboard in a locked room. Controlled drugs must be in a locked compartment in a locked cupboard in a secure area. For administration of controlled drugs two members of staff should be involved with all transactions. Expiry date should be checked prior to administration. Liquids have a shorter expiry date once opened.

Cold Storage - Some medicines such as antibiotic syrup, insulin and ointments should be kept in the fridge. Always read the instructions for storage on the package.

5. Medication should
 - Be dispensed directly into a medicine pot and not handled.
 - Not be crushed.
 - If a liquid, be measured from the bottle using a measured pot/spoon or syringe as provided by the pharmacy.
6. To avoid young person "grabbing" any medication from the cupboard young people should not be allowed in area when the cupboard is unlocked. Medicine keys should be the direct responsibility of the manager/senior on duty and must not be left unattended at any time.
7. Staff should endeavour to have some knowledge of the medications the young people in their residence are on and of possible side effects. Most medicines have written information leaflets supplied. The pharmacist or Health Needs Team may also be a source of information.
8. Older young people and those working towards independence may be considered able to manage their own medication. An example could be the contraceptive pill. A risk assessment should be carried out and the medication stored safely in a locked cabinet or their locked bedroom.
9. When a young person who is taking prescribed medication is on an escorted activity, the medication should be handed to the escort and recorded in the usual way.
10. Disposal of medication – out of date or unwanted medicines should be returned to the pharmacy where arrangements will be made for safe disposal. This should then be documented on the individual MAR sheet.

USE OF OVER THE COUNTER (“HOME REMEDIES”) MEDICINES.

Since the introduction of the Children’s Act, 1989, there has been confusion as to the medication that can be given to children and young people, particularly “over the counter ” medication.

The guidance principals in considering giving medication is that we have:

- ◆ A duty to act as a reasonable parent
- ◆ A duty to work in partnership with parents/those adults with parental responsibility
- ◆ A duty of care

A home remedies list is intended to meet a recognised need to treat minor ailments without necessarily consulting a young person’s GP. Preparations listed for use as home remedies should be purchased directly by the home.

The use of home remedies for children looked after should be the same as their use within a home setting. Home remedies should be administered at the discretion of the senior on duty and can be delegated by them.

Home remedies are to be taken as directed on instructions and may be administered to a young person for up to 48 hours providing that there is no deterioration in the young person’s condition. If there is a need for continued treatment the young person’s GP should be contacted.

All medications included in the list should only be administered according to the instructions on the container. Any home remedy given to a young person must be recorded on an individual Non-Prescribed Medication Record. The person administering the medication should always check what previous medication has been given prior to this request/need for medication.

When a young person is admitted the RCCW on duty should ensure that they are clear as to:

- ◆ Any allergies the young person has
- ◆ Any medication the young person is taking
- ◆ Any reactions the young person has to medication

Where a young person is taking prescribed medication, or homeopathic /herbal remedies an appointment with the GP should be made as soon as possible to discuss and confirm treatment.

The “consent to home remedies” form must be signed by the person with parental responsibility and retained on the young person’s individual case file.

When a child or young person is admitted into a unit consent should be sought and signed as soon as possible from whoever has parental responsibility or the child. This should then be kept on file. If necessary advice can be asked of the GP as to the administration of the identified home remedies that the young person may be given. A clear understanding as to when the medication would be administered must be given.

GUIDANCE FOR MINOR CONDITIONS THAT MAY BE RESOLVED WITH A HOME REMEDY

Carers can check with NHS Direct (Tel: 0845 4647) or with the young person's GP if they are unsure about the young person's condition.

Cuts & Grazes

Carers should be advised to wear gloves if dressing open wounds and where contact with bodily fluids is likely to occur.

Cuts and grazes should be washed off with water and cleaned thoroughly and allowed to dry. Moist non-alcoholic wipes may be used if required. The wound can be covered with a plaster or an individually wrapped dressing. The use of antiseptic cream is not recommended.

Sunburn

Prevention is better than cure. Use a sunscreen with a high blocking factor (Factor 15 or above). Hats and t-shirts should be worn during the summer. Summer sun should be avoided between 12 midday and 3pm. If sunburn is severe, seek medical advice. Certain drugs may predispose towards photosensitivity reactions (i.e. may react to sun). Check with local pharmacist. Staff should also use sunscreen to set an example.

Eye Care

For foreign bodies or injuries to the eye seek medical advice. (NHS Direct, GP or A&E). If the eye or surrounding skin is inflamed or has yellow/green discharge or is encrusted consult the young person's GP.

Foot Care

Always get diagnosis from the young person's GP if either athlete's foot or a verruca is suspected.

N.B.Children & Young People with diabetes must always see the GP for foot care.

Bites/stings – Internal

If the bite or sting is to the mouth, eye or nose consult the young person's GP or phone NHS Direct.

If lips begin to swell or the young person has a breathing difficulty dial 999.

Constipation

The use of laxatives with children and young people is undesirable. Constipation is often remedied by adjustment of lifestyle and diet. An increase of dietary fibre, fluid intake and exercise may be sufficient to regulate bowel actions.

If constipation lasts longer than 48 hours or is accompanied by severe abdominal pain or vomiting, consult the young person's GP.

Diarrhoea

The most important treatment for diarrhoea is to give the young person plenty of water to drink to prevent dehydration.

Consult the young person's GP if condition persists for longer than 48 hours. If condition deteriorates or young person is unable to keep fluid down because of vomiting, consult GP.

Cough

Children age 1 – 11 yrs Simple Linctus Paediatric – sugar free
Dose: 1 to 2 x 5ml spoonfuls 3 to 4 times daily.

Young People over 12 yrs Simple Linctus – sugar free
Dose: 1 x 5ml spoonfuls 3- 4 times daily.

N.B. Simple Linctus **must not** be used for a person who has diabetes as it contains sugar.
The sugar free version should be used/stocked in preference.

If the cough lasts longer than 1 week or produces green/yellow sputum or if the young person has a temperature then consult the GP.

Pain (mild) i.e. headache, toothache, period pain, etc.

Paracetamol may be in tablet or liquid (sugar free) form.

Aged 1 – 5 years	Paracetamol	120 – 250mg in one dose
Aged 6 – 12 years	Paracetamol	250 – 500 mg in one dose
Aged 12 years and over	Paracetamol	500 – 1,000 mg in one dose

The dose may be repeated every 4 to 6 hours when necessary. Maximum 4 doses in 24 hours.

Precautions –

Persistent pain that is not controlled with Paracetamol - consult the young person's GP or NHS Direct.

Check that any prescribed medicine does not contain Paracetamol before giving any other Paracetamol preparation.

High temperature

Encourage the young person to drink plenty of cool fluids. However, if they become increasingly unwell or if the temperature is not resolved within 48 hours consult GP. If a young person has a persisting high temperature in absence of vomiting or a rash then Paracetamol in appropriate dosage may be administered. See previous paragraph and instructions on medicine for dosage.

The dose may be repeated every 4 to 6 hours when necessary.
Maximum 4 doses in 24 hours.

Head Lice

Prevention is better than cure. Regular detection combing of the hair will help prevent infestation. When head lice are seen consult your local pharmacist for advice regarding the current treatment of choice. Most pharmacies in Salford will issue treatment. Consider checking other residents and carers for head lice as well.

CONSENT FOR ADMINISTRATION OF HOME REMEDIES

Name of Young Person

Date of Birth

I give my permission for

to receive the following home remedies I have discussed the home remedy guidance and when it would be used.

- ◆ Paracetamol in the form of liquid (sugar free) or tablet

Age 1 – 5yr 120 –250mg in one dose

Age 6 – 12yr 250 – 500mg in one dose

Age 12 + 500 – 1,000mg in one dose

N.B. some children may prefer soluble Paracetamol.

- ◆ Sun Cream (protection factor 15 minimum)

- ◆ Simple Linctus (paediatric, sugar free)
(Under 12 years)

Simple Linctus (sugar Free)
(Over 12 years).

- ◆ Head lice lotion in consultation with pharmacist.
- ◆ Thread worm treatment in consultation with pharmacist
- ◆ Anti-Histamines in consultation with the pharmacist
- ◆ Throat lozengers in consultation with the pharmacist
- ◆ Plasters (in a variety of sizes including hypoallergenic alternatives)

Signature of person with parental responsibility

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Date

