The Daffodil Project CIC

Medication Handling & Administration Procedure

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1. Policy Statement

The Daffodil Project CIC is committed to ensuring the **safe handling, storage, and administration of medication** for children and vulnerable individuals who attend our services. This procedure sets out clear guidance to safeguard the wellbeing of those who require medication support during their time at the project.

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2. Scope

This procedure applies to:

- Any staff members authorised to handle or administer medication
- All service users (children or adults) requiring medication during activities
- All medication brought onto the premises by families, carers, or medical professionals

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3. Legal Framework

This procedure is guided by:

- **The Medicines Act 1968**
- **Health and Safety at Work etc. Act 1974**
- **Children Act 1989 & 2004**
- **The Misuse of Drugs Regulations 2001**
- **DfE Guidance: Supporting Pupils at School with Medical Conditions (2015)**

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4. Key Principles

- Medication is only administered with **written consent** from a parent/carer or appropriate adult
- All medication will be **stored safely and administered by trained staff only**
- The privacy and dignity of the service user will be respected
- Parents/carers retain **primary responsibility** for their child's health and medication

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5. Types of Medication

- **Prescription medication** (e.g. antibiotics, inhalers, EpiPens)
- **Emergency medication** (e.g. antihistamines, insulin, rescue medications)
- **Non-prescription medication** (e.g. paracetamol – only given with prior written permission)

No herbal, homeopathic or experimental treatments will be accepted unless prescribed by a medical professional.

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6. Consent and Documentation

- A **Medication Consent Form** must be completed by the parent/carer
- The form must include:
  - Child's name and date of birth
  - Name and dosage of medication
  - Timing and method of administration
  - Storage requirements
  - Emergency contact details
- No medication will be administered without signed consent
- Consent is valid for a maximum of 12 months or until the prescription ends

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7. Storage of Medication

- All medication will be stored in a **locked cabinet** or **medical fridge** where appropriate
- Emergency medication (e.g. EpiPens) will be stored in an **easily accessible location**
- Medication must be provided in its **original packaging with a pharmacy label**
- Medication will only be accepted for **named individuals**

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8. Administration Procedure

1. Two staff members must be present during administration (one to administer, one to witness)
2. Check the child's name, the medication, dosage, and time
3. Administer the medication in a quiet, clean area
4. Document the time, dose, and initials of staff involved
5. Observe the individual for any immediate reaction

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9. Emergency Medication

- Staff responsible for children requiring emergency medication (e.g. EpiPen, asthma inhaler) will receive **specific training**
- Emergency medication must be **on-site during all activities**
- In case of emergency, **999 will be called** and parents/carers notified immediately
- A copy of the child's **Individual Health Plan (IHP)** must be kept on site

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10. Record Keeping

- All administrations must be recorded in the **Medication Administration Record (MAR)**
- Records will be retained for **at least 3 years**
- Any refused doses must be recorded and communicated to parents/carers

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11. Errors and Adverse Reactions

If a medication error occurs (e.g. missed dose, wrong dose):

- Seek **immediate medical advice**
- Inform the parent/carer and DSL immediately
- Record the error on an incident form and in the MAR
- Investigate to determine the cause and take corrective action

If an adverse reaction occurs:

- Administer first aid if required
- Call emergency services if needed
- Notify the parent/carer as a matter of urgency
- Log the incident and review care plans

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12. Monitoring & Review

- This procedure will be **reviewed annually**
- Medication practices will be monitored by the DSL and Manager
- Any updates to medical legislation or guidance will trigger an early review

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Signed:
Magdalena Van De Voort

Director, The Daffodil Project CIC
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