



Safe Administration of Medication Policy 2025-2026

Purpose:

This policy sets out the circumstances in which staff may administer medicines to children & young people who attend Future Roots and the procedures that we will follow.

This policy applies to the administration of Prescription Medication or Non Prescription – Over The Counter (OTC) Medication.

Young People:

Most young people will at some time have a medical condition that may affect their participation with Future Roots and for many this will be short-term. Other participants have medical conditions that, if not properly managed, could be limiting. Occasionally young people may need a non-prescription medication to ease a headache or relieve an allergy e.g. Hayfever.

There is no legal duty that requires an establishment or staff to administer medication, this is a voluntary role. The 'duty of care' extends to administering medication in certain circumstances, and therefore it is for Future Roots to decide their local policy for the administration of medication.

Under no circumstances should a child under the age of 16 be given aspirin

Safe Storage and disposal:

Any medication, whether prescription or non-prescription must already be stored safely and securely and only accessible by regular staff members of Future Roots.

Parents and carers are responsible for sending in medication in the correct containers and original dispenser's label, which clearly notes the child's name, the name of the medication, the dosage, the timings for administration

Epi-Pens/Diabetes Pens or sharps should be disposed of safely and in accordance with the manufacturers guidance.

Out of date or unused medication should be returned to a pharmacy for safe disposal. Under no circumstances should medication be disposed of in regular waste /household bins.

Recording:

A record of any medication given, whether prescribed or otherwise must be made. *See the FR Prescription Medication or Non Prescription (OTC) record forms.*

Any regular need for medication, including non-prescription must be recorded on the referral form and where needed a medication health care plan.



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Self-Management of Medication:

It is encouraged for participants to take responsibility and manage their own medication but **with due regard to their age understanding and risk**. Where a young person is deemed competent to self-manage their medication this must be clearly stated on their referral details.

Staff should be aware of the need for those who have asthma to have their medication to hand e.g. Inhalers. Participants should know where their medication is stored and which staff have access to it.

Administering medicines:

Medicines must only be administered by members of staff who are familiar with the child's referral and any medication plan and who have read the safe administration of medicines policy.

Appropriate training will be arranged for the administration of any specialist medication (e.g. adrenaline via an epi-pen, Buccal midazolam, insulin etc). Staff should not administer such medicines until they have been trained to do so.

Individual Medication plans must be followed especially where emergency services are to be notified even though the medication has been given or when emergency services are needed to administer a specific medication.

Prescription Medication:

Prescription medicines should usually be administered at home wherever possible. Prescription medicines will only be administered by the staff where it would be detrimental to a child's health if it were not done. e.g. where it is specified on the prescription and/or on medication plan from a clinician.

Medicines sent into Future Roots should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.

In all cases before administering medication it is necessary to check:

- **Name of Child/Young Person**
- **Name of medicine**
- **Dosage and timings**
- **Written instructions provided by prescriber**
- **Expiry date**

No medication can be given without the parent's /person with parental responsibility permission.

Prescribed medication, other than emergency medication, will be kept in the office, either in a filing cabinet or refrigerator if required. All emergency medicines (asthma inhalers, epi-pens etc) should be kept in the child's bag and be readily available.

Non-prescription (over the counter) medication:

Where possible Future Roots will avoid administering non-prescription and prescription medication apart from in circumstances such as to finish a course of antibiotics, to apply a lotion or the



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administration of paracetamol for toothache or other pain. Parent/carers will be informed they have been requested.

A child under 16 should never be given aspirin-containing medicine, unless prescribed by a doctor.

If non-prescription medication is to be administered, then the parent/carer must be contacted to check if OK to do so and the decision recorded on the administration form.

Staff must always check the referral form for any allergy contra indications. The manufacturer's instructions about age and dosages and the potential side effects must always be checked.

Children with long term medical needs:

It is important for Future Roots to have sufficient information regarding the medical condition of any participant with long term medical needs including allergies.

Where this is the case and the child/young person needs regular or specific administration of a medication this must be recorded as part of an individual health care plan that has been prepared and agreed by the doctor overseeing the child's treatment.