

**Merton Mencap**

**First Aid  
&  
Administration of Medication  
Policy & Procedure**

**September 2014**



## Merton Mencap

### First Aid & Administration of Medication Policy & Procedure

This policy and procedure has been adopted by Merton Mencap through its Executive Committee which remains responsible for its review.

Original signed version is kept at the Merton Mencap office.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

#### Chair of Executive Committee

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

#### Chief Executive

#### Record of adoption and review of this policy and procedure:-

<b>Adopted:</b>	16 September 2009
<b>Reviewed:</b>	28 June 2011
<b>Reviewed:</b>	24 July 2012
<b>Reviewed:</b>	9 September 2014

## **Merton Mencap**

### **First Aid & Administration of Medication Policy and Procedure**

#### **General**

In this policy and procedure, references to Merton Mencap staff include employees, bank workers and volunteers.

Merton Mencap tries at all times to be inclusive but reserves the right to decline to accept a service user on a project or activity or to exclude a service user from a project or activity where it is considered that concerns about medical needs make it impractical for the service user to take part in or continue to take part in that project or activity.

Merton Mencap will obtain and maintain details of the medical needs of service users attending activities. In cases where service users may require support with their medical needs while participating in activities, Merton Mencap will assess whether it is able to provide that support.

If Merton Mencap feels it can not offer support with medical needs in any particular case, this will be made clear to the service user and/or to their parent or responsible carer. In such cases, alternative support options will need to be considered in order for the service user to participate in an activity, for example, the service user may need to be accompanied by someone who can support their medical needs.

If, however, Merton Mencap agrees it can offer support with medical needs, including the administration of medication, the following policy and procedure will apply.

#### **Policy**

##### ***First aid***

Merton Mencap will ensure that, for its services for children and adults with a learning disability, at least two members of staff are trained in administering first aid. The identity of staff who are first aid trained is shown on the register.

In exceptional cases where a project or activity is delivered by a single member of staff (for example, a travel training service) Merton Mencap will ensure that the member of staff is trained in administering first aid and that a risk assessment is completed to manage instances where that member of staff becomes unwell and requires first aid themselves or is unable to administer first aid.

Merton Mencap will ensure that, for its services for parents and carers, at least one member of staff is trained in administering first aid.

### ***Administration of medication***

Merton Mencap will obtain the written consent of the service user (with capacity), or their parent or responsible carer, in order to administer medicine to the service user.

Merton Mencap staff are not permitted to give medication to anyone other than the service user for whom it was prescribed.

Merton Mencap will ensure all staff who are required to administer medication to service users are trained in the relevant procedure. Some medical procedures may require a nurse to be present and, in such cases, Merton Mencap will employ or contract such a person to provide this assistance.

Medication will only be administered to service users by two trained members of staff, one of whom will be the person in charge of the activity, for example, the Projects Manager or Team Leader. Both members of staff administering medication will record their action in writing using the relevant form.

In exceptional cases where a project or activity is delivered by a single member of staff, medication will be administered by one member of staff (providing it is possible for a single member of staff to carry out the task), with the written consent of the service user (with capacity) or their parent or responsible carer.

Merton Mencap will keep a record of all medication received from the service user or their parent or responsible carer, and will record the return of any medication to the service user or their parent or responsible carer.

Merton Mencap will check that all medication received is in the original container, fully labelled with the service user's name and address, the name of the medicine and date of prescription, and the dosage and time(s) to be administered.

Merton Mencap will keep medication in its original containers and will only transfer medication into another container in exceptional circumstances. In such instances, Merton Mencap will label the new container with the service user's name and address, the name of the medication and date of prescription, dosage and time to be administered, and will advise the service user or the relevant parent, carer or responsible care worker.

Merton Mencap will ensure medicines are kept in a secure place and any controlled drugs are kept in compliance with requirements of the Misuse of Drugs (Safe Storage) Regulations 1973.

If a service user is over the age of 18 and wishes to administer and/or store their own medication, Merton Mencap will conduct a risk assessment to ensure the safety of the service user, other service users, staff and the public. Merton Mencap will consult any relevant

parent, carer or responsible care worker and any other relevant professionals, and will provide the facility for safe storage of the medicine, if necessary.

## **Procedure**

### ***Obtaining information about service users' medical needs***

In the case of services for adults with a learning disability, Merton Mencap will require the service user (with capacity) or their parent or responsible carer to provide information for the relevant Merton Mencap personal profile form, or equivalent. This provides Merton Mencap with details about the service user, including details of any medical needs.

If the service user has medical needs which would need to be managed during their involvement at our activities, Merton Mencap will seek more information about these needs from the service user (with capacity) or their parent or responsible carer, which may involve a home visit.

In the case of services for children and young people up to age 25, Merton Mencap will conduct a home visit to obtain information from their parent or responsible carer, including details of any medical needs. This information will be recorded on the relevant personal profile form.

Home visits will be conducted by a senior person at Merton Mencap, such as Projects Manager or team leader.

In the case of services for carers, Merton Mencap will not normally provide a service which supports their *care* needs, including any medical needs. This will be made clear to carers at the start of their involvement at our services.

### ***Healthcare plans***

In the case of children, Merton Mencap will request a copy of the child's healthcare plan from their parent or responsible carer, if:

- the child has regular medication or emergency medication which may need to be administered during their attendance at Merton Mencap activities
- the child has a health condition which the healthcare plan refers to.

If the parent or responsible carer is not able to provide Merton Mencap with a healthcare plan, Merton Mencap may obtain one through other means, with their agreement (eg from the child's school).

Merton Mencap will ensure that copies of healthcare plans will be present at the Merton Mencap activity the child attends.

Merton Mencap reserves the right to decline to accept a child on a project or activity without a healthcare plan.

### ***Managing medical needs***

After obtaining information about the service user and any medical needs, Merton Mencap will assess how these, by agreement, will be managed by Merton Mencap.

Depending on the medical condition or the service offered, Merton Mencap may not be able to manage the service user's medical needs. In such cases, this will be communicated with the service user or their parent or responsible carer and alternative options may be considered.

In cases where Merton Mencap is able to manage the service user's medical needs, Merton Mencap will conduct a care plan or risk assessment to show how Merton Mencap, with agreement, will manage these needs, which a healthcare plan will be added to.

Written consent from the service user (with capacity) or the parent or responsible carer will be obtained to show that Merton Mencap has permission to administer medication, as set out in care plan, risk assessment or child's healthcare plan

Information about the medical needs of service users will be communicated by the relevant Projects Manager to the team leader and staff in charge of the activity.

### ***Receiving, storing and returning medication***

In cases where Merton Mencap is responsible, by agreement, for managing the medical needs of services users, the relevant form will be used to record when medication has been received, administered and returned. Completed forms are stored in the service user's file at the Merton Mencap office.

In the case of premise-based activities, the person in charge will ensure that all medication is stored in a secure container placed in a safe space. If this space is locked, the person responsible for the activity must ensure that all staff are able to open the space quickly, in an emergency.

Prior to the service user's involvement in an activity, Merton Mencap will establish whether any medicines require special storage facilities, such as refrigeration. In the case of medication requiring refrigeration, Merton Mencap will ensure medication is stored in a secure container in a fridge designated for the purpose, or if local arrangements allow, a secure container in a general refrigerator. Whatever the case, medicines will be stored in accordance with the pharmacist's instructions.

In the case of a community-based service, the person in charge of the activity will ensure that all medication is placed in a bag for this purpose, which is then stored securely in their main

activity bag. The person in charge of the activity is responsible for the security of their activity bag at all times.

In cases where it is agreed that a service user is able to be responsible for managing their own medication during their involvement with Merton Mencap's activities, the relevant projects manager will conduct a risk assessment to manage the situation.

### ***Hygiene and infection control***

Merton Mencap staff administering medication to service users will observe the highest standards of hygiene when doing so. This will include ensuring a suitable place to administer the medication, hand-washing and/or the hygienic disposal of waste, e.g. wipes and gloves.

### ***Staff Medication***

Merton Mencap staff who require medication with them when working on or visiting projects should disclose this to the person in charge, who is responsible for ensuring that their medication is inaccessible to the service users. Items belonging to staff which contain their medicines, such as bags and coats, should be placed in a secure space where it is not accessible to service users. In the case of community activities, staff medication should be kept in personal bags or on their person.

In the case of a staff member requiring emergency medication, this should be disclosed to the Project Manager prior to their attendance. The Project Manager is responsible for establishing a risk assessment to manage this. Merton Mencap reserves the right to decline to accept a member of staff working on a project or activity if the Project Manager feels that their medical needs are not able to be managed safely.

### ***Incidents***

In cases where a service user fails to take a prescribed medicine, or has an overdose, or has any adverse reaction to any medicine, or in cases where a medicine is administered incorrectly, the responsible staff member must contact the service user's GP and the parent or responsible carer immediately. In an emergency, Merton Mencap will call 999 for and follow the procedure for contacting emergency services.

Any incidents of this nature will be recorded on an incident form and will be investigated by the Chief Executive.