



## POLICY DOCUMENT

*Policy title:*           **MEDICATION POLICY**

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### *Document control*

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### **Introduction**

This policy applies to the whole of Barton Hill Settlement, and is relevant primarily to the Family Centre. Children with long-term medical needs have the same rights of admission to services at Barton Hill Settlement as other children. We will work with staff, parents, child and relevant healthcare professionals to enable this to happen whilst ensuring the safety of staff and children.

### **Aim**

We aim to be fully accessible to children with long and short term medical needs, and to be clear about the responsibilities of parents, management and staff.

### **Staff responsibilities**

Staff will ask all parents/carers for details of children's medical needs. If the parent identifies that the child has a medical need, staff will record this on their registration form, and this information will be disseminated to all relevant staff. Parents/carers are responsible for informing the setting of any medical needs and any changes in medical needs of the child.

Staff and volunteers will not administer medication for children, as the parents/carers remain on the Barton Hill Settlement site.

Staff will inform parents/carers immediately if their child becomes unwell, and medication will be administered by the parent/carer responsible for the child.

### **Storage of Medication**

Parents/carers will be expected to carry medicines with them where appropriate. If medicines need to be refrigerated, they can be kept in a fridge (which also contains food) and must be in a child-proof container, in their original packaging.