

## Medication Procedures

These procedures apply to staff and volunteers in All Saints Community Projects, All Saints Community Development Company, All saints Community Catering, The Robin Centre and All Saints Parish Church (All Saints).

.These are general procedures for the whole of All Saints. Some All Saints organisations will have more detailed procedures as demanded by their work

Remember drugs are dangerous. They may be prescribed or available over the counter

Each All Saints Organisation should make it clear in their own guidelines whether they are willing or able to give drugs

If it is required for staff to give prescribed medication, it will only be given by a nominated and trained member of staff. If that member of staff is not available this role should be delegated This should be recorded in the medication book.

Medication will only be given to a young person if signed authorisation is given, or to an adult if it is in their care plan.

All medication will be kept locked in an appropriate place. The key must be readily available to all staff and appropriate volunteers in case of emergency

Some young people/adults will be responsible for their own medication e.g. asthma inhalers.

Any medication kept permanently on site should be date checked and recorded

No other medication will be given, including headache tablets i.e paracetamol.

Over the counter medication should not be handed out, anyone needing or wanting it should be referred to either Lloyds or advised to phone 111

On trips and residential all medical needs should be stated on the consent form and staff should ensure that any necessary medication is either in their charge or the charge of the young person/adults

In the case of adults, it is their or their carer's responsibility to keep staff updated on medical needs.

**If in doubt or in the event of an emergency call 999 for an ambulance**

In our policies:

- 'All Saints organisations' refers to the 5 members of the All Saints family
- 'Board' refers to the Boards, committees or legal entities that govern those All Saints organisation.
- 'Manager/leader' refers to people who are in charge of various activities across the All Saints organisations. They may be paid staff or volunteers

