



Medication Guidelines Policy

Introduction

In the course of the delivery of the Be Free Young Carers services staff and or volunteers may be asked to administer medication. The purpose of these guidelines is to clarify the position for staff and volunteers where they are asked to administer medication.

Procedures

Be Free Young Carers staff and volunteers must observe the following rules and procedures:

1. Independence of the Service User

Wherever possible and practicable, a young carer is to be responsible to take full responsibility for his or her own medicines. A member of staff or volunteer must not administer medication.

2. Sources of Medications

Medicines allowed to be brought by a young carer on Be Free YC services must be only from:

- A full, labelled, conventional medical container
- A compliance aid (which must not be filled by staff and or volunteer)

3. Proprietary Medicines

Proprietary medicines that can be obtained without prescription over the chemist (such as aspirin) must not be given to a young carer by staff or volunteers.

4. As Required Medicines

Some young carers may need to take certain medicines only on as required basis (e.g. painkillers and antacids and including home remedies). Staff and or volunteers must not give such medication to the young carer.

Side Effects - Changes in Health State

Staff and Volunteers should be aware of any specific side effects that may be caused by the young carer's prescribed medication (advised by the scheme staff and/or health staff). If staff and or volunteers are concerned about the young carer's health or medication, they should contact and seek help from the parents/guardians and Be Free Young Carers' staff.

Compliance

Be Free Young Carers will not allow the parents, guardians or other personal legal representative of Children under 16 years old to leave their child with the Scheme in the knowledge that there is a high probability of a medical emergency occurring. This must be detailed on the trip/activity booking form.

Record Keeping

In addition to the normal records retained by Be Free Young Carers, staff and volunteers must familiarise themselves with the organisation's recording procedure and record all instances of young carers taking medicine whilst in their company.

In all cases staff and volunteers must formally report under the Be Free Young Carers reporting procedure (and to the parents/guardians/ legal representatives if appropriate), the details of any action taken whilst a young carer is attending a Be Free YC organised event.