



## Medication Guidelines Policy

### Introduction

The purpose of this policy is to clarify the responsibility of Be Free Young Carers staff and volunteers to young carers with regard to medication during trips/activities. It also clarifies the responsibility of parents/guardians with respect to young carers needing to take medication.

### Requirements

Prior to attending trips and activities with Be Free YC, parents must have read and signed the YC Trip and Workshop Booking Form which includes Medical Consent.

When completing the YC Trip and Workshop booking form, Be Free YC must be told of all known medical conditions including allergies and asthma.

If an emergency were to occur, it is vital that Be Free YC Staff have been made aware of what medication is normally taken to treat these conditions should the child need medical treatment and we are unable to contact their parent/guardian. Be Free Young Carers staff will not accept young carers on trips/activities unless this form has been completed in full and signed by the parent/guardian.

It is the parent/guardian's responsibility to ensure that the young carer is well enough to attend the trip, activity or workshop and must be prepared that in some cases, the young carer may need to be collected from a trip location if too unwell to continue with an activity.

For any questions or queries about this policy, or to see the policy in full, please contact Be Free Young Carers on 01235 838 554 or email [yc@befreeyc.org.uk](mailto:yc@befreeyc.org.uk).

### Procedures

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

#### 1. YC Access to Medication on Trips/Activities:

Staff and volunteers should not administer any medication to young carers on trips and activities. Young carers should not bring any medication on trips/activities and where possible must take medication prior to attending the activity.

The only medication deemed acceptable for young carers to bring on trips are:

- asthma inhalers,
- epipens,
- and moisturising cream for dry skin conditions.

These are to be kept and administered independently by the young carer. Be Free YC staff are to be made aware of specific medications being brought on trips and must be made aware of their whereabouts on the day, should an emergency occur.

#### 2. Sources of Medications

In the case of asthma inhalers, epipens and moisturising cream being brought on trips by the young carer, they must be brought in a full, labelled, conventional container etc

#### 3. Proprietary Medicines

Staff and volunteers are unable to administer any medication to young carers on trips and activities.

### **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.