



# Phoenix Community Care Ltd Foster Care Agency Policy & Procedure

## 0213 - Looked after children - Medication

Version	Written	Updated/ Reveiwed	Scheduled Review Date	Author	Approving Body	Date Approved
1	Oct 2013		Oct 2014	J A Coates		
1.1		May 2014	oct 2014	updated by Gena Areola		
		Jan'15	Jan '16	J A Coates	PCC Directors	Feb '15
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## Scope

This policy applies to all PCC Foster Care Agency's Foster Carers

## Purpose

To inform the Foster carers of their duties and responsibilities in relation to the storage, administration and recording of medicine taken in relation to the children and young people they care for.

## Secure Storage

All medicines should be stored in a secure location or in a locked cabinet. Medicines should be out of sight and reach of children.

## Accessible in Emergencies

It is however essential that medicines to be used in emergencies i.e. asthma inhalers and EpiPens, are immediately accessible at all times.

## Administration of Medicines

- Medicines should be stored according to manufacturer's / prescriber's instructions.
- Always read the label and patient information leaflets before taking or administering medicines to children. *(It is not the policy of PCC Foster Care Agency to advise on the administration of prescribed medication.)*
- The label on the container supplied by the pharmacist must not be altered under any circumstances;
- Medication should not be used for social control or punishment;
- All medication administered should be recorded by the foster carer at the time when it is given. The administration of prescribed medication should be recorded on the **Record of Medication**, and should include the date, time, dose, route. It should be signed by the carer in the signature column. Carers should not complete this retrospectively;
- All household remedies administered must be recorded by foster carers on the **Record of Non-prescribed Medication**. Foster carers should only give non-prescribed medication as indicated by the manufacturer's instructions;
- The foster carer should record if the medication is refused by the child or young person and not administered, stating the reason why.

## Long Term Medication Requirements

Where a child is placed with an PCC foster carer who requires on-going medication for specific conditions such as diabetes or epilepsy, then PCC Foster Care Agency will ensure

that professional health monitoring and advice on the administration of that medication will be in place.

### **Age Appropriate**

All 'over the counter' medication should be appropriate to the child's age and given according to the manufacturer's instructions. Any over the counter medication must be compatible with the prescribed medication being taken by the child. Foster carers must seek advice from the pharmacist or GP before allowing the over the counter medication to be taken.

### **Ask the Doctor**

Contact your Doctor if you have any concerns or if adverse reactions occur.

### **Use Only In Date Medicines**

Medicines should only be stored in their original containers and used within date. Expired medicines should be taken to your pharmacist for safe disposal.

**All medicines administered should be recorded on the placement report.**

**NEVER GIVE A CHILD ANOTHER CHILD'S MEDICINE.**