

VOLUNTARY ACTION SHETLAND - SHETLAND BEFRIENDING SCHEME

MEDICATION ADMINISTRATION GUIDELINES POLICY

The Shetland Befriending Scheme provides one to one support to vulnerable children, young people and adults. The delivery of this service means that the service users may require volunteers to administer emergency medication. The purpose of these guidelines is to assist staff and volunteers to respond adequately and in safety where they are called on to administer medication in some way.

Training for Volunteers

The scheme must ensure that any volunteer who may need to administer emergency medication has the appropriate training to equip them to administer appropriately. As with all training this will be recorded in the volunteer's training record for future reference.

Procedures

Scheme staff and volunteers should observe the following rules and procedures:

Hygiene

Prior to administering any medication the volunteer must thoroughly wash their hands and/or use protective gloves. All normal hygiene precautions should be observed during administration of medicines to minimise the possibility of contamination.

Independence of the Service User

Wherever possible and practicable, a service user is to be responsible to take full responsibility for his or her own medicines.

Consent

The consent of the service user (or where appropriate, the parents/carer or legal representative) should always be obtained by scheme staff before a volunteer will administer emergency medication. This will always be secured by signature on the emergency medication agreement form that should be accompanied by a Medication Information Sheet providing details of the medicines to be given.

Sources of Medications

Medicines given should come only:

From a full, labelled, conventional medical container

If a service user comes with their own medication but requires help to take this, the volunteer must have permission to help, either from the person themselves or a parent / carer, and they must be provided with a list of what the medication is, and what it is for.

Proprietary Medicines

Proprietary medicines that can be obtained without prescription over the chemist (such as aspirin) must not be given to a service user by a volunteer.

As Required Medicines

Some service users may need to take certain medicines only on an as required basis (e.g. painkillers, laxatives and antacids and including homely remedies). Volunteers must not give such medication to the service user.

Side Effects – Changes in Health State

Volunteers should be aware of any specific side effects that may be caused by the service user's prescribed medication (advised by the scheme staff and/or health staff). If volunteers are concerned about the service user's health or medication, a volunteer should seek help from the service user's doctor/NHS 24 and/or if appropriate the parents/carers and scheme staff.

Compliance with Insurance

All accredited volunteers with Shetland Befriending Scheme are covered through (Markel) wh&r McCartney Insurance Brokers for the administration of emergency medication.

Administration of Rectal Medication

This includes Diazepam and paraldehyde in an emergency situation.

Only volunteers whom the scheme's staff considers to be suitable should be assigned to such cases. **No** undue pressure should be put onto individual volunteers to undertake this role. Agreement by volunteers to administer rectal medication must remain voluntary and must **not** be written into role descriptions. Volunteers will not be allowed to start working with the participant until they get the appropriate training to administer rectal medication.