

KEYNSHAM & DISTRICT MENCAP SOCIETY

FIRST AID & ADMINISTRATION OF MEDICATION

Keynsham & District Mencap Society tries at all times to be inclusive but reserves the right to decline to accept a member on a project or activity or to exclude a member from a project or activity where it is considered that concerns about medical needs make it impractical for the member to take part in or continue to take part in that project or activity.

Keynsham & District Mencap Society will obtain and maintain details of the medical needs of members attending activities. In cases where members may require support with their medical needs while participating in activities, Keynsham & District Mencap Society will assess whether it is able to provide that support. If Keynsham & District Mencap Society feels it can not offer support with medical needs in any particular case, this will be made clear to the member and/or to their parent/carer. In such cases, alternative support options will need to be considered in order for the member to participate in an activity, for example, the member may need to be accompanied by someone who can support their medical needs.

If, however, Keynsham & District Mencap Society agrees it can offer support with medical needs, including the administration of medication, the following policy and procedure will apply.

First Aid

Keynsham & District Mencap Society will ensure that, for its services for our members, at least one member of staff is trained in administering first aid. The identity of staff who are first aid trained is shown on the register. In exceptional cases where a project or activity is delivered by a single member of staff, Keynsham & District Mencap Society will ensure that the member of staff is trained in administering first aid and that a risk assessment is completed to manage instances where that member of staff becomes unwell and requires first aid themselves or is unable to administer first aid.

Administration of Medication

Keynsham & District Mencap Society will obtain the written consent of the member (with capacity), or their parent/carer, in order to administer medicine to the member. Keynsham & District Mencap Society staff are not permitted to give medication to anyone other than the member for whom it was prescribed. Keynsham & District Mencap Society will ensure all staff or volunteers who are required to administer medication to members are trained in the relevant procedure. Medication must only be administered to members on the express permission of the Operations Manager.

Keynsham & District Mencap Society will keep a record of all medication received from the member or their parent/carer. Keynsham & District Mencap Society will check that all medication received is fully labelled with the member's name and DOB, the name of the medicine, and the dosage and time(s) to be administered. Keynsham & District Mencap Society will keep medication in its original containers and will only transfer medication into another container in exceptional circumstances. In such instances, Keynsham & District Mencap Society will label the new container with the member's name and DOB, the name of the medicine, and the dosage and time(s) to be administered. A risk assessment for transferring medication will also be undertaken.

Keynsham & District Mencap Society will ensure medicines are kept in a secure place and any controlled drugs are kept in compliance with requirements of the Misuse of Drugs (Safe Storage) Regulations 1973.

If a member is over the age of 18 and wishes to administer and/or store their own medication, Keynsham & District Mencap Society will liaise with the member and their parent/carer to identify the level of support the members required and to conduct a risk assessment to ensure the safety and well-being of the member.

Obtaining Information about Members' Medical Needs

Keynsham & District Mencap Society will require the member (with capacity) or their parent/carer to provide information for the relevant Keynsham & District Mencap Society personal profile form, or equivalent. This provides Keynsham & District Mencap Society with details about the member, including details of any medical needs. If the member has medical needs which would need to be managed during their involvement at our activities, Keynsham & District Mencap Society will seek more information about these needs from the member (with capacity) or their parent/carer, which may involve a home visit.

This information will be recorded on the relevant personal profile form. Any home visits will be conducted by a senior person at Keynsham & District Mencap Society, such as Operations Manager or club leader.

Healthcare Plans

In the case of children, Keynsham & District Mencap Society will request a copy of the child's healthcare plan from their parent/carer, if:

- the child has regular medication or emergency medication which may need to be administered during their attendance at Keynsham & District Mencap Society activities
- the child has a health condition which the healthcare plan refers to.

If the parent/carer is not able to provide Keynsham & District Mencap Society with a healthcare plan, Keynsham & District Mencap Society may obtain one through other means, with their agreement (eg from the child's school). Keynsham & District Mencap Society will ensure that copies of healthcare plans will be present at the Keynsham & District Mencap Society activity the child attends.

Keynsham & District Mencap Society reserves the right to decline to accept a child on a project or activity without a healthcare plan.

Managing Medical Needs

After obtaining information about the member and any medical needs, the Operations Manager will assess how these, by agreement, will be managed by the Society.

Depending on the medical condition or the service offered, Keynsham & District Mencap Society may not be able to manage the member's medical needs. In such cases, this will be communicated with the member or their parent/carer and alternative options may be considered.

In cases where Keynsham & District Mencap Society is able to manage the member's medical needs, Keynsham & District Mencap Society will conduct a care plan or risk assessment to show how Keynsham & District Mencap Society, with agreement, will manage these needs, which a healthcare plan will be added to.

Written consent from the member (with capacity) or the parent/carer will be obtained to show that Keynsham & District Mencap Society has permission to administer medication, as set out in care plan, risk assessment or child's healthcare plan.

Information about the medical needs of members will be communicated by the Operations Manager to the team leader and staff in charge of the activity.

Receiving, Storing and Returning Medication

In cases where Keynsham & District Mencap Society is responsible, by agreement, for managing the medical needs of members, the relevant form will be used to record when medication has been received, administered and returned.

In the case of premises-based activities, the person in charge will ensure that all medication is stored in a secure container placed in a safe space. If this space is locked, the person responsible for the activity must ensure that all staff are able to open the space quickly, in an emergency.

Prior to the member's involvement in an activity, Keynsham & District Mencap Society will establish whether any medicines require special storage facilities, such as refrigeration. In the case of medication requiring refrigeration, Keynsham & District Mencap Society will ensure medication is stored in a secure container in a fridge designated for the purpose, or if local arrangements allow, a secure container in a general refrigerator.

Whatever the case, medicines will be stored in accordance with the pharmacist's instructions.

In the case of a community-based activity, or a members holiday, the person in charge of the activity will ensure that all medication is placed in a bag for this purpose, which is then stored securely in their main activity bag. The person in charge of the activity is responsible for the security of their activity bag at all times.

In cases where it is agreed that a member is able to be responsible for managing their own medication during their involvement with Keynsham & District Mencap Society's activities, the Operations Manager will conduct a risk assessment to manage the situation.

Hygiene and Infection Control

Keynsham & District Mencap Society staff administering medication to members will observe the highest standards of hygiene when doing so. This will include ensuring a suitable place to administer the medication, hand-washing and/or the hygienic disposal of waste, e.g. wipes and gloves.

Staff Medication

Keynsham & District Mencap Society staff who require medication with them when working on or visiting projects should disclose this to the Operations Manager, who is responsible for ensuring that their medication is inaccessible to the members.

Items belonging to staff which contain their medicines, such as bags and coats, should be placed in a secure space where it is not accessible to members.

In the case of community activities, staff medication should be kept in personal bags or on their person.

In the case of a staff member requiring emergency medication, this should be disclosed to the Operations Manager prior to their attendance. The Operations Manager is responsible for establishing a risk assessment to manage this.

Keynsham & District Mencap Society reserves the right to decline to accept a member of staff working on a project or activity if the Operations Manager feels that their medical needs are not able to be managed safely.

Incidents

In cases where a member fails to take a prescribed medicine, or has an overdose, or has any adverse reaction to any medicine, or in cases where a medicine is administered incorrectly, the responsible staff member must contact the member's GP and the parent/carer immediately. In an emergency, Keynsham & District Mencap Society will call 999 for and follow the procedure for contacting emergency services. Any incidents of this nature will be recorded on an incident form and will be investigated by the Operations Manager and Board of Trustees.

Reviewed: May 2026

Next Review: May 2027

Version 1.0 (under new document-control process)