



Administering Prescribed and/or Non-Prescribed Medicines

September 2024

1.1 CONTENTS

1.2 Introduction.....	page 1
1.3 Provision of Medicine.....	page 1
1.4 Administering Medicine.....	page 2
1.5 Storing Medicine	page 2
1.6 Template form to be completed by parent/carer on arrival ...	page 2

1.2 Introduction

This policy sets out the process for a service user who needs to take medically prescribed medicines or over the counter medications during their farm session,

1.3 Provision of Medicine

The only medicine that will be administered to a service user is one that the service user has arrived at the farm with. The farm will never provide medicine for service users.

The medicine will only be administered provided:

- it is prescribed in the service users name (in the case of prescribed medicines), or has a label on identifying the name of the service user to whom it belongs, for over the counter medicines e.g. piriton
- it is presented in the original packaging
- For prescribed medicines the label includes information of the dispensing pharmacy.
- there are clear storage instructions
- it is to be administered in accordance with the dosage instructions on the label
- it is within date



1.4 Administering Medicine

- Parents/carers will be required to complete a form detailing the medicine, dosage and time to be administered. (Template Below). This will also ensure that a written record of administered medicines is maintained.
- Some service users are competent to manage their own health needs and medicines. After discussion with the parents/carers, the service user and other relevant healthcare professionals, will encourage such service users to take responsibility for managing their own medicines. This will be reflected in their individual risk assessments.

1.5 Storage of Medicines During Session

- The medicine provided will be kept in the office during the time the service user is at the farm either in a draw or in the office fridge. Or medicines, such as asthma inhalers, will be carried by the service user themselves or if child is too young by the leader of the session (this will be discussed with parents at drop off).
- All medicines will be returned to the parent/carer at the end of the session.

1.6 Template Administering Form

Name:	
DOB:	
Session:	
Dosage and Time to be given:	
Signed parent/carer:	Date:
Name of leader and time(s) medicine given:	

