**Scarf Protocol on Emergency Medication**

**(Approved Sept 2019)**

This Protocol is relevant for children/young people who attend a Scarf activity where their parent/carer does not need to attend with them (eg. Scarf Saturday Multi-Sports Club, Scarf Youth Club, Scarf 2 activities, etc.), who may require emergency medication (eg. epilepsy medication, auto-injectors, but not including asthma inhalers which are covered separately).

Scarf will need the parent/carer to complete our **Emergency Medication – Individual Care Plan Pro Forma**. The form will ideally be completed in person with the relevant member of the Scarf team that will be caring for the child/young person. But it can also be done over the phone or through email as appropriate before the start of an event. The form must be signed by the parent/carers, and the relevant Scarf staff members. It will be kept securely, on file, by the club Supervisor, and be accessible during the activity.

In addition to the form above, Scarf will also need a copy of a letter from the child/young person’s General Practitioner or Consultant stating the following:

* what condition the drug or medicine is for with its name
* how and when the drug or medicine is to be given
* what training of personnel is required, if any
* any other relevant information

This information could be a copy of your child’s Rescue Medication Plan from their consultant/ paediatric team. It does not have to be addressed specifically to Scarf.

Some Scarf staff have been trained to enable them to administer specific emergency medications (epilepsy and anaphylactic rescue medications). Trained staff members will need to be present during the activity where a child/young person may need emergency medication. If Scarf are not able to provide a trained staff member at the activity, parents/carers should be notified in advance as soon as possible, and a parent/carer will need to stay with their child/young person during this activity, if they still wish to attend.

Drugs or medicine that are bought along to a Scarf activity should be handed over to the club Supervisor at the start of the session by the parent/carer (must be over 18 years old). The Supervisor should check the following:

* the medication must be clearly labelled with the child’s name and the dose required
* it must be sealed
* and it must be in date

If the medication does not meet these three standards, then the parent/carer will be advised that their child/young person cannot stay at the activity unless the parent stays on site during the activity.

Scarf staff should record details of the child/young person who may need emergency medication on the Risk Assessment Form each time they attend an activity, making a note of the following plan:

* who will carry the medication
* who will administer the medication
* who will note the timing, ie: when the seizure starts, when the medication was administered, when the parents/carers/ambulance was called
* who will take over running the club whilst the situation is being managed.

During the activity, drugs/medicine will be kept in a secure place with access only by authorised persons (eg: in a bum-bag). Where drugs or emergency medication has been administered, a drugs/medicine register will be completed, showing the following:

* the child/young person’s name
* type of drug/medicine administered
* date and time administered
* dosage
* name and signature of person administering the drug/medicine
* name and signature of witness
* time ambulance is called
* time of notification to child’s parent/guardian when an administration of drugs or medicine has been given in an emergency
* note of any known allergy to medication suffered by the child/young person.

A copy of the completed form should be sent to Scarf’s Health and Safety Officer.

The child/young person’s next of kin as stated on their emergency medication form will be informed as soon as possible if an emergency situation arises, and if emergency medication has been administered.

In the case of administering emergency medication (ie: buccal medazelan or auto-injector) it is Scarf policy that an ambulance should always be called.

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