

Options Supported Holidays Ltd

Unit 1, Down Farm
South Cerney
Gloucestershire
GL7 6DD

Telephone: 01285 740491
Office Hours: *Monday to Friday* 9:30am – 4:30pm
Email: office@optionsholidays.co.uk
website: optionsholidays.co.uk



Medication Policy Agreement

You have requested that Options Supported Holidays (OSH) administer your medication. All medication must be provided correctly as detailed in our policy. If not, you will not be accepted on the holiday as our supporters are only insured to administer medication in accordance with this policy.

Following our Medication Policy will reduce the risk of error and help the holiday run efficiently.

Options Supported Holidays Ltd Medication Policy

Purpose

When medication is involved, OSH follows guidelines for its administration and management to avoid unnecessary risk, protecting the holiday supporter and the client.

To ensure the smooth running of our holidays and avoid unnecessary risks, we ask you to complete all OSH forms regarding medication. Holiday supporters will only be able to check medication once at the venue, in a quiet environment. OSH is not responsible for incorrectly supplied medication.

Procedures

What OSH expects to be provided by the client

- All medication **must** be provided in a dosette box or blister pack (unless it is unsuitable) prepared by a pharmacist or other professional.
- The dosette box/blister pack should be suitable for a holiday environment.
- The dosette box/blister pack should be clearly labelled with the client's name and a recent photo.
- Creams/drops must be accompanied with a body chart.
- An OSH holiday checklist should be completed, signed and handed to the holiday leader at the start of the holiday.
- An OSH medication information form should be completed and handed to the holiday leader at the start of the holiday. If medication must be administered as directed by a doctor, then OSH will need full details for this.
- Medication should be in date.
- Quantity: only give us the necessary amount of medication for the duration of the holiday, plus either 24 hours (UK holiday) or three days (outside the UK). We cannot carry excessive amounts of medication.
- The dosette/blister packs need to be secure because we use standard accommodation and supporters will need to take medication from room to room.

- There will be excursions on most days. Therefore, if the client has lunch or teatime medication it will need to be taken on the excursion. The client will need to supply a container that will hold the necessary medication, otherwise **ALL** the client's medication for the week will be taken on the trip.
- OSH will not accept anyone on the holiday who does not have the correct medication. It is the client's responsibility to ensure that the medication is correct before departure. If medication is found to be incorrect while on the holiday, OSH will try to help the client obtain the correct medication. However, if this is not possible, the client will be sent home at their own expense and no refund will be given for the holiday.

If the client's medication is not correct and the client is not accepted on the holiday due to incorrect medication the client will not be entitled to a refund.

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PLEASE HAND THIS FORM TO THE OPTIONS HOLIDAY SUPPORTER ON ARRIVAL

Name of holiday:	
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Medication Policy agreement

I would like my medication to be administered by Options Supported Holidays.

- I confirm that I have read and understood the Options Supported Holidays Medication Policy and will ensure that medication is supplied for the holiday in accordance with this policy.
- I understand that if medication is not supplied correctly, I will not be able to attend the holiday and I will not be entitled to a refund.

Client name	
Client signature	
Date	
Name of supporter	
Supporter signature	
Date	