



Administering Medicines

Policy Statement

As we are only a sessional care, we do not administer medicines to our children, but if it was the welfare of the child recovering from an illness we will do so.

The key person will be responsible for correct administration ensuring consent forms have been completed, and that the medicine is stored and labelled correctly.

No medicine will be given without these details being provided. In the absence of the key person, the manager is responsible for overseeing of administering medication.

Procedures

- Children taking medication must be well enough to attend the setting
- Only medication prescribed by a doctor (or other medically qualified person) is administered. It must be in-date and prescribed for the current condition (medicines containing aspirin will only be given if prescribed by a doctor). NB Children's paracetamol (un-prescribed) is administered only for children under the age of one year with verbal consent of the parents in case of high temperature. This is to prevent febrile convulsion and where a parent or named person is on their way to collect the child.
- Children's prescribed medicines are stored in their original containers, are clearly labelled and are inaccessible to the children.
- Parents give written permission for the administration of medication. The staff receiving the medication must ask parents to sign a consent form stating the following information. No medication may be given without these details being provided:
 - the full name of child and date of birth
 - the name of medication and strength
 - who prescribed it
 - the dosage to be given in the setting;
 - how the medication should be stored and its expiry date
 - any possible side effects that may be expected; and
 - the signature of the parent, their printed name and date

Insert details here of who receives the child's medication and asks the parent to complete a consent form.

State how staff will be aware of this.



- The administration of medicine is recorded accurately in our medication record book each time it is given and is signed by the key person/manager. Parents are shown the record at the end of the day and asked to sign the record book to acknowledge the administration of the medicine. The medication record book records the
 - Name of the child;
 - Name and strength of the medication;
 - date and time of the dose
 - dose given and method
 - signature of the key person/manager; and
 - parents signature

Storage of medicines

- All medication is kept in a marked plastic box and stored in a locked cupboard or refrigerated as required.
- The child's key person is responsible for ensuring medicine is handed back at the end of the day to the parent.
- For some conditions, medication may be kept in the setting to be administered on a regular or as-and-when-required basis. Key persons check that any medication held in the setting, is in date and return any out-of-date medication back to the parent.

Insert details here of how and where medicines are stored in your setting. State how staff are informed of this.



- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.
- No child may self-administer. Where children are capable of understanding when they need medication, for example with asthma, they should be encouraged to tell their key person what they need, however this does not replace staff vigilance in knowing and responding when a child requires medication.

Children who have long term medical conditions and who may require ongoing medication

- A risk assessment is carried out for each child with long term medical conditions that require ongoing medication. This is the responsibility of the manager alongside the key person. Other medical or social care personnel may need to be involved in the risk assessment.
 - Parents will also contribute to a risk assessment. They should be shown around the setting, understand the routines and activities and point out anything which they think may be a risk factor for their child.
 - For some medical conditions, key staff will need to have training and basic understanding of the condition, as well as how the medication is to administered correctly. The training needs for staff form part of the risk assessment.
 - The risk assessment includes vigorous activities and any other activity that may give cause for concern regarding the child's health needs.
 - The risk assessment includes arrangements for taking medicines on outings and advice is sought from the child's GP if necessary where there are concerns.
 - A health care plan for the child is drawn up with the parent; outlining the key person's role and what information must be shared with other staff who care for the child.
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- The health care plan should include the measures to be taken in an emergency.



- The health care every six months necessary. This plan is reviewed or frequently if includes reviewing the medication, e.g. changes to the medication or the dosage, any other side effects noted etc.
- Parents receive a copy of the health care plan and each contributor, including the parent signs it.

Managing medicines on trips and outings

- If children are going on outings, staff accompanying the children must include the key person for the child with a risk assessment, or another member of staff who is fully informed about the child's needs and/or medication.
- Medication for a child is taken in a sealed plastic box clearly labelled with child's name and the name of the medication. Inside the box is a copy of the consent form and a card to record when it has been given. Including all the details that need to be recorded in the medication record as stated above.
- On returning to the setting the card is stapled to the medicine record book and the parents sign it.
- If a child on medication has to be taken to hospital, the child's medication has to be taken in a sealed plastic box clearly labelled with the child's name and the name of the medication. Inside the box is a copy of the consent form signed by the parent.
- As a precaution children should not eat whilst travelling in vehicles.
- This procedure is read alongside the outings procedure.