



Policy Document:

Administering Medicines.

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Policy Statement

The Meadows Day Care Centre places the child's well-being at the very core of the ethos of the setting. Staff are paediatric first aid trained but it is not a compulsory part of their job to administer medicine. However, there will always be staff willing to administer medicine on site, and for any clarification of this matter please check with the Manager.

It states in the Centre's Children who are sick or infectious policy, that to prevent the spread of infection, children who are unwell, have infectious diseases or who have had diarrhoea or sickness, should remain at home; in the latter instance, for 48 hours from the time of the last occurrence. If children become unwell whilst at the Centre, the parents/carers will be asked to collect them as soon as possible.

While it is not our policy to care for sick children who should be at home until they are well enough return to setting, we will administer medication as part of maintaining their health and well-being or while they recover from an illness.

As far as possible medicines will be administered at the setting only where not to do so would be detrimental to a child's health.

The Meadows Day Care Centre works in partnership with parents and information sharing in this area is vital so that staff respect and are aware of cultural, ethical or religious reasons which may relate directly to the administration of medicine.

In the Nursery, the key person is responsible for the correct administration of medicines to children for whom they are the key person. This includes ensuring that parental consent forms have been completed, that medicines are stored correctly and the records are kept according to procedures. In the absence of the key person, the Manager or Deputy Manager is responsible for the overseeing of administering medication.

This policy therefore aims to:

- Support regular attendance of all children
- Ensure staff understand their roles and responsibilities in administering medicine
- Ensure parents understand their responsibilities in respect of their children's medical needs
- Ensure medicines are stored and administered safely
- Ensure all administration of medicines or creams is recorded appropriately.

Procedures

- Children taking prescribed medication must be well enough to attend the setting.
- Only prescribed medication is administered. It must be in-date and prescribed for a current condition.
- Children's prescribed medicines are stored in their original containers, are clearly labelled and are inaccessible to the children.
- Parent must give prior written permission for the administration of medication. The staff receiving the medicine must ask the parent to sign a consent form stating the following information:
 - Full name and date of birth of the child.

- Name of medicine and strength.
- Who prescribed it.
- Dosage to be given at the setting.
- How the medicine should be stored and the expiry date.
- Any possible side-effects that may expected should be noted.
- Signature, printed name of parent, date.
- The administration is recorded in a record book accurately each time the medicine is given and signed by staff. The medication record book records:
 - Name of the child.
 - Name and strength of the medicine.
 - Date and time of dose.
 - Dose given and the method.
 - Signed by key person/staff/manager.

Non-prescription medication

In general, the Centre will not administer any medication that has not been prescribed for the child by a medical practitioner. However, some exceptions, such as paracetamol/Ibuprofen to reduce a temperature, (please see Administering of Paracetamol/Ibuprofen), and non-prescription or over-the-counter medication, such as cream for skin conditions, *Sudocreme*, and other non-prescription medicines such as cough syrup or teething remedies, may be administered. These will only be given with a written request and agreement from parents which has been given before administration.

Before agreeing to administer non-prescription medicines, the member of staff will check the label for details, expiry date, dosage and storage instructions and check that there is a written instruction from the parents with the child's name. The Centre will not accept any medication without this information.

Parents will provide any non-prescription medicines or liquid paracetamol/Ibuprofen. The Centre reserves the right to refuse to administer non-prescription cream if we feel that it is not in the best interests of the child and will request that the parents/carers seek medical advice.

Storage of All Medicines

- All medicines must be stored safely inside the locked first aid cabinet within the kitchen or refrigerated if required.
- Where possible the child's key person is responsible for returning the medicine to the parent at the end of the session.
- For some conditions, medication may be kept at the setting. Medicines should be kept inside the locked first aid cabinet within the kitchen or refrigerated if required.
- If the administration of a medicine requires medical knowledge, individual training is provided for relevant members of staff by a health professional.
- Once the prescription /course has finished any containers or remaining medication will be returned to the parent/ named guardian to dispose of and sign for.

Administering Paracetamol or Ibuprofen

Parents will be asked to complete the medication consent for liquid paracetamol/Ibuprofen. If a child experiences a high temperature whilst at nursery, staff will attempt to cool the child naturally and will continue to monitor their temperature. If staff cannot reduce the child's temperature, they will contact parents and inform them of their child's condition. ONLY with parent's consent and prior completion of consent at registration will staff administer the liquid paracetamol/Ibuprofen.

Parents must inform the nursery if the child has been administered any medication, including paracetamol/Ibuprofen, prior to arriving at nursery. The dosage given will follow the guidelines provided on the medication unless a smaller dosage has been requested by parents or is deemed more appropriate based on the child's size and weight. Staff will record any medication administered. Once liquid paracetamol/Ibuprofen has been administered, parents will be called to collect their children to care for them at home. When a child experiences no further episodes of a high temperature and can maintain a 'normal' temperature without reliance of paracetamol/Ibuprofen, will they be allowed to return to nursery the following day.

Teething: Children suffering mild temperatures due to teething can be administered paracetamol/Ibuprofen with the parents' consent. However, should the child's temperature go above 38 degrees C, the parents will be called to collect the child.

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

- A risk assessment is carried out for each child with a long-term medical condition that requires ongoing medication. This is the responsibility of the manager. Other medical or social care professionals may need to be involved in the risk assessment.
- For some medical conditions key staff may need training in a basic understanding of the condition itself as well as how the medication is administered. The training of staff is part of the risk assessment.
- The risk assessment includes vigorous physical activities that may give cause for concern regarding an individual child's needs.
- The risk assessment includes arrangements for taking medicines on outings.

Managing medicines on outings

If children are going on outings, staff accompanying the children must include the key person for the child with the risk assessment, or another member of staff who is fully informed about the child's needs and/or medication.

Medication for the child must be taken in a sealed plastic box, clearly labelled with the child's name and name of the medication. Inside the box there should also be a copy of the signed consent form, and a card to record when it has been given.

Staff Medication

Staff medication on the premises must be securely stored in the medicine cupboard located in the office. If the medication needs to have refrigerated, it must be stored in the fridge in a lidded and labelled box or bag. Staff must inform their manager if they are bringing any medicine on to the premises and ensure that it doesn't impair their ability work. Providers must ensure that those practitioners taking medication, medical advice confirms that the medication is unlikely to impair that staff member's ability to look after children properly.

ADOPTION AND ANNUAL REVIEW OF THE POLICY

This policy was adopted in:..... - June 2012
Signed:.....JRS

This policy was reviewed/amended in:..... - June 2013
Signed:.....JRS

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Signed:..... SK

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Signed:..... SK

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