

## **Thorpe Willoughby Childcare Centre**

### **Administration of Medication Policy**



#### **Purpose of Policy**

The purpose of this policy is to ensure that any and all medication administered to children has been authorised by the child's parent/carer, only medication prescribed by a GP will be administered.

Only authorised members of staff (qualified practitioners) will be allowed to administer medication and accurate records of any medicine administered must be kept.

#### **Who is Responsible?**

It is the overall responsibility of the management to ensure that there is written parental/guardian permission to administer medication to children during the session.

It is the responsibility of the staff to ensure that parent / carers complete a medication form prior to any medication being administered and a signature is obtained giving authorisation.

The medicine administration form must be signed again by the parent or carer signs when they are collecting their child.

There will be no medication kept at setting, all medication will be returned to parents each day. (inhalers & skin creams will be accessible throughout the day ),

#### **How will the policy be implemented?**

- Staff members will not administer the first dose of medicine to the child.

Parents should have given their child one dose to ensure no allergic reaction is caused by administering the medication and to follow the illness policy (see illness policy)

- Members of staff may only administer prescribed medication to a child with the written consent of the parent/carer and clear instructions with child's name / dosage must be on the medication bottle.
- Where members of staff are required to administer medication to a child, whether short term or long term, the parent/carer must first complete and sign a medicine administration form.

A new entry should be completed where there is change in circumstances.

- Staff can only administer medication for the length of time stated on the bottle, staff will not administer medication beyond this time-scale unless we have a Doctor's letter.
- The medicine administration form will detail the name of the qualified practitioner who administered the medication and another staff member will sign as a witness

to the administration of the medication.

- Before medicine is administered, the designated member of staff should check the medicine administration form for any changes.
- The medicine administration form should be completed each time the child receives their medication, this form must be completed and signed by the person administering the medication, witness and be countersigned by the parent or carer when they collect their child
- Medicines will be stored in the fridge in a plastic lidded box, clearly named and dated.
- At no time should the medication form be completed in pencil, it must be in pen.
- Parents should be signing their names and not printing.
- Parents signature must be clearly seen at the bottom of the medication form.
- It must be clearly stated why the child is on medication.
- Medication must be stored accordingly in sealed containers in fridge.
- No medication should be left in children's bags.

### **Auditing Medication**

- Medication forms will be checked daily by the senior staff who will sign forms and countersigned by the managers.
- All medication forms should be easily accessible to the management team in all the playrooms.
- Management will audit all medications brought in and out of the nursery, this will be countersigned by the managers.

Medications MUST be returned home daily.

The management and staff must ensure that all medications are inaccessible to children, stored out of children's reach, in their original containers and clearly labelled with their contents and the child's name.

It should be noted that specific medications have storage implications for the setting:

### **Controlled Drugs:**

We will not be storing any controlled drugs within the setting at any time.

If a child requires administration of a controlled drug, then the parent must come along to the nursery to administer when required.

### **Pain medications**

Pain medication such as Calpol, will not be administered to a child unless it is an emergency, (a high temperature is detected or the child is in obvious pain) If a child has a constant high temperature we will contact the parent/carer to collect the child. (follow illness policy)

All medications including Emergency medication will be kept in a cupboard out of the children's reach; each child's medication will be kept in the "medication" container with the child's name on the bottle / box. (prescribed-kitchen)

Staff should record when medication comes into nursery, detailing the name of medication, child's name, date when the medication was given to the setting and date returned home.

Thorpe Willoughby Childcare Centre has a policy for keeping a minimum supply of pain medication (calpol) for children in emergency situations.

### **Allergy Medication/Anti-histamines:**

These will be kept out of the children's reach and stored in the "medication" box within the playroom with the child's name on the bottle / medication box.

All details should be recorded on our medication record form.

Returned home daily.

### **Epi-pens:**

Where a child requires an epi-pen for allergic reactions, the child must carry one with them at all times, the setting should also be issued with one if possible.

Only members of staff who are trained to administer this medication will be allowed to do so, whilst Thorpe Willoughby Childcare Centre aspires that all members of staff receive the required training parents are reminded that it is their responsibility to ensure that their children's medication requirements are up to date and that Thorpe Willoughby Childcare Centre is kept up to date.

### **Asthma Medications:**

The child should have an inhaler with them, which will be stored at setting in the case of an emergency, each child's inhaler should be kept in our "medication" container, and all details should be recorded on our medication record form.

The form should also detail the date when the inhaler was given to the setting and returned home if applicable.

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