

1.15 Administering Medicines

Policy Statement

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

In many cases, it is possible for children's GP's to prescribe medicine that can be taken at home in the morning and evening. As far as possible, administering medicines will only be done where it would be detrimental to the child's health if not given in the setting. It is advised that the parent keeps the child at home for the first 48 hours to ensure no adverse effect as well as to give time for the medication to take effect.

These procedures are written in line with current guidance in 'Managing Medicines in Schools and Early Years Settings'; the manager is responsible for ensuring all staff understand and follow these procedures.

A senior member of staff is responsible for the correct administration of medication to children. This includes ensuring that parent consent forms have been completed, that medicines have been checked for pharmacist label, name of child, dosage and date and medication is stored correctly and that records are kept according to procedures.

Procedures:

- Children taking prescribed 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.
- NB Children's paracetamol (un-prescribed) is administered only for children with the verbal consent of the parents in the case of a high temperature. This is to prevent febrile convulsion. Only one dose may be administered and the parent will be asked to come and collect the child.
- Children's prescribed medicines are stored in their original containers, are clearly labelled and are inaccessible to the children.

- Parents give prior written permission for the administration of medication. The staff receiving the medication must ask the parent to sign a consent form stating the following information.

No medication may be given without these details being provided:

- Full name of child;
- Name of medication and strength;
- Who prescribed it;
- Dosage to be given in the setting;
- How the medication should be stored and expiry date;
- Any possible side effects that may be expected should be noted; and
- Signature, printed name of parent and date.

The child's key person/qualified member of staff responsible for the room receives the medication from the parent and asks the parent to complete the medication form following the correct procedures and also checks that the medication consent form on record has been signed by parents giving permission to administer Calpol for a raised temperature in an emergency.

Staff can administer creams for conditions such as severe nappy rash. The appropriate form must be completed.

Medicine (both prescription and non-prescription) must only be administered to a child where written permission for that particular medicine has been obtained from the child's parent and/or carer. Providers must keep a written record each time a medicine is administered to a child, and inform the child's parent and/or carer. Providers must keep a written record each time a medication is administered to a child and inform the child's parents and/or carers on the same day, or as soon as reasonably practicable. (EYFS 2014)

Using the above guidelines, we at Magic will only administer Calpol if:

- The child develops a temperature whilst at nursery
- The parent has indicated permission on the child's settle pack
- We are able to contact the parent, who must give us verbal permission to administer Calpol at that time
- The parent must come and collect their child if the temperature does not reduce
- Only one dose of Calpol will be administered
- Please note: we can not give continued doses of Calpol throughout the day unless it is prescribed and is for pain relief not temperature control, as a child with a high temperature is clearly not well enough to be in nursery.

Using the above guidelines, we would administer Piriton in an emergency if:

- The child develops an allergic reaction (who does not normally have reactions)
- The parent has already indicated permission on the child's settle pack
- We would obtain verbal permission from the parent, but if the child displayed very severe symptoms, we would take advice from NHS Direct or the Ambulance Service.

The administration is recorded accurately each time it is given and is signed by senior staff.

Parents sign the appropriate form to acknowledge the administration of a medicine.

The medication record sheet records:

- Name of child;
- Name and strength of medication;
- The date and time of dose;
- Dose given and method; and is
- Signed by senior staff; and is
- Verified by parent signature at the end of the day.

Storage of medicines:

- All medication is stored safely in a locked cupboard or refrigerated. Where the cupboard or refrigerator is not used solely for storing medicines, they are kept in a marked plastic box.
- 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. Key persons check that any medication held to administer on an as and when required basis, or on a regular basis, is in date and returns any out-of-date medication back to the parent.
- Medication received from the parents requiring to be kept in a fridge should immediately be stored in the milk kitchen fridge, other medication should be stored in the medicine cabinet located in the milk kitchen where it is inaccessible to children. Staff are informed of this by their room coordinator during their induction and all staff should also have read their induction pack
- It is the responsibility of the child's key-worker to make sure that the child receives their medication at the correct time throughout the day.
- Staff will write a note at the bottom of the child's day chart as a reminder that the child requires medication at the correct time throughout the day.
- At the appropriate time a senior staff member must be informed that the child requires medication to be administered.
- It is the responsibility of the senior member of staff and the person witnessing to ensure that the child receives the correct medication and dosage. The appropriate section on the medication form must be signed by the person administering the medication and the person witnessing the administration of the medication
- When the child is collected staff will ensure that the correct medication is given to the parents by checking the name on the label before handing it over.
- Long term medication should be put on an 'on going medicine form' that lasts for 3 months.
- Once the child has finished the course of medication, the medication must be returned to the parents

- Staff must always be vigilant with medication and ensure that the correct procedure is followed. Wrong medication, dosage or incorrect medication times could lead to significant harm being caused to the child
- Staff can administer creams for conditions such as severe nappy rash or eczema, teething gel/powders. The appropriate forms must be completed and must also be witnessed by another member of staff.
- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.
- If rectal diazepam is given another member of staff must be present and co-signs the record sheet.
- 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 on going medication:

- A risk assessment is carried out for each child with long term medical conditions that require on going 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 in a basic understanding of the condition as well as how the medication is to be administered correctly. The training needs for staff is part of the risk assessment.
- The risk assessment includes vigorous activities and any other nursery activity that may give cause for concern regarding an individual child's health needs.
- The risk assessment includes arrangements for taking medicines on outings and the child's GP's advice is sought if necessary where there are concerns.

- A health care plan (London Borough of Barnet form) for the child is prepared by the parent and medical professional; outlining the key person's role and what information must be shared with other staff who care for the child.
- The health care plan should include the measures to be taken in an emergency.
- The health care plan is reviewed every six months or more if necessary. This includes reviewing the medication, e.g. changes to the medication or the dosage, any side effects noted etc.
- Parents receive a copy of the health care plan once it has been completed by all necessary parties.

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 the child's name, name of the medication, inside the box is a copy of the consent form.
- If a child on medication has to be taken to hospital, the child's medication is taken in a sealed plastic box clearly labelled with the child's name, 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 when travelling in vehicles.
- This procedure is read alongside the outings procedure.