

# 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. If a child has not had a medication before, 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.

The person in charge or key person is responsible for the correct administration of medication. This includes ensuring that the parent has signed the medication book and that medicines are stored correctly and that records are kept according to procedures.

## Procedures

- Children taking prescribed medication must be well enough to attend the setting.
- Medication must be in-date and prescribed for the current condition.
- Children's prescribed medicines 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 the medication book stating the following information. No medication may be given without these details being provided:
  - full name of child and date of birth;
  - name of medication;
  - dosage to be given in the setting;
  - how the medication should be stored and expiry date;
  - signature, printed name of parent and date.
- The administration is recorded accurately each time it is given and is signed by staff

## ***Storage of medicines***

- All medication is stored safely in the kitchen or refrigerated.
- For some conditions, medication may be kept in the setting.
- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant members 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 on 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 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 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 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.
- The health care plan should include the measures to be taken in an emergency.
- 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 the child's name, name of the medication. Inside the box is a copy of the consent form and a card to record when it has been given, with the details as given above.
- On returning to the setting the card is stapled to the medicine record book and the parent signs it.
- 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.
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- POLICY UPDATED 19/11/2020 BY Henderson.