



## Willows Day Care

### Administration and storage of medication

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.

Our procedures are written in line with guidance in *Managing Medicines in Schools and Early Years settings*; the manager is responsible for ensuring all staff understand and follow these procedures.

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

#### Procedures

- Children taking prescribed medication must be well enough to attend the setting.
- Only prescribed medication may be administered. It must be in-date and prescribed for the current condition.
- Children taking prescribed medication must be well enough to attend the setting.
- Children's prescribed drugs are stored in their original containers, are clearly labelled and are inaccessible to the children. Where the

medication is stored in a refrigerator, which is not solely used for storing medicines, they are kept in a marked plastic box.

- Medicine for children in the Nest room is stored in a marked box on top of a cupboard in the kitchen.
- Medicine for children in the Blossom room is stored on a shelf in the changing area.
- Some medicine may need to be stored in the fridge and if so will be kept in a marked container.
- 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any medication held to administer on an as and when required basis or on a regular basis, is in date and returns any out-of-date medication back to the parent.
- Parents give prior written permission for the administration of medication on a Medicine Consent Form. 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 prescribes 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.
- The administration is recorded accurately on the Medicine Consent Form each time it is given and is signed by staff. Parents sign and date the form to acknowledge the administration of a medicine.
- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.
- These procedures are written in line with the current guidance in *Managing medicines in Schools and Early Years Settings*; the manager is responsible for ensuring all staff understand and follow these procedures.
  - Children's paracetamol (un-prescribed) is administered only for children with the verbal consent of parent in the case of a very high

temperature. This is to prevent febrile convulsion and where the parent or named person is on their way to collect the child. If the child's temperature is raised but not dangerously high the parent will be called and they can decide to collect or wait 30 minutes to see if the child's temperature goes down after administering the medicine. When a parent gives permission over the phone the staff member will record the time of the phone call on the medication form stating that verbal permission has been given and by whom. The parent will then sign the form when they collect their child.

### **Children who have allergies or long term medical conditions or 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/Health care plan.
- Parents contribute to a risk assessment/Health care plan by being shown around the setting, enabling them to understand the routines and activities and point out anything which they feel may be a risk factor for the child. In the case of a child with an allergy it must include the allergen, the nature of the allergic reaction, what to do in case of an allergic reaction and the control measures that need to be in place.
- 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 also drawn up with the parent; outlining the key persons role and what information must be shared with staff who care for the child
- The health care plan should include measures to be taken in an emergency.
- The health care plan is reviewed every 6 months or more if necessary. This includes reviewing the medication,

- Parents receive a copy of the health care plan. A signed copy by the parents is kept at the setting in easy access in the main play room.
- For children suffering life threatening conditions, or requiring invasive treatment; written confirmation from your insurance provider must be obtained to extend insurance.

**Managing medicines on trips and outings**

- If children are going on an outing, 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 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.
- 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 and the name of medication. Inside the box is a copy of the consent form signed by the parent.

**Legal framework**

- The Human Medicines Regulations (2012)

Signed on behalf of the Management Committee/Proprietor	
Role of signatory (e.g. chairperson etc.)	
Review date	