



# Killermont Early Years Centre

## Administration and Management of Medication Policy



### Rationale

The health, safety and wellbeing of our children is paramount. Each child has the right to have their individual health needs met by caring, responsible and trained staff.

### Aim

The aim of Killermont Early Learning and Childcare Centre is to ensure that all medication is stored and administered correctly and safely. Staff will be trained in appropriate procedures and adequate records will be kept for all medication given.

### Training requirements

All staff will be trained on medication management including storage, administering and recording procedures, by the first aider at time of induction. All staff should be trained in administering an epi pen should a child/ staff member have an epi pen as part of allergy management. Staff should be trained by a specialist nurse for the administering of regular medication.

### Outcomes

- Parents must administer the first dose of new medication to their child in the event of the child having an allergic reaction to the medication. Unless the medication is to treat an allergy.
- Parents must be informed if the child spits out medicine after it is administered or if they refuse to take any. (Staff must not administer another dose)
- Parents must sign a consent form before any medication can be given. Please ask a member of the senior leadership team should you require a form.
- Staff must check that medication is in date and has been prescribed to the child.
- Medication requiring long-term storage, where possible, should be in a 'zip bag' attached with the child's photograph, name and group clearly visible. DOB should be included.

- All Medication should then be stored appropriately, in a cupboard that is out of reach from children within the relevant playroom or in the fridge in the meeting room.
- Each individual child's medication should be stored separately and contain information about cleaning medical devices e.g. spacer devices etc.
- The medicine should be in the original box with the information leaflet and clearly labelled with the child's name and stored with the administration instructions. Long term medication will be recorded on a healthcare plan. For example, epi pen, inhaler etc.
- Room seniors will be responsible for ensuring that all stored medications are checked that they are still in date (every 3 months). A record will be kept in the medication record file.
- Parents and carers should be informed when medication is due to expire.
- Parents/carers will be contacted if their child becomes unwell during the day to allow them to make a doctor's appointment.
- All parents/carers should sign the medication form to confirm medication has been reviewed with them on a three monthly basis. The centre will not hold paracetamol/Calpol and the medication will be returned to parents at the end of the day/session.
- Parents/carers must state the time medicine was last administered by them.
- Staff will be given appropriate training when required.
- Another member of staff will witness the medication and check the dose being administered and sign the medication form once administered.
- The medicine information leaflet should accompany the medication. Staff should always read the label.
- In the event of the wrong dosage being given to a child, management should seek medical assistance, inform the parent and notify Care Inspectorate. Thereafter, an investigation should take place and actions to prevent should be implemented.
- Prescribed paracetamol/Calpol can be administered by staff (as required) to control a temperature for 1 day as per the dosage instructions, thereafter unless the paracetamol/Calpol has been prescribed for a specific medical reason; staff will not administer for a second day and parents will be advised to seek medical advice. Parents must inform last dosage administered prior to arriving. Parents will be informed if any (as required) Calpol/paracetamol has been administered by call or text.

- If your child requires Calpol/paracetamol prior to the start of their session, please consider whether they are fit and well enough to attend the centre. Please inform a member of staff the reason as to why your child required this medication if you choose to bring them in.
- Sufficient First Aiders are available within the centre.
- Any medication required for children will be taken on trips and outings, labelled with the administering instructions.
- Staff will follow the accompanying medical equipment cleaning instructions (spacers, syringes). Cleaning will be recorded.
- Any medication no longer required or expired will be returned to the parent. Parents will sign to receipt the return of medication. In the event that a child has left the centre and the centre still holds medication for that child, the medication will be taken to the nearest pharmacy for disposal.

### **Procedures for storage of medication**

- Sealed 'zip bags' will store any medication that children need administered during the nursery day.
- The bags should be clearly labelled with child's name, D.O.B and long term medication should also have the child's photograph attached.
- Medication should be stored in a locked cupboard in the relevant playroom or office space and out of reach of children or in fridge in the meeting room.
- All medication that needs refrigerated must be sealed within the containers provided and stored in fridge in the meeting room. Ensure containers are clearly labelled with child's name and D.O.B.
- It may not be appropriate to keep emergency medicines such as epi pens, or inhalers in locked cupboard therefore consideration should be given to the storage of these when necessary.
- Medication should not be stored within the nursery unless necessary and should be returned to parents at the end of each day if only required for a short term basis.

### **Roles and responsibilities:**

#### **Senior staff**

- To ensure staff follow the correct procedures.
- To ensure medicine boxes are kept tidy and that the senior has checked them once every three months with named first aider checking review.

- Ensure all staff are familiar with the contents of Health Guidance: The Management of Medication in day-care and childminding services (2014).

### **All Staff**

- Must be aware of what medication is treating.
- To ensure parents sign the consent forms.
- To ensure management sign consent for staff administering medication.
- To check the medication is in date and has the child's name on it.
- To ensure that another member of staff witnesses any medication and dosage being administered.
- To ensure records are completed with details of medication administered, times and dosage and parents sign the record.

### **Resources**

- The Management of Medication in Day care and Childminding Services (2014).  
Copy attached.

Policy Updated	July 24
Review Date	July 25
Reviewed By:	Patricia Ross Depute Head of Centre
<b>Documents</b>	<b>Document Links</b>
HGIOELCC	1.19 1.24
Health and Social Care Standards	1.19 1.24