



## Administering Medication

### Policy statement

At The Play Cabin, we will only administer medication where it would be detrimental to the child's health if not given in the setting. This includes asthma inhalers, emergency lifesaving medications such as EpiPens, piriton (or similar antihistamine) and calpol. Where children are well enough to return to preschool, but require medication as part of their recovery from illness, we ask parents to administer the medication before/ after preschool. If a child has not had a medication before, we advise the parent(s) to keep the child at home for the first 48 hours to ensure there are no adverse effects, as well as to give time for the medication to take effect.

We ensure that where medicines are necessary to maintain health of the child, they are given correctly and in accordance with legal requirements. Our staff are responsible for the correct administration of medication to children for whom they are the key person. This includes ensuring that 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 manager/ deputy is responsible for the overseeing of administering medication.

### Procedures

- Children taking prescribed medication must be well enough to attend the setting.
- Prescription medicine will only be given when prescribed by a doctor and for the person named on the bottle for the stated dose.
- Medicines must be in their original containers with their instructions printed in English.
- Medications must be in-date and prescribed for the current condition.
- Non-prescription medication, such as pain or fever relief (e.g. Calpol), may be administered, but only with prior written consent of the parent and only when there is a health reason to do so, such as a high temperature. Children under the age of 16 years are never given medicines containing aspirin unless prescribed specifically for that child by a doctor. The administering of un-prescribed medication is recorded in the same way as any other medication.
- If we feel that the child will benefit from medical attention rather than non-prescription medication, we will contact the parents and ask them to collect their child and seek medical attention.
- For any non-prescription cream for skin conditions, prior written consent must be obtained from the parent and the onus is on the parent to provide the cream.



- Parents must give prior written permission for the administration of each medication. The staff member receiving the medication will ask the parent to sign a consent form stating the following information. No medication may be given without these details being provided:
  - the full name of child and date of birth
  - the name of medication
  - who prescribed it
  - the method of administration
  - the dosage and times to be given in the setting
  - how the medication should be stored and its expiry date
  - any possible side effects that may be expected
  - the signature of the parent, their printed name and the date
- The administration of medicine is recorded accurately in our medication record log each time it is given and is signed by the person administering the medication and a witness. Parents are shown the record at the end of the day and asked to sign the record book to acknowledge the administration of the medicine. The medication record book records the:
  - name of the child
  - name and strength of the medication
  - date and time of the dose
  - dose given
  - signature of the person administering the medication and a witness who verifies that the medication has been given correctly
  - parent's signature (at the end of the day).
- If the administration of a prescribed medication requires specific training, we will obtain training for members of the staff team.
- 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.
- We monitor the medication record logs to ensure that medication is been administered correctly.

#### Storage of medicines

- All medication is stored in a cupboard out of the reach of children. Where refrigeration is required it will be stored inside a marked plastic box within the fridge.
- Medication may be kept in the setting to be administered on a regular or as-and-when-required basis. Keypersons check that any medication held in the setting is in date and return any out-f-date medication to the parent.



## Legal framework

- The Human Medicines Regulations (2012)