

**6.1 Administering medicines**

**Policy statement**

Little Owl Childcareis able to administer medicines such as antibiotics when it has been prescribed by a Doctor.

In many cases, it is possible for children’s GPs to prescribe medicine that can be taken at home in the morning and evening. If a child has not had a medication before it is advised that the parent keeps the child at home for the first dose to ensure there are no adverse effects, as well as to give time for the medication to take effect.

Little Owl Childcare are responsible for the correct administration of medicine for children who attend the setting. This includes ensuring that parent consent forms have been completed, that medicines are stored correctly and that records are kept according to procedures. Two members of staff are responsible for the overseeing of administering medication.

**Procedures**

* Children taking prescribed medication must be well enough to attend the setting.
* We only administer medication when it has been prescribed for a child by a doctor. It must be in-date and prescribed for the current condition.
* Children's prescribed medicines are stored in their original containers, are clearly labelled and are inaccessible to the children. On receiving the medication, staff will check that it is in date and prescribed specifically for the current condition.
* Parents must give prior written permission for the administration of 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 and strength;
* who prescribed it;
* the dosage and times to be given in the setting;
* the method of administration;
* 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 the date.
* The administration of medicine is recorded accurately on the medication form each time it is given and is signed by the person administering the medication and another member of staff. Parents are shown the medication form at the end of the day and asked to sign the form to acknowledge the administration of the medicine.
* If the medication requires technical knowledge then appropriate training needs to be received by 2 members of staff by a qualified health professional. ie Epipen
* 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 an adult what they need. However, this does not replace staff vigilance in knowing and responding when a child requires medication.

*Storage of medicines*

* All medication is stored safely in a locked cupboard or refrigerated as required. Where the cupboard or refrigerator is not used solely for storing medicines, they are kept in a marked plastic box.
* Staff will ensure medicine is handed back at the end of the day to the parent collecting the child.
* For some conditions, medication may be kept in the setting to be administered on a regular or as-and-when- required basis. Staff will check that any medication held in the setting, is in date and return any out-of-date medication back to the parent. This is recorded on the Safety Checklist.

*Medicines will be stored in a plastic clear box labelled ‘medicines’ in the refrigerator however if the medicine doesn’t require to be stored in the fridge it can be stored in the filing cabinet ensuring the door is locked to the cupboard.*

*Inhalers and creams are kept in the emergency box which is located in the nursery along with the children’s medication forms.*

*Children who have long term medical conditions and who may require ongoing medication*

* We carry out a care plan for each child with a long-term medical condition that requires on-going medication. Other medical or social care personnel may need to be involved in the risk assessment.
* Parents will also contribute to the child’s care plan. 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, 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 care plan includes vigorous activities and any other 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 advice is sought from the child’s GP if necessary where there are concerns.
* An individual health plan for the child is drawn up with the parent; outlining our role and what information must be shared with other adults who care for the child.
* The individual health plan should include the measures to be taken in an emergency.
* We review the individual health plan every Month, or more frequently 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 individual health plan and each contributor, including the parent, signs it.

*Asthma*

If a child has been diagnosed with asthma by a medical practitioner and requires an inhaler the child will not be allowed on the premises without their inhaler and a current medical form. These will be kept inside the emergency box and taken outside during outdoor play sessions. All medical forms must be checked, and dosage ratified by parents every month, they will be checked daily by staff–

Staff will follow advice from parents on administration of inhalers.

*Managing medicines on trips and outings*

* If children are going on outings, Staff will accompany the children with a care plan, along with 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 medication form to record when it has been given, including all the details that need to be recorded in the medication form as stated above.
* On returning to the setting the medicine form is signed by parents on collection.
* 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 the medication. Inside the box is a copy of the medication form signed by the parent.
* This procedure should be read alongside the outings procedure.

*Outdoor play sessions*

During outdoor play sessions staff must ensure that medical equipment is taken outside, this includes a medical kit, any prescribed medication, -as appropriate, an allergy list and a mobile phone for emergencies.