

## Administration of Medication Policy

### Aim

This organisation puts the well-being of the children in its care at the very core of its services. The organisation is keen to help children to attend, where appropriate, even if they are taking medication and to enable this to happen staff are trained to administer medication on site.

### Procedure

In order for medication to be administered the following procedure must be adhered to by parents and staff.

1. The organisation requires written and signed consent in advance from parents which clearly shows the date, dosage and expiry date of any medication to be given.
2. Any prescription medication left with staff for administration must be in its original container and bear its original label. The label must be legible and have the name of the child on it as well as full details of the dose. If the prescription medicine has not been prescribed for the child (i.e. it does not bear their name or has another name on it) staff must not under any circumstances administer it.
3. Non-prescription medication (ie, teething gel) can be administered without a prescription but only if written permission is obtained from the legal parent or guardian. The exception to this would be any products containing aspirin which must be accompanied by a prescription in order to be given.
4. When administering medication staff should:
  - a. wash their hands
  - b. refer to the permission to administer medication form and to the administration record and carefully check that all details are correct
  - c. be certain of the identity of the child to whom the medication is being given.
  - d. check that the prescription on the label of the medication is clear and unambiguous
  - e. check the name of the medication matches the permission/administration form
  - f. check the name of the child on the label matches the permission/administration form
  - g. check the dose and method of administration
  - h. check the expiry date
  - i. check that the child is not allergic to the medication

- j. administer the medication as instructed on the label and as specified in the permission to administer medication form
  - k. keep clear and accurate, signed records of all medication administered, withheld, or refused
  - l. monitor any children taking medication and report any side effects immediately to the person in charge
  - m. inform parents/guardians that the medication has been given when they pick up their children and request a parental signature on the medicine administration form.
5. All medication should be kept securely in the cupboard provided. Unused or surplus medication should be returned to the parent/guardian.
  6. Asthma inhalers and adrenaline auto-injectors which are prescribed to specific children for emergency purposes should not be locked away but should be kept in a safe place where they can be instantly accessed if needed. The safe place should be designated for purpose, well known to all staff and out of the reach of children.
  7. If a child refuses to take their medication staff should never attempt to force or coerce compliance. They should note the refusal in their records and follow any agreed procedures set out in the individual child's health care plan where appropriate. Parents should be informed of the refusal on the same day.
  8. If a refusal to take medicines results in an emergency, the organisation's emergency procedures should be followed.
  9. The organisation will administer certain non-prescription medication but insist that any request for this is accompanied by a permission form which is signed by the parent/guardian. Staff can administer non-prescribed medication for a maximum of three days, after which time they will no longer be able to continue giving the medication. At any time during the three days, if the staff deem that the child's health has deteriorated or they have concerns for his/her health, the parent/guardian should be contacted and asked to collect the child (or make arrangements for the child to be collected by another named person) and refer them to their GP.
  10. Written permission is required for emergency treatment of chronic illnesses, such as asthma where inhalers may need to be given on a long-term basis.
  11. Staff will be asked to attend general training in the administration and monitoring of medication and to meet specific needs concerning administration, or other health-related matters.
  12. Staff should sign a consent form to say they are willing to administer medicine. This is a voluntary decision by staff and no pressure will be brought by the management to perform this role.
  13. The management of the organisation is responsible for ensuring that there are enough staff who have been appropriately trained in the administration of medication to cover all working shifts.
  14. In an emergency the first aider should be called, an ambulance called for and parents informed immediately.
  15. The management should monitor staff to ensure the procedures are being carried out, and that they are clear to all. Staff will be asked to feedback at meetings any areas of concern or to identify training needs that they may have.

16. The policy will be reviewed yearly and amendments and changes will be made as appropriate.

17. Medical information, including details about medicines, should be treated as confidential by all staff.

Next review date: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_