MEDICAL ADMINISTRATION POLICY

Statement of Intent

Good Hope Pre-School and Care Centre recognises a duty of care to take all reasonable practicable steps to provide a safe and healthy environment.

In addition Good Hope Pre-School and Care Centre Medication policy and procedures have been developed to comply with the Statutory Framework for the Early Years Foundation Stage.

It is understood that there is a shared responsibility and accountability between staff and parents/legal guardians to implement the Medication Policy and Procedure as a matter of high priority due to the potential health and litigation risks of incorrect administration.

Definitions

Medication may be prescribed or non-prescribed. For the purpose of this policy, prescribed is defined as "authorised by a health care professional and dispensed by a pharmacist with a printed label, which included the child's name, dosage and expiry date". An example of this would be antibiotics.

All medication that does not meet the above criteria is defined as non-prescribed and includes eczema cream, paracetamol and antihistamine.

Summary of Principles

Good Hope Pre-School and Care Centre Medication Policy reflects the following principles:

- Safe principles and practices to administer medication.
- Good hygiene practices.
- An accurate attention to detail.
- The maintenance of accurate records.
- First aid training.
- Open communication between staff and parents/carers, families and children.
- The accountability of staff when administering medication.

The basic principles of medication administration will be adhered to at all times. The six principles are the right:

- Child
- Medication
- Dose
- Method
- Date and time
- Expiry date of the medication.

Medication will only be administered when the 'Prescribed Medication Authorisation and Administration Record' has been completed and signed by the child's parent.

The Prescribed Medication Authorisation and Administration Record form includes the following details:

- Name of the child who requires the medication.
- Name of the child's doctor.
- Child's parent/legal guardian signature.
- Name of medication.
- Dose required.
- Method of administration.
- Time of administration.
- Expiry date of medication.
- Special instructions i.e. an hour before a meal.
- Instructions for storage.
- Why the medication is being prescribed.
- Is the medication prescribed or non-prescribed.

Summary of Responsibilities

The Pre-School Supervisor (or Deputy in their absence) is responsible for:

- Clearly explaining during the enrolment process, the Medication Policy and Procedure.
- Administering all medications appropriately at the prescribed intervals.
- Advising parents that for prescribed medicines, only the child on the label may be administered the medication and only the dosage on the medication will be followed.
- Ensure that all parents/legal guardians sign the Prescribed Medication Authorisation and Administration Record giving consent for staff to administer the medication and that the dosage details are recorded correctly.
- Resolve any difficulties (if any) before the medication is administered by contacting the parents/legal guardians. If they cannot be contacted and the information is required urgently, staff will not administer the medication until contact has been made, keeping the welfare and safety of the child our first priority.
- Ensure out of date medicines are not administered.
- Cross checking with another member of staff before administering medication.
- Signing the Prescribed Medication Authorisation and Administration Record form once the medication has been administered.
- Contact the emergency services in an emergency.
- Monitor the child following the administration of the medication for any adverse reactions.

All parents/legal guardians are responsible for:

- Signing on enrolment, written permission to allow Pre-School Staff to administer emergency first aid.
- Notifying the Supervisor on enrolment of any long term medical conditions such as allergies, asthma, diabetes or epilepsy where medication is required, either intermittently or on a continuous basis.
- For a child with long term medical needs that requires more technical and medical knowledge, training will be provided for staff from a qualified health professional before the child starts Good Hope Pre-School and Care Centre.

- Signing the Prescribed Medication Authorisation and Administration Record form as required. Staff cannot administer medication without the written permission and signature of the parent/legal guardian.
- Ensure all medications are handed to a member of staff for safe storage. It is vital that medication is NOT stored in the child's bags.
- Ensuring the child's medication is clearly labelled with the prescribed information (dosage etc), is in its original packaging, and includes the child's name and date of issue. Prescribed medication that does not bear the child's name will not the given.
- To provide written advice from a Doctor or registered complimentary practitioner of herbal preparations that are to be administered.
- Excluding their children from Pre-School for the first 48 hours after commencing a course of antibiotics.
- If a repeat course of antibiotics, including a different antibiotic, the child is not excluded providing they are coping with the daily routine.
- Ensuring that the full course of medication is completed even when the symptoms disappear

Authorisation to give medication:

Note: Medication will not be administered to any child in childcare if not prescribed or recommended by a licensed health care provider (physician, dentist, or nurse practitioner)

Staff are to be witnessed by another staff member when administering medication to a child, and to ensure that the witness signs the Prescribed Medication Authorisation and Administration Record form.

Staff must wash their hands before administering medication, and maintain a clean and hygienic environment before and after medication is administered.

Over the Counter Medicine

1. If medicine is only to be administered twice a day then the medicine needs to be administered at home.
2. If medicine needs to be administered more then twice a day, then a Medication Authorization form must be filled out by a parent or legal guardian. Once this form is filled out, the teacher administrating the medicine will fill out a Medication Administration form for the day that the medication needs to be administered.
3. If the medication needs to be administered for more than one day, then the teacher administering the medicine will fill out a Long Term Medication Administration form and a parent or legal guardian will be required to sign that form each day that the medicine needs to be administered.
4. If the parent or legal guardian comes to the preschool to administer the medicine to the child themselves, they too must fill out a Medication Administration form.

Prescription Medicine

1. If medicine is only to be administered twice a day then the medicine needs to be administered at home.
2. If medicine needs to be administered more than twice a day, then a doctor's note with written instructions on how the medicine is to be administered and how long is REQUIRED; a Medication Authorization form must also be filled out by a parent or legal guardian. Once we receive the prescription medicine with the doctor's note and the Medication Authorization form is filled out,

the teacher administrating the medicine will fill out a Medication Administration form for the day that the medication needs to be administered.

3. If the medicine needs to be administered for more than one day, the teacher administering the medicine will fill out a Long Term Medication Administration form and a parent or legal guardian will be required to sign that form each day that the medicine needs to be administered.
4. If the parent or legal guardian comes to the preschool to administer the medicine to the child themselves, they too must fill out a Medication Administration form.

Medication

According to the guidance set out in the Statutory Framework 'medicines must not usually be administered unless they have been prescribed for that child by a doctor,dentist, nurse or pharmacist.'

- No medicines should normally be given to children. If a child is ill enough to be needing a course of medicine, he/she should normally be at home.
- There may however, be circumstances where a child is well enough to return to the nursery but the course of antibiotics is not completed. Only prescribed medication may be administered by staff and written authorisation must be given by the parent/carer on a Medicines Form, which authorises staff to administer stated medicines.
- However as we seek to work in partnership with parents for the wellbeing of the child, we have decided to start administering calpol that the nursery would provide. This is primarily to stop the child's condition worsening as we wait for the parent to collect the child. A call will be made to the parent before the calpol is given and you will be asked to collect your child within the hour of the call. A medication form will be filled by the Nursery and the parent will be asked to sign on collection of the child. Prior to this a calpol consent form will need to be signed and placed in the child's file.
- **Teething gel is the only other unprescribed medication we would give to your child.** However we must get **written permission** beforehand from parents and same procedures as those for prescribed medication applies parents would need to fill in the medication form.
- The people authorised to give medication at the nursery are: The Manager, Deputy Manager, Senior staff and Level 3 qualified staff can in the presence of the Manger/Deputy or Senior Officer. Written authorisation must be given by the parent/carer on a Medicine Form, which authorises staff to administer stated medicines stating the dose and how often it is to be given. A written record will be kept of all medication administered. This will be signed by the parent on each occasion after the medication has been administered
- A written record will be kept of all medication administered. Injections can only be undertaken by a qualified nurse or medical practitioner. The nursery will endeavour to follow the parents/carers instructions, but reserve the right to refuse a request to administer medicines whilst a child is in our care.

- Injections/EpiPens can only be undertaken by a qualified nurse or medical practitioner. The nursery will follow the parents/carers instructions, but may seek parents help in finding suitable trainers to train staff
- Please inform us as soon as possible if your child will be absent for a period of time due to illness.
- Local Authority regulations state that parents/carers are required to give the following information to the Manager: name, address and date of birth of each child; name, home address and place of work with respective telephone numbers of the parents/carers of each

child (we ask that a copy of the parent/carers current timetable should be left with the Manager to ensure that contact can be made in an emergency); name, address and telephone number of each child's doctor and the state of immunisation and infectious diseases suffered by each child. From time to time these information would be updated and parents would be requested to supply us with these information.

- These guidelines have been prepared for the guidance of both parents and staff .
- Staff are expected to observe the above guidelines and failure to do so would lead to disciplinary action.

Good Hope Pre-School and care Centre reserves the right to contact a health care professional if staff are unsure about administering medication to a child, even if the parent/legal guardian has requested the medication be administered.

Ultimately, the safety and the welfare of children is given first priority by Good Hope Pre-School and care Centre staff when administering medication.