

# Medication Administration Policy



Ofsted registered childminders work within 2 statutory frameworks –

- The Early Years Foundation Stage (EYFS, 2017)

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/596629/EYFS\\_STATUTORY\\_FRAMEWORK\\_2017.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/596629/EYFS_STATUTORY_FRAMEWORK_2017.pdf).

## Medication Policy and Procedures

Written by Sarah Magon

Date: 10/08/2020

We are committed to ensuring children's medical needs are met and we will do everything we can to promote the good health of children in my care.

**EYFS requirement 3.44** – *The provider must promote the good health of children. They must have a procedure, discussed with parents and/or carers, for responding to children who are ill or infectious, take necessary steps to prevent the spread of infection, and take appropriate action if children are ill.*

**Medication administration procedures** to follow...

**EYFS requirement 3.45** - *Providers must have and implement a policy, and procedures, for administering medicines. It must include systems for obtaining information about a child's needs for medicines, and for keeping this information up to date. Training must be provided for staff where the administration of medicine requires medical or technical knowledge.*

**Caring for children with SEND** – We are prepared to make 'reasonable adjustments' to the farm within reason and our ways of working as required by the Equality Act 2010 to support a child's medical needs. We are also prepared to work with other professionals or agencies with permission from parents to support a child – please see my **Permission Form** for more information.

**EYFS requirement 3.45** - *Medicines must not usually be administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist (medicines containing aspirin should only be given if prescribed by a doctor).*

We will administer non-prescription medication if necessary, please discuss with staff. Sun protection is the responsibility of the parent/carer.

**Allergic reactions** - if a child has an allergic reaction or suspected reaction to any medication or treatment, I will stop administering it immediately and request medical advice. We will make every effort to inform parents as soon as practical.

Our **Medication Administration Record** form requires parents to sign twice - once to confirm they want me to give medication / treatment and again to confirm I have given medication / treatment. When children require ongoing medication, permission forms are checked with parents every session.

**Non-prescription medication - EYFS requirement 3.46** - *Medicine (both prescription and non-prescription) must only be administered to a child where written permission for that particular medicine has been obtained from the child's parent and/or carer. Providers must keep a written record each time a medicine is administered to a child and inform the child's parents and/or carers on the same day, or as soon as reasonably practicable.*

Our medication administration forms are robust. To prevent overdose parents must include information about when medication was last given. If more than one medication is to be given, we need a separate record for each. Please see our 'medication drop off' information sheet for parents for more details. We ask parents make themselves available to sign acknowledging their child has been given medication on the same day as the medication has been administered.

### **Medication administration procedures**

The following procedures must be followed when medication is administered to a child -

- Ensure medication is in a labelled container with dosage information / guidance;
- Ask parents to sign a permission form which includes information about when medication was last given;
- In case of onset of illness, ring parents to advise them that medication needs to be administered;
- Wash hands and prepare medication following information on the enclosed information sheet;
- Respect the child's privacy by ensuring the child is in a private place when taking medication;
- Complete, sign and date **Medication Administration Record** form on the same day (if possible).

**Note** - We will not normally give the first days' doses of a new medication including antibiotics in case of an allergic reaction. If the child fights or spits or refuses to take medication, I will contact the parents to come and administer.

**Record retention** – medication records are stored in the child's personal file and retained for 'a reasonable period.

### **Emergency medication administration procedures**

If a child falls ill or there is a medical emergency and a child needs medication I will -

- Make every effort to contact parents and ask for written permission to administer medication;
- Contact NHS Direct (phone: 111) or the child's doctor (see **Emergency Contact Information** form) if we are unable to contact parents in an emergency and follow their advice;
- Make every effort to contact parents or emergency contacts to collect the child unless the child needs urgent hospitalisation, in which case I will follow my **Emergency Procedures**;
- Complete paperwork for parents to sign as soon as possible.

**Medication storage** - medication is clearly labelled and stored out of sight and reach of children. Expiry dates are checked regularly and, if necessary, medication is returned to parents for replacement and safe disposal. Medication is stored in its original container and below 25° c, out of sight and reach of children but immediately accessible in case of a medical emergency. If the prescriber's instructions are not available with the medication they will be requested before the medication is given to the child.

**Specialist training to administer medication** - I am happy to attend additional training in addition to the training I received during my Paediatric First Aid course if required to help me appropriately care for a child.

**Caring for children with long-term medical needs** - if a child has long-term medical needs I will work with parents to complete a Care Plan for the child which will detail their needs and give me permission to administer medication or

treatment long-term or in an emergency situation. All medication administration will be recorded for parents to sign. Information about children's ongoing medical needs will be updated regularly.

### **Update for the EYFS 2017**

**EYFS requirement 3.46** - *Medicine (both prescription and non-prescription) must only be administered to a child where written permission for that particular medicine has been obtained from the child's parent and/or carer.*

We will not allow children to share prescription medication. If parents, ask me to share children's prescription medication with another child we will hand it back to them and ask them to take their child to the doctor for a diagnosis and individual treatment.

### **Update for the coronavirus outbreak 04.2020**

Following Public Health England guidance and my own risk assessment –

- Medication administration forms will be available for parents to complete before dropping their child off in the setting – see **Arrival and Departure Policy**. Medication cannot be given until the form has been fully completed and signed.
- If there is any risk of transfer of bodily fluids when administering medication – for example, a child spitting out medicine or a child spitting at the staff member who is giving the medication or treatment, parents will be asked to come and give their child the medicine.
- If a child falls ill with a high temperature or a new persistent cough, parents will be contacted for immediate collection. Current exclusion periods recommended by the Government will be followed at all times.
- Taking temperatures - symptoms of coronavirus typically appear 2 – 14 days after infection. This means that someone who is infected may have a normal temperature. However, a high temperature of over 37.8c is one of the symptoms and I reserve the right to take a child's temperature during the day if I am concerned about their health. The **Ongoing Medication Permission Form** has been updated to reflect this policy change.

If you have any questions about my Policy / Procedures or would like to make any comments, please ask.

Signed: Sarah Magon

Review date: 10/08/2020