

MEDICAL ADMINISTRATION POLICY

Policy Statement:

It is the policy of Baron's Playschool to ensure the safe administration of any medications prescribed for the children in their care.

- A medication administration form must be filled out by the child's Parent/Guardian.
- Staff members will only administer prescribed medication if:
 - the child's name is on the bottle,
 - the name on the bottle does not match the child's it won't be given as this is very dangerous.
 - On the bottle, the name of the medication must be clear and also the amount the child has to be given.
 - Check the expiry date.
 - Written instructions provided by the prescriber on the label/container as dispensed by the pharmacist.
- Any medication brought into the setting must be handed to a staff member on arrival, so it can be stored appropriately.
- Medicine must never be left in a child's bag as the children have access to these during the day.
- Medicine must be stored safely and out of reach of all the children.
- When medicine is administered, 2 members of staff must be present to witness the amount given and the administration of the medication.
- Staff members must sign the medicine book.
- Consent for emergency medicine administration will be sought on registration of the child. If Parent/Guardian are not given consent to medicate their child, they must stay available and close to the Playschool in case the child becomes unwell and needs to be collected.
- If during the day a child becomes unwell with a fever, a staff member will ring home for consent to give Calpol/Nurofen. The child's temperature will be recorded in the medicine book along with what time the medicine was administered. Later that day on

collection the Parent/Guardian must sign the Medicine book. If the Playschool cannot get through to any emergency contact numbers and the temperature is above 37.5 C, we will be forced to give the child, the appropriate medication (this will include a child who does not have medicine administration consent)

- If a child is refusing to take the medication, staff members will not force the child, they will inform Parents/Guardians by phone and it will have to be administered on collection.
- The child will be monitored and made comfortable allowing them to rest.
- If there is no improvement after 30 minutes, the child's parents will be contacted and will be asked to collect their child as soon as possible.
- The child must be 'temperature free' for 24 hours before returning to service.

- All non-prescribed medications will be treated the same way as all prescribed in storage, administration with 2 staff present and witnessed and medicine book signing.

- Baron's Playschool keep a bottle of Calpol and Nurofen for emergencies in a container allocated in the kitchen cupboard.

- If there is a child who needs medication throughout the day a care plan will be put into place to meet the child's needs. This would be set out for children that have diabetes, asthma, any medical condition that needs monitoring.

Date this policy was created: 17/07/2019

Review Date: 27/08/2021