

## Sample Medication Policy

**'Parent' also refers to carers/guardians**

### Statement of Intent

At \_\_\_\_\_ we will safeguard and maintain the well-being of all children within the service. \_\_\_\_\_ works in partnership with parents and children's health care professionals to ensure that the appropriate procedure is followed to administer medication safely to a child at the service. All prescribed medication will be administered by authorised staff members only and all medication administered will be recorded according to the Child Care (Pre-school Services) 7(b) Regulations 2006.

### Procedures

#### *Prescribed Medication*

Parents must sign and complete a medication form before prescribed medication is administered. Prescribed medication must clearly state child's name, dosage, date and expiry date.

#### *Anti- Febrile Agent -Temperature Reducing Medication*

The service will only administer Calpol (paracetamol) or Nurofen (Ibuprofen) if a child becomes unwell, and has high temperature of over 38°C. A medicine request form giving prior written permission for staff to administer temperature reducing medication must be completed by the parent. If a child has a high temperature the parent will be contacted before staff administers the temperature reducing medication and they will be asked pick up his/her child.

#### *Health Care Plan*

If a child has prescribed medication for a medical need such as asthma or eczema the manager will develop a health care plan in partnership with the parents and health professionals involved with the care of the child. Health care plans will be developed prior to the child starting the service. If necessary staff will attend training prior to the child starting the service to ensure, that staff meet the needs of the child's health care appropriately and provide the level of support that is required. Every individual health plan will be jointly reviewed with staff, parents and when needed health professionals involved with the child every three months.

#### *Parents responsibilities*

Prior to a child starting the service the parent must complete a child's profile form. Parents must detail if their child has medical condition, emergency contact numbers, child's doctors details, information on allergies and special dietary needs. Parents must keep the service up to date on their child's medical needs.

#### *Staff responsibilities*

Staff administering medicine must :

- get parents to complete and sign an administration of medicine form
- check medicine clearly so it shows the children's name, prescribed dose, date and expiry date
- have evidence of the time the lasted dose was given
- adhere to health and safety procedures for example, wash hands before and after administering medicine
- have a staff member present to witness the medicine being administered and counter sign

medicine book

- record the time and dosage of medicine in the medicine record book
- ensure the parent signs the medicine book to acknowledge the time and dosage that their child received the medicine.

*Records of medication administered*

All medication forms will be completed by the member of staff administering or applying the medication. Staff administering the medication is required to complete the medication form with the date, time, dosage and signature, when the medicine has been given out. A second member of staff is required to witness the administering of medication to a child and is required to countersign once medication has been given. Parents are required to sign the medication form to acknowledge entry.

*Medical Emergency Procedure*

In the event of an emergency an ambulance will be called. The parent will be contacted and informed about the emergency. A member of staff will go with the child in the ambulance to the hospital and wait until the parents arrive.

<b>Date Adopted:</b>	
<b>At Meeting of:</b>	
<b>Signed:</b>	
<b>Reviewed:</b>	

*This sample policy is developed by DCCC as a guideline document for childcare services .It is intended that the policy is adapted to suit each individual service. June 2009*