



Medication Policy

Review date : May 2022

Reviewed by: Alex Ralph

FUNDA is dedicated to providing the best possible service for parents and children. Although staff working with children are not legally obliged to administer medication, our staff team recognises that not to offer this service would be detrimental to parents and children. However, we must ask for parent's/carers full cooperation in ensuring that our policy and procedures are adhered to and staff are not put in a difficult position.

Aim

The purpose of this policy is to ensure that any and all medication administered to children has been authorised by the child's parent / carer. It is also to ensure that FUNDA staff correctly administer medication, that medication is appropriately stored, and that accurate records of permissions and administration are kept.

Only qualified childcare practitioners will be allowed to administer medication.

Method

It is the overall responsibility of the Manager to ensure that there is written parental/carers permission to administer medication to children during the session.

It is the responsibility of the practitioners to ensure that parent/carers have completed a medication form prior to any medication being administered and a signature is obtained giving authorisation. The medicine administration form must be signed again by the parent or carer signs when they are collecting their child.

There will be no medication stored overnight. All medication will be returned to parents each day.

Medication Policy

The following guidance must be followed:

- Staff members will not administer the first dose of medicine to the child. Parents should have given their child one dose to ensure no allergic reaction is caused by administering the medication. This will be complied with as per the parent's/carers declaration signed on the Medication Consent form;
- Where members of staff are required to administer medication to a child, whether short term or long term, the parent/carers must first complete and sign a Medication Consent form. This gives consent for the administration of prescribed medication. A new entry should be completed where there is change in circumstances;
- Clear instructions for administration, including the child's name / dosage must be on the medication bottle;
- Staff can only administer medication for the length of time stated on the bottle, staff will not administer medication beyond this time-scale unless we have a Doctor's letter;
- Staff will record when medication comes into the camp, detailing the name of medication, child's name, date when the medication was given to the setting and date returned home.
- The Medication Consent form will detail the name of the qualified practitioner who administered the medication. Another staff member will sign as a witness to the administration of the medication;

- Before medicine is administered, the designated member of staff will check the Medication Consent form for any changes;
- The Medication Consent form should be completed each time the child receives their medication, this form must be completed and signed by the person administering the medication, witness and be countersigned by the parent or carer when they collect their child;
- At no time should the Medication Consent form be completed in pencil. Rather, it must be in pen. Parents must both sign and print their names. The signature of the parent / carer must be clearly seen at the bottom of the Medication Consent form;
- The Medication Consent form will clearly state why the child is on medication;
- Medication must be stored in sealed containers in the fridge or cupboard, as per directions on the Medication Consent form;
- No medication will be left in children's bags.

In the unlikely event that we feel a child would benefit from medical attention rather than non-prescribed medication, we reserve the right to refuse childcare until the child is seen by a medical practitioner.

Administering Medicine

Before giving any medication staff must:

- refer to the Medication Consent Form and read the information leaflet that accompanies the medicine;
- wash their hands;
- Wear disposable gloves and also an apron if appropriate.
- Have a staff witness to confirm the child's identity and medication belonging to them.

When giving the medication staff must:

- carefully follow the instructions;
- Offer the child a drink with the medication if appropriate.
- Have a staff witness to countersign the medication form.

If a child spits out their medication or refuses to take it the parents will be contacted for advice. If we are unable to contact the parents, we will seek advice from the GP or pharmacist. A note will be made on the Medication Consent form.

Auditing Medication

- Medication forms will be checked daily by the management team who will sign forms.
- All medication forms will be easily accessed by being stored in the designated Medication form folder;
- Management will audit all medications brought in and out of the setting. Medications MUST be returned home daily.

Individual Health Care Plans

- Children with specific ongoing health care needs such as anaphylaxis, asthma, diabetes etc will need to complete an ongoing medication form prior to commencing childcare at FUNDA.
- A meeting between management and the child's family is arranged prior to commencing care to discuss the individual child's needs and any medication/treatment the child may require.
- Any relevant risk assessments are completed.
- This care plan is reviewed biannually.

Storage of Medicines

The manager and staff must ensure that all medications are inaccessible to children, stored out of children's reach, in their original containers and clearly labelled with their contents and the child's name. It should be noted that specific medications have storage implications for the setting:

- **Controlled Drugs:** We will not store any controlled drugs within the nursery at any time. If a child requires administration of a controlled drug, then the parent must come to the nursery to administer when required;
- **Pain medications:** All medications will be kept out of the children's reach. Each child's medication will be kept in the "medication" container with the child's name on the bottle / box.
- **Allergy Medication/Anti-histamines:** These will be kept out of the children's reach and stored in the "medication" container with the child's name on the bottle / medication box. All details should be recorded on our Medication Consent form. This medication will be returned home daily.
- **Epi-pens:** Where a child requires an epi-pen for allergic reactions, the parent must sign in the epi-pen using the authorized medication form. The child is not allowed to be left at the setting without their epi-pen. Only members of staff who are trained to administer this medication will be allowed to do so: whilst FUNDA aspires that all members of staff receive the required training parents are reminded that it is their responsibility to ensure that their children's medication requirements are up to date and that FUNDA is in turn kept up to date.
- **Asthma Medications:** The child should have an inhaler with them, to be brought in to the nursery each day the child attends. Each child's inhaler will be kept in our "medication" container, all details should be recorded on our medication record form.

Child's name		
Child's Date of Birth		
Medication (full name)		
Medication expiry		
Reason for Medication		
Last Dosage given (time/date/dose)		
Dosage to be given (please supply a measured medicine spoon / syringe)		Prescribed
Duration of medication (prescribed medication only)		
I consent FUNDA to administer the above medication to my child at the dosage rate provided (please tick)		
I confirm that the medicine supplied is in the original container		
I confirm that my child has already had at least one dose of this medication and has not suffered any adverse / unwanted reactions		

[illegible]