



# Little Ladybird Creche & Montessori

## Policy #13

### MEDICATIONS POLICY

## Introduction

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To ensure that medications are administered safely and appropriately to children, that the appropriate procedure is followed by parents/carers and staff and there is thorough documentation of medication administered. A clear policy understood and accepted by staff and parents/carers provides a sound basis for ensuring that children with medical needs receive proper care and can attend the service regularly.

## Definitions/Glossary

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The term **Health Care Professional** can include the child's general practitioner (GP); dentist; public health nurse (PHN) or an allied health professional such as a pharmacist.

## Policy Statement

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All prescribed medications will be administered by authorised staff members only, as necessary, in a way that ensures the safety and well being of children. All medication will be stored safely away from children's reach and refrigerated if required. All medication administered will be fully and accurately recorded.

In general *Little Ladybird Creche & Montessori* tries to **avoid administering medicines wherever possible** and to encourage parents/carers to ensure medicines are administered to children before arrival at the centre and after they have left.

In circumstances where this is not possible, for instance where it would be detrimental to a child's health if the medicine were not administered during the time that the child was in the care of the service, then the **written** consent of the parent(s) or carer(s) must be obtained using Medical Consent Form.

In respect of those children who have long-term medical needs such as chronic conditions (e.g. asthma, epilepsy), written consent of the parent/carer must be renewed monthly. *A **Health Care Plan** may be drawn up with the help of the relevant health care professional. Such a plan will include details of the medical condition, contact details including emergency contacts, medical needs, symptoms or conditions under which the medication will be given and care requirements.*

We will only accept medicines that have been prescribed by a doctor, dentist or nurse prescriber. **The service reserves the right to contact a health care professional if staff/carers are unsure about administering medication to a child, even if the parent/carer has requested the medication to be administered.**



## Procedures & Practices

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The parent or carer must provide the following details on the child's admission to the service (see Admissions Policy):

- Details of any medical condition/s
- Emergency contact numbers
- GP details – name, address and phone number
- Written details of any medication required (instructions on dosage/times and written permission for staff to administer)
- Information on allergies or phobias
- Special dietary needs

Should medication be required:

- Parents/carers must complete and sign a medication form each day that medication is approved.
- Only staff members authorised by the Manager to do so, are to manager and administer medication.
- The *manager/committee* must ensure that such identified staff members receive appropriate training and they must not administer medicines until training has been received. A record of the training should be made.
- The member of staff administering medicines should check the:
  - Recipient's name
  - Prescribed dose
  - Expiry date
  - Written instructions provided by the prescriber on the label/container as dispensed by the pharmacist
- A second staff member must check the medication and dosage and sign if it is correct prior to any medication being administered to a child.
- *Staff members should receive training about the purpose, expected response and possible side effects of medications they are expected to administer. They also need training on the proper use of equipment such as inhalers or nebulisers.*
- Staff members can only administer medication that has been prescribed for a particular child.
- *A health care professional such as a GP can write a standing order for a commonly used non-prescription medication (such as Calpol) that defines when the medication should be used for any child in the service. For example, 'With parent's/carer's consent, children who are older than four months of age may receive Calpol when their body temperature exceeds 101°F, according to the dose schedule and instructions provided by the manufacturer.'*
- No 'as needed' medications (such as Calpol) will be given or applied without the daily approval of the child's parent/carer.
- 'As needed' medications are accepted for use only when they are within their expiration period. These must be labelled with the child's name and in their original container.
- *Parents/carers should always be notified in every instance when medication is used. Telephone instructions from a health care professional are acceptable if the staff member fully documents them and if the parent/carer requests the health care professional's instruction. Advance notification of the parent/carer (before medication*



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*is given) is ideal but may not be appropriate if a child needs medication urgently (such as to stop an allergic reaction) or when contacting the parent/carer will unreasonably delay appropriate care.*

- *Safeguards against liability for accepting telephone instructions for medication administration should be checked with a solicitor.*
- *Non-prescription medications should be given according to the manufacturers' instructions unless a health care professional provides written instructions otherwise.*
- **A child under 16 must never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.**
- **Medication should not be added to the child's bottle or food.**
- If there is any doubt about any of the procedures, the member of staff should check with parents/carers or a health professional before taking further action.
- Staff involved must keep records each time they administer medication using the medicine application form.
- Medication must be provided in its original labelled container as dispensed by a pharmacist including the prescriber's instructions for administration and must never be transferred to another container.
- Ointments for nappy rash are not applied unless for treatment purposes and where a health care professional has directed their use for the child on whom they are being used.
- The designated/authorised staff may, in exceptional circumstances, administer non-prescription medicines but only with written parental/carer authorisation, written directions from a health care professional and supply of medication.
- If a child is mistakenly given another child's medication, a doctor must be called immediately and the advice given followed. Then the parents/carers of the child who mistakenly received the medication must be called. In this event, if the medication is no longer available for the child who should have received it, that child's parents/carers will need to be contacted for a replacement supply.
- All medications brought into a childcare setting should have child-proof caps and be stored
  - In an orderly manner
  - At the proper temperature (according to the label)
  - Away from food, and
  - Out of the reach of children
- Medications requiring refrigeration should be clearly marked and separated from food in an airtight container marked 'Medications'. Access to the fridge should be restricted.

Where consent has been obtained for the **administration of medicines by staff** then the following will apply:

- Wherever possible the required dose of medication should be brought each day.
- Where this is not possible, medicines should be stored as follows:
  - Large volumes should be avoided.
  - In accordance with product instructions, paying particular note to temperature.
  - Container should be clearly labelled with recipient name, name and dose of medicine and frequency of administration as dispensed by a pharmacist.
  - Where a recipient needs two or more prescribed medicines each should be in a separate container and clearly labelled as above.
  - Medicines should never be transferred from their original container as dispensed by a pharmacist which includes the prescriber's instructions for administration.
  - Medicines must be stored safely in a secure place, preferably locked and not accessible to unauthorised persons.



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- Emergency medicines such as asthma inhalers and adrenaline pens should not be locked away. If medication that a recipient might need in an emergency must be locked away, all relevant staff should know where to access the key.
- If medicines are kept in a fridge containing food then they should be in a clearly labelled airtight container. Access to a fridge containing medicines should be restricted.
- Parents/carers should collect medicines held at the end of each term and are responsible for disposal of date expired medicines.
- All relevant staff should be familiar with normal precautions for avoiding infection and follow basic hygiene procedures.
- All relevant staff should know where to obtain first aid and how to summon the emergency services (see Accidents, Incidents and Injuries Policy).
- Where a child is taken to hospital by ambulance they should be accompanied by a member of staff who should remain with them until a parent/carer arrives.
- *The manager* or a nominated responsible person, as appropriate, will be responsible for co-ordinating and sharing any information on a child having regard to any statutory limitations in relation to data protection and rules with regard to confidentiality.
- Where a child refuses to take prescribed medication, staff should not force them to do so but should inform the parents/carers as a matter of urgency. If necessary the emergency services should be called. Failure to provide medication, at the prescribed time as requested by a health care professional or parent should be noted on the Medication Administration Record (Form 1) with a written explanation of why the medication was not given.
- Medication must not be used beyond the date of expiration on the container or beyond any expiration of the instructions provided by the health care professional. Instructions which state that the medication may be used whenever needed will be reviewed by the health care professional at least annually.

## Outings

It is necessary to undertake an assessment of the risks to the health and safety of those taking part in any outing and also those who might be affected by the activity. It will be necessary therefore that, as part of the planning process for outings, the medical needs of children are taken into account. Specific measures may be necessary to support those who take medication and to ensure sufficient medical supplies are available.

All staff participating in the outing must be aware of the medical needs of the children and any agreed medical emergency procedures. A member of staff should be trained where necessary to administer medication and take the lead in the event of a medical emergency.

Sometimes additional safety measures may need to be taken for outings. It may be that an additional adult, a parent or another volunteer might be needed to accompany a particular child. Staff supervising excursions should always be aware of any medical needs and relevant emergency procedures. A copy of any health care plans should be taken on outings in the event of the information being needed in an emergency.

If staff members are concerned about whether they can provide for a child's safety, or the safety of other children on an outing, they should seek parents'/carers' views and medical advice from the child's GP.



## Communication Plan

All parents/carers are to be informed of the policy and procedures regarding the administration of medication on registration. Staff members will check with parents/carers that they have read and understood the policy and provide any assistance needed. A summary of this policy will be included in the Parents'/Carers' Handbook. This policy will also be included in staff induction and annual staff training.

A copy of all policies will be available during all hours of operation to staff members and parents/carers in the Policy Folder located in the main office.

Parents/Carers may receive a copy of the policy at any time upon request.

Parents/Carers and staff will receive written notification of any updates.

### Review Date

Date: .....

Person Responsible: .....

### Related Policies, Procedures and Forms

- First Aid Policy
- Illness, Exclusions and Immunisations Policy
- Confidentiality Policy
- Records and Record Keeping Policy
- Admissions Policy incl. Admissions Form
- Medication Administration Record
- Accidents Incidents and Injuries Policy

Staff members are required to record medication administered as follows:

Form 1 MEDICATION ADMINISTRATION RECORD

Date	Time	Child's Name	Name of Medication	Dose Given	Signature

### References/Supporting Documents/Related Legislation

- Child Care (Pre-school Services) Regulations, 2006 and Child Care (Pre-School Services) (No 2) (Amendment) Regulations, 2006
- **Health and Safety in Childcare** Barnardos' NCRC and the Border Counties Childcare Network, 2006
- **Managing Medicines in Schools and Early Years Settings** Department for Education and Skills (UK) Guidance <http://publications.teachernet.gov.uk/eOrderingDownload/1448-2005PDF-EN-02.pdf>



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- **Caring for Our Children** National Health and Safety Performance Standards: Guidelines for Out-of-Home Child Care 2nd Edition, 2002. A Joint Collaborative Project of American Academy of Pediatrics, American Public Health Association and the National Resource Center for Health and Safety in Child Care University of Colorado Health Sciences Center

## Contact Information

Name: .....

## Policy Created

Date: .....

## Signatures

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