



## 04 Health procedures

### 04.2 Administration of medicine

The setting manager and/or Deputy are responsible for administering medication to children. They also ensure consent forms are completed and medicines are stored correctly.

Administering medicines during the child's session will only be done if absolutely necessary.

If a child has not been given a prescription medicine before, we advise that parents keep the child at home for 48 hours to ensure no adverse effect, and to give it time to take effect.

#### Consent for administering medication

- Only a person with parental responsibility may give consent for medication to be administered.
- When bringing in medicine, the parent informs their key person and/or the setting manager. The business manager should also be informed.
- The setting manager and/or Deputy who receive the medication, check it is in date and prescribed specifically for the current condition. Medication must be in the original container and labelled with the child's name and original pharmacist's label if prescribed.
- The setting manager and/or Deputy ask the parent to sign a consent form. See: '04.02b Parental agreement for provider to administer medicine' form.

#### Storage of medicines

All medicines are stored safely. Refrigerated medication is stored clearly labelled in the kitchen fridge.

- The setting manager and/or Deputy and the parent are responsible for ensuring medicine is handed back at the end of each day.
- For some conditions, medication for an individual child may be kept at the setting. 04.2a Healthcare plan form must be completed. The setting manager and/or Deputy check that it is in date and return any out-of-date medication to the parent.
- Parents do not access where medication is stored, to reduce the possibility of a mix-up with medication for another child, or staff not knowing there has been a change.



## **Record of administering medicines**

A record of medicines administered is kept in the medicine box.

A witness signs the medicine record book to verify that they have witnessed medication being given correctly.

- No child may self-administer. If children are capable of understanding when they need medication, e.g. for asthma, they are encouraged to tell their key person what they need. This does not replace staff vigilance in knowing and responding.

## **Children with long term medical conditions requiring ongoing medication**

- A risk assessment is carried out for children that require ongoing medication. Parents, staff, other medical or social care personnel, may be involved in the risk assessment.
- For some medical conditions, staff will require training to understand it and know how medication is administered. Training needs form part of the risk assessment.
- Risk assessment include any activity that may give cause for concern regarding an individual child's health needs.
- 04.2a Health care plan form is completed fully with the parent; outlining the key person's role and what information is shared with other staff who care for the child.
- The plan is reviewed every six months or as required.

## **Managing medicines on trips and outings**

- Children are accompanied by their key person and other staff members who are fully informed about their needs and medication.
- Medication is taken in the outings rucksack along with, the consent form and a medication administration form.

## **Staff taking medication**

Staff taking medication inform the business manager. The medication is stored securely in the staff kitchen area away from the children.