Administration of Medication Policy

Policy

Rationale
We believe that children with long-term medical needs have the same rights of admission to the setting as other children. We will work with staff, parents/carers, children and relevant healthcare professionals to enable this to happen whilst ensuring the safety of staff and children and recognising that there may be circumstances in which this is unable to occur e.g. children with complex medical procedures.

Aims
- To enable children with long-term medical needs to access the provision.
- To be clear on the responsibilities of parents, management and staff.
- To provide a safe and robust procedure for staff to follow.

Prescription Medicines
Medicines will only be administered when it is essential; that is where it would be detrimental to a child’s health if the medicine were not administered during the settings hours. Medicines must be provided in the original container as dispensed by the pharmacist and include the prescriber’s instructions of administration. Staff will not accept medication that has been taken out of the container or make changes to dosages or times on parental instruction. A Medical Consent and Administration Form will need to be completed by the parent/carer (Appendix A). In the case of multiple medicines being administered, the parent/carer must fill in a Medical Consent and Administration form (Appendix A) for each individual medicine and attach a Multiple Medicine Cover Sheet (Appendix B) to the front.

Non-Prescription Medicines
We will generally not administer non-prescription medicines to children. Parent/carers will need to discuss individual circumstances with the Play Centre Manager. We will never administer non-prescription medication containing aspirin; it is unadvised for under 16’s.

Long-term Medical Needs
Some children may have long-term medical needs and may require medicines on a long-term basis to keep them well, for example children with well-controlled epilepsy or cystic fibrosis. It is important to have sufficient information about the medical condition of any child with long-term medical needs. Parents/carers will need to meet with the Play Centre Manager and/or the child’s Key Person in advance and discuss the issues involved, a Play Support plan may also be completed. See also Equal Opportunities Policy. The Play Centre Manager will follow the long-term needs and Emergency Medication Procedure. We will aim to meet the child’s needs dependent on staff training, supervision needs, staff confidence and insurance cover.
Emergency Medical Needs
Some children may require medicines in particular circumstances, examples of emergency medication are Buccal Midazolam for epilepsy, inhalers for severe asthma and Epipen for severe allergic responses.
Parents/carers will need to meet with the Play Centre Manager and/or the child’s Key Person and discuss the issues involved. We will aim to meet the child’s needs dependent on staff training, supervision needs, staff confidence and insurance cover. A Medication Care Plan will be completed (Appendix C). The Play Centre Manager will follow the long-term needs and Emergency Medication Procedure.

Registration
If a parent identifies on the registration form that their child has a medical need, the Play Centre Manager will ask for further and more detailed information on the medication consent form and follow the procedure relating to emergency medication as necessary. The Play Centre Manager will share this information with the child’s key person. Parents/carers are responsible for informing the scheme of any changes in medication. Parents/carers also give consent for their children to receive emergency medical treatment on the annual registration form.

Training
Staff may need training before administering certain types of medication e.g. inhalers, epipen, buccal midazolam. We will seek advice from our insurers and registration body before agreeing we are able to administer certain types of medication. Training could be in the form of relevant books, videos and/or accessing external training. External training from a qualified health professional must be accessed for staff before undertaking any complex or intrusive procedures or ones which require technical or medical knowledge.

Storage
Medicines will be stored in a lockable cupboard or box on site but out of reach of children. A few medicines need to be refrigerated. These can be kept in a fridge where food is stored and needs to be in a locked box and/or where children are unable to access the area. As a general rule, the kitchen is out of bounds to all children at AGOSC unless supervised by a member of staff. If a child is identified as being able to self-administer they may carry their own medication (e.g. asthma inhaler, but not pills) as agreed with the setting, child and parents/carers. Emergency medication needs to be easily accessible. All medicines must be stored in their original packaging.

Storage at Old Chapel Park (OCP)
Medicines will be stored in a in the cupboard in the middle classroom of OCP that is out of bounds to the children. Any refrigerated medicines will be kept in the fridge located in the breakfast room. During sessions, the key to the cupboard will be help by a Senior member of staff leading at OCP.

Outings
Medication on an outing will be carried by a member of staff, or child if this is normal practice. The accessibility of medication, particularly for use in an emergency, will be considered and an appropriate decision will be made on a case by case basis. A copy of the Medical Consent and Administration Form (Appendix A), Multiple Medicine Cover Sheet (Appendix B) and Medication Care Plan (Appendix C) as appropriate, will be taken.
Recording
The parent/carer will complete a consent form detailing the medication (Appendix A or B) or complete a Medication Care Plan (Appendix C) as necessary. The Play Centre Manager is responsible for checking these forms are completed prior to the child attending the provision. The Play Centre Manager or senior staff will keep a full record of medicines administered using the Medical Consent and Administration Forms (Appendix A or B). They must also take responsibility for checking the medical form filled out by the parent/carer against the information leaflet or packaging of the medicine. The Play Centre Manager or nominated staff member will take responsibility for administering and recording. A child will not be able to attend the provision if the relevant forms are not completed or the administration of the medicine will not be completed. The Play Centre Manager will retain a record of any training accessed by staff members.

Administration
There is no legal duty for staff to administer medication, staff may volunteer though. The Play Centre Manager and the staff will follow the setting’s administration of medication procedure. The Play Centre Manager/staff member will administer medication in a tactful and sensitive manner. Staff will always have a witness to administrating medicine who will also counter-sign the medical form. Staff will not administer medication if the consent form and Medication Care Plan (Appendix C), as necessary, are incomplete or if they feel unclear about the procedure. Staff will respect a child’s refusal to take their medication.

Confidentiality
All records relating to the medical needs of a child and the administration of medication will be stored confidentially within the setting. Information will be shared with the staff and school as necessary.

Law
We recognise that we do not have a legal responsibility to administer medication. We recognise we do have a responsibility under the Disability Discrimination Act 2001 to not treat a child less favourably because of their medical needs.

Responsibilities

Board of Trustees
- To ensure a safe and clear policy and procedure is in place.
- To liaise with their insurers, follow any recommendations and ensure that if staff follow procedures that they will be covered if there is a complaint.
- To arrange, with the Play Centre Manager, who should administer medicines within the provision either on a voluntary basis or as part of a contract of employment.
- To provide appropriate training for staff
- To assess the risks to the health and safety of staff and others and to put measures in place to manage any identified risks.
- To support the Play Centre Manager in fulfilling their responsibilities.
- To make the final decision about whether a child is able to access the provision.

Play Centre Manager
- To liaise openly with parents, staff and management.
- Ensure all parents and staff are aware of the policy and procedure.
- Ensure staff put policy into practice and follow documented procedures.
- To be aware of any side effects of the medication.
- To feedback any concerns to parent/carers and the registered person.
Staff
- To work to the documented procedure if they have agreed to administer medication.
- To discuss any concerns with the Play Centre Manager and decline to give medication if unsure of any procedures.

Parents/carers
- To provide information about their child’s medical condition and work jointly and openly with us to reach an agreement on the provision’s role in supporting their child’s need.
- To discuss with the prescriber whether dose time can be altered so it is outside the hours of the provision.
- To provide medication in original, labelled containers.
- To complete a consent form and individual care plan as appropriate.
- To obtain details from General Practitioner or prescribing specialist as requested.
- To inform staff of any changes to medication.
- To take the medicines home with them at the end of the day.
- Checking the expiry dates on the medicines provided.

See also - Giving medication to children in registered childcare (Ofsted factsheet ref 080290)
Appendix A

Example of Medical Consent & Administration Form

<table>
<thead>
<tr>
<th>Name of Child:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name of medication:</th>
<th>Method of administration: e.g. mouth, ear, eye.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Details of medication already taken today:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Frequency of medication e.g. 3times daily:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Specific dose to be administered:</th>
<th>Expiration Date:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Any other relevant information e.g. side effects:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Date</th>
<th>Time</th>
<th>Staff administering medication</th>
<th>Verified by</th>
<th>Parent Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st dose</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2nd dose</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3rd dose</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4th dose</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

As parent/carer I give permission for the above named child to be given this medication at the times and dosage stated.

Signed: ______________________ (parent/carer)  Date: ______________________

Print Name: ______________________
## Appendix B

### Multiple Medicine Cover Sheet

<table>
<thead>
<tr>
<th>Name of Child:</th>
<th>Details Provided:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medicine 1:</td>
<td></td>
</tr>
<tr>
<td>Medicine 2:</td>
<td></td>
</tr>
<tr>
<td>Medicine 3:</td>
<td></td>
</tr>
<tr>
<td>Medicine 4:</td>
<td></td>
</tr>
</tbody>
</table>

Parent/Carer Name: ___________________________  Date: _____________

Any additional instructions to be copied and attached
### MEDICATION CARE PLAN

**Child’s Name ……………………….. D.O.B …………………………….**

<table>
<thead>
<tr>
<th>Name and contact details for parent/carer:</th>
<th>PHOTO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name and contact details for prescribing GP/specialist:</td>
<td></td>
</tr>
</tbody>
</table>

**Name of my Medication:**

**Reason for my Medication (what condition is it for?):**

**What, if any, training is required to administer the medicine?**

**Warning signs and what constitutes an emergency for me:**

**What to do in an emergency (how and when to administer medication, when to call emergency services, when to call parents/ carers):**

**Can more than one dose be administered in 24 hours?**

**How to support me after an emergency:**

**Any possible side effects:**
Who will administer medication:
All staff who have volunteered to administer medication and who have
  • Attended Paediatric First Aid Training which covers use of epipen within
    the past 3 years
  • Or/and received training from a GP, school nurse or other qualified health
    professional
    are covered to administer when following the agreed care plan.

The above is in line with Ofsted and legal requirements

As parent/legal guardian, I give permission for the above named child to be given
this medication as detailed in the above plan:

Parent/Legal Guardian: ............................................................... Date: ..............

As prescribing Doctor, I agree with the above care plan for the above named child
and that the child is fit to attend the scheme:

Prescribing Doctor : ............................................................... Date: ..............

Plan agreed by (signature):

Child (as appropriate): ............................................................... Date: ..............

Chair of Board of Trustees: .................................................. Date: ..............

Play Centre Manager: ............................................................... Date: ..............

Review Date: .........................