

## 4. Health procedures

### 4.b Administration of medicine

The manager or deputy are responsible for administering medication to children; ensuring consent forms are completed, medicines stored correctly and records kept.

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, it is advised that parents keep them at home for 48 hours to ensure no adverse effect, and to give it time to take effect. The setting managers must check the insurance policy document to be clear about what conditions must be reported to the insurance provider.

#### Consent for administering medication

- Only a person with parental responsibility (PR), or a foster carer may give consent. A childminder, grandparent, parent's partner who does not have PR, cannot give consent.
- Staff who receive the medication, check it is in date and prescribed specifically for the current condition. It must be in the original container (not decanted into a separate bottle). It must be labelled with the child's name and original pharmacist's label.
- Medication dispensed by a hospital pharmacy will not have the child's details on the label but should have a dispensing label. Staff must check with parents and record the circumstance of the events and hospital instructions as relayed to them by the parents.
- Members of staff who receive the medication ask the parent to sign a consent form stating the following information. No medication is given without these details:
  - full name of child and date of birth
  - name of medication
  - time of the last dose
  - time and dosage to be given
  - signature and printed name of parent

#### Storage of medicines

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

The medicine must be handed back at the end of the day to the parent.

- For some conditions, medication for an individual child may be kept at the setting. A Healthcare plan form must be completed. The deputy checks that it is in date and returns any out-of-date medication to the parent.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 main cupboard.

The medicine form records:

- name of child
- name of medication
- the time and dosage administered
- signed by the setting manager/deputy and the witness
- verified by parent signature at the end of the day

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

- No child may self-administer.
- The medication records are monitored to look at the frequency of medication being given. For example, a high incidence of antibiotics being prescribed for a number of children at similar times may indicate a need for better infection control.

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

- A health care plan is completed with the parent for children that require ongoing medication, this will indicate if a risk assessment is needed. This is the responsibility of the setting manager and deputy. Other medical or social care personnel may be involved in the risk assessment.
- For some medical conditions, key staff will require basic training to understand it and know how medication is administered. Training needs is part of the risk assessment.
- Risk assessment includes any activity that may give cause for concern regarding an individual child's health needs.
- Risk assessment also includes arrangements for medicines on outings; advice from the child's GP's is sought if necessary, where there are concerns.
- The plan is reviewed every full term. This includes reviewing the medication, for example, changes to the medication or the dosage etc.

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

- Medication is taken with the child's name on it and copy of the consent form.
- If a child on medication has to be taken to hospital, the child's medication is taken.

**Staff taking medication**

Staff taking medication must inform their manager. The medication must be stored securely away from the children. The manager must be made aware of any contra-indications for the medicine so that they can risk assess and take appropriate action as required.

**Further guidance**

Medication Administration Record (Early Years Alliance 2019)