

PRECIOUS TIMES CHILDCARE SERVICES POLICIES

Administering Medication

Statement of Intent

Precious Times will only administer prescribed and clearly labelled medication, which has been prescribed for that child by a Doctor, Dentist, Nurse. Any medication containing aspirin can only be given if prescribed by a Doctor.

Items of medication in UNLABELLED containers and which have not been prescribed by a Doctor, Nurse, Hospital or Dentist **WILL NOT** be accepted.

Parents / Carers must complete written and signed instructions for all medicines – this must be done on the medication form and countersigned by the staff member who receives the medication.

Children will not be allowed to attend if they are clearly unwell and relying on medicine (i.e. paracetamol and Ibuprofen). For the first 24 hours (**1 day**) after being prescribed any medicines. Unless otherwise stated in the table within the Sickness and Exclusion Policy

We can only administer medications that have been prescribed within the last 14 days

Methods

Guidelines to be followed

1. Parents / Carers are responsible for providing staff with adequate information regarding their Child's condition and medication.
2. It is the parents / Carers responsibility to inform Precious Times in writing when the medication is discontinued or the dosage changed.
3. Medication WILL NOT be accepted without complete written and signed instructions. Parents / Carers will sign when they have left and collected medicines.
4. Only reasonable quantities of medication should be supplied, e.g. a maximum of 1 months' supply at any one time.
5. Each item of medication must be delivered in the original container and handed to a staff member within the room so it can be stored appropriately and safely..
6. Parents / Carers are responsible for the collection of medicines.

Each medication MUST be clearly labelled with the following

- Child's name
- Name of medication
- Dosage
- Frequency of dosage(and time to be administered)
- Date of dispensing
- Storage requirements

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- Expiry date

All children with long term and complex medical needs have individual health care plans which are completed with parents / carers and are updated regularly.

All staff read and sign children's individual health care plan to ensure they are aware.

In the event of an outing children's medication will be carried by a member of staff at all times along with their health care plan.

All staff will be required to administer medication and to complete the medication record form with the parent / carer. Parent/carer's are expected to sign the form at the end of the session on collection of the medicine.

When medication is administered to a child the instructions will be followed and two members of staff will be present at ALL times and WILL provide a counter signature on the medication form.

Whilst the child is taking the medication the forms will be kept in the medication folder.

Once the medication is complete the forms will be put in the completed medicines folder.

If the administration of prescription medicines requires technical / medical knowledge then individual training will be provided for staff from a qualified health professional, training will be specific to an individual Child's needs.

**This Policy was adopted at a Meeting of Managers and Directors
24th October 2014**

Mrs Kerry L Francis
Miss Kerry L Whitney
Mrs Helen Jackson

Policy Revised Date	Revised By
8th June 2015	Mrs Kerry L Francis Miss Kerry L Whitney Mrs Helen Jackson Miss V A McKay
7th April 2017	Mrs Kerry L Francis Miss Kerry L Whitney Mrs Helen Jackson Miss V A McKay
24th April 2018	Mrs Kerry L Francis Miss Kerry L Whitney Mrs Helen Jackson