

# PRECIOUS TIMES CHILDCARE SERVICES POLICIES

## Administering Medication

### Statement of Intent

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

Prescription medicines **will not** be administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist (medicines containing aspirin will only be given if prescribed by a doctor).

Medicines, both prescribed and non-prescribed (non prescribed only at managers discretion) must only be administered to a child where written permission for that particular medicine has been obtained from the child's parent and/or carer.

We keep a written record each time a medicine is administered to a child, and this is counter signed by parents / carers.

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.

We can only administer medications that have been prescribed within the last 14 days or over the counter medication which is within its use by date. **All medication MUST be in its original container with original labelling being clearly readable.**

### Methods

Guidelines to be followed

1. Parents / Carers are responsible for providing staff with up to date information regarding their Child's condition and medication.
2. It is the parents / Carers responsibility to inform Precious Times when the medication is discontinued or the dosage changed.
3. Medication WILL NOT be accepted without complete written and signed instructions.
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 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

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- Child's name (for prescribed medication)
- Name of medication
- Dosage
- Frequency and timings of dosage
- Date of dispensing (for prescribed medication)
- Storage requirements
- 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.

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 child's individual file.

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**

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Mrs Kerry L Francis  
Miss Kerry L Whitney  
Mrs Helen Jackson

Policy Revised Date	Revised By
<b>8<sup>th</sup> June 2015</b>	Mrs Kerry L Francis Miss Kerry L Whitney Mrs Helen Jackson Miss V A McKay
<b>7<sup>th</sup> April 2017</b>	Mrs Kerry L Francis Miss Kerry L Whitney Mrs Helen Jackson Miss V A McKay
<b>24<sup>th</sup> April 2018</b>	Mrs Kerry L Francis Miss Kerry L Whitney Mrs Helen Jackson
<b>15<sup>th</sup> November 2022</b>	Mrs Kerry L Francis Miss Kerry L Whitney Mrs Helen Jackson