

## Yeovil College Children's Centre Administration of Medication Policy & Procedure

Every Child Matters									
Be Healthy	✓	Stay Safe	✓	Enjoy and Achieve		Make a Positive Contribution		Achieve Economic Well-Being	

Yeovil College Children's Centre has a legal requirement set out in the Early Years Foundation Stage concerning the administration of medication.

We do this by:

- Implementing a clear and effective policy and procedure on the administration of medicines in the setting
- Keep written records of all medicines administered to children, and inform parents
- Obtain prior written permission from parents for every medicine, before any medication is given.

### **Aim**

The Children's Centre promotes the good health of children and staff, we take positive steps to prevent the spread of infection and appropriate measures when they are ill, as stated in our Health and Illness Policy and Control of Infection Policy. Staff are made aware of the procedure for administering medication to a child on induction, staff meetings and staff training.

**Prescription medicines must not be administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist.**

**If a child has been prescribed medication and has a non contagious illness and is well enough to attend the setting the following procedure applies:**

- Parents/carers will be asked to complete a medical consent form, which includes the following:
  - Name of child
  - Date of Birth
  - Name and strength of the medicine
  - The expiry date of the medicine
  - Time and frequency of administration
  - Time of last dose
  - Member of staff signature

Parent signature giving consent and date

Staff witness

Parental acknowledgement after administration

- Staff must ensure the parent/carer signs the completed form and that both parties are clear about the correct dosage and time/s to administer the medication.
- It is the responsibility of the parent/carer to ensure clear instructions are given regarding the administration and correct dosage of the medication.
- It is paramount that parents/carers are contactable at all times in case of medical emergency.
- Consent forms are kept in each room.
- If a member of staff is in any doubt with regards to medication/ instructions being given then they should ask their supervisor and/or get a witness to assist and gain clarity.
- Parents/carers should provide full information about their child's medical needs, including details of medicines their child requires. This should be recorded on the administration of medication consent form. If a child has any long term medication or medical requirements this will be recorded on the child's registration form and health care plan.
- Staff must ensure when administering medication to a child that it is witnessed by a second adult and is recorded on the administration of medication consent form to be signed by the parent/carer at the end of the day.
- Medicines should only be brought into the nursery when essential, where it would be detrimental to a child's health if the medicine were not administered during the nursery day.
- If a child requires medication whilst on an outing this would be stored in the 'outings rucksack', in a child proof container and the above procedures would be followed. If the medicine needs to be kept cold the parent must provide an ice pack and small cool bag.
- If a child refuses to take their medication the parent will be contacted at that time. Staff should not force a child to take medication but record the information as refused on the administration of medication consent form.
- If a child becomes ill whilst at the nursery the Parent/ Carer will be contacted and asked to collect their child as stated in our Health and Illness Policy.
- Non-prescription medication e.g. pain and fever relief may be administered but **only** with the prior written consent of the parent/carer and only where there is a health reason to do so.

- We will endeavour to obtain parent/carer permission by phone if your child should become ill at nursery; this could be due to teething, temperature due to a cold, we can only administer this if our pain/fever relief administration slip has been previously completed. (Calpol or other paracetamol based pain/fever relief can be administered as long as it is specifically for children and does not contain aspirin or ibuprofen)
- **Long Term or Complex Medical Needs**
  - If a child has a long-term or complex medical need we would arrange a meeting to put in place a health care plan written with parents/carers and relevant health care professionals to include: details of the child's condition, special requirements, for example dietary needs, pre-activity precautions and any side effects of the medicines.
  - Individual health care plans will include instructions on how to manage a child in an emergency.
  - If a child has specific medical requirements e.g. diabetes, epilepsy or asthma, staff will be given training by the relevant healthcare professionals. Additional training will be provided as and when necessary.
  - It is the parents/carers responsibility that if they know their child has a tendency to suffer from child convulsions associated with high temperatures then they must ensure arrangements are made for their child to be collected immediately.

## Storage of Medication

- Medicines are stored in a locked medicine cabinet on the wall of the toddler/baby bathroom.
- All medicines are clearly labelled with the child's name, dosage and the frequency of administration.
- Medicines **will not be accepted** unless in the original container as dispensed by a pharmacist in accordance with the prescriber's instructions.
- All emergency medicines, such as asthma inhalers and adrenaline pens, are readily available to staff and kept in the locked medicine cabinet.
- Other non-emergency medicines are also stored in the locked medicine cabinet and not accessible to children.

- Medicines that need to be refrigerated are placed in an air-tight container and clearly labelled. There is restricted access to the refrigerator holding medicines.
- Staff should not dispose of medicines. Parents are responsible for ensuring that date-expired or unused medicines are returned to a pharmacy for safe disposal.

## **Non-prescribed medication**

Yeovil College Children's Centre has a policy of not administering non-prescribed medicines, with the exception of pain and fever relief medicines such as Calpol, excluding those containing **aspirin and ibuprofen** unless prescribed by a doctor. The pain and fever relief medicine must be provided by the parent/carer and be accompanied by the Non-Prescribed Medication Form which is signed by the parent /carer. The form indicates when the child last had the medicine, the dosage and frequency required. As the medicine is non-prescribed, the parents will sign a disclaimer to say that they are happy for staff to administer the medicine without having first sought medical consultation.

The staff will administer non-prescribed medication for a maximum of three days, after which time they will no longer be able to continue giving the medication. If at any time during the three days staff consider that the child's health has deteriorated, or they have concerns for the child's health, the parent will receive a telephone call to arrange collection of the child.

## **Emergency Procedures**

It is the policy of Yeovil College Children's Centre to notify a parent/carer when a child is ill or needs medical attention. Occasionally we cannot contact a parent and we need to get immediate help for the child. Our procedure is as follows:

- Call the emergency services by dialling **9 999** and refer to the on wall Contacting Emergency Services poster for all relevant information.
- A member of staff will accompany any child that is taken to hospital by ambulance and will stay with them until the parent/carer arrives.
- Staff should never take children to hospital in their own car, but call an ambulance.
- Health professionals are responsible for any decisions on medical treatment when parents are not available.

- Responsibility for carrying out emergency procedures and decisions in the event of an emergency is with the person in charge of the nursery at the time, this will follow the management structure line of command.

**The Early Years Foundation Stage requires that we ensure contingency arrangements are in place to cover such emergencies. These are as follows:**

- Correct staff to child ratios will be maintained at all times because the manager is supernumerary. If necessary arrangements will be made in re-organising groups of children to maintain correct ratios. Parents will be contacted and asked to collect their children if ratios cannot be maintained.

### **Contacting emergency services poster**

Request for an ambulance

**Dial 9 999**, ask for ambulance and be ready with the following information:

1. Your telephone number: **01935 845471**
2. Give your location as follows: **Yeovil College  
Children's Centre  
Mudford Road  
Yeovil  
Somerset  
BA21 4DR**
3. State that the postcode is: **BA21 4DR**
4. Give exact location in the setting
5. Give your name.
6. Give the name of the child and a brief description of the child's symptoms.
7. Inform ambulance control of the best entrance and state that the crew will be met. **Enter the college from Mudford Road entrance, turn right and the Nursery is located immediately on the right.**

Speak clearly and slowly and be ready to repeat information if asked.