

# Administration of Medicines Policy

When dealing with medication of any kind in the Centre, strict guidelines will be followed.

## Prescription medication

- Prescription medicine **MUST** be NHS prescribed and can only be given to the person named on the bottle for the dosage stated and must have a label detailing the surgery/GP/hospital prescribing and dispensing pharmacy label intact showing details of dosage, name, storage and length of course.
- Medicines should be in their original containers and stored according to directions on the packaging.
- Those with parental responsibility should give written permission for the administration of each and every medication. We will accept written permission once for a whole course of medication or for the ongoing use of a particular medication under the following circumstances:
  1. The written permission is only acceptable for that brand name of medication and cannot be used for similar types of medication, e.g. if the course of antibiotics changes, a new form will need to be complete
  2. The dosage on the written permission is the only dosage that will be administered. We will only be able to administer a different dose if a new form is completed.

**Parents must notify us IMMEDIATELY if the child's circumstances change, e.g. a dose has been given at home, or a change in strength/dose needs to be given.**

- Parents will be expected to complete a Medicine Form detailing the child's name, DOB, illness, medicine prescribed, storage, dosage and time. Staff **MUST** check details are correct by looking at the medicine and cross checking with the information provided by parents, staff **MUST** sign to acknowledge they have done so on the form.
- The parent will be asked when the child had last been given the medication before coming to the Centre; this information will be recorded on the medication form.
- Administration of Medicine forms **MUST** be completed by staff when the medication is given to a child. A member of staff will administer the medicine to the child with the support of a colleague.
- Together they will check the name, time and dosage are correct, both members of staff **MUST** sign the Administration of Medicine Form.
- On collection of their child, parents / guardians must be given details of the times and dosage of medicine administered throughout the day. The parent's signature must be obtained at each administration time.

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- If the child refuses to take the appropriate medication then a note should be made on the form.
- Where medication is “essential” or may have side effects, discussion with the parent should take place to establish the appropriate response.

### Non-prescription medication

- Centre staff will administer non-prescription medication in the form of paracetamol suspension.
- If Centre staff feel the child would benefit from medical attention rather than non-prescription medication, the Centre has the right to refuse admission to a child until he/she is seen by a medical practitioner. This decision will be taken by one of the Centre managers on duty.
- If a child arrives at the Centre requiring liquid paracetamol suspension, parents will be expected to provide this for administration, staff members must reinforce this.
- Parents will be asked to give written permission for staff to administer paracetamol suspension on the Child Information Form.
- A record will be kept stating the dose administered, the circumstances in which it was administered e.g. the temperature increase of their child, noting the signed statement to say that medicine may be administered in an emergency if staff CANNOT contact the parent.
- If a child does require liquid paracetamol during the day and the parents cannot be contacted then staff will take the decision as to whether the child is safe to have this medication based on the length of time the child has been in the Centre, the circumstances surrounding the need for this medication and the medical history of the child on their registration form. The Centre will provide paracetamol suspension for emergency administration.
- Paracetamol suspension will be administered to a child, if prior permission is granted from the parent, in the event their temperature increases whilst they are in the Centre. The NHS advises ***‘In children under five, a fever is considered to be a temperature of 38C (100.4F) or above’***. Staff will take the child’s temperature and administer paracetamol if the temperature is 38° or above. Staff will monitor the child’s temperature, if this does reduce following the dose of paracetamol, parents will be informed.
- For any non-prescription cream for skin conditions, prior written permission must be obtained from the parent and the onus is on the parent to provide the cream which should be clearly labelled with the child’s name and within date.
- Teething gels will be applied but prior written parental consent must be provided, along with clear instructions of use. All medicines must be within date.

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- If the child is to remain in the Centre, the parent must be asked if any kind of medication was administered, at what time and in what dosage and this must be stated on the medication form.
- Centre staff WILL NOT administer any medication unless prior written consent is given.
- In the case of liquid paracetamol for temperature reduction, parents will be contacted as soon as possible to ensure all details are correct and that they agree with the dosage being given. Medicine will be administered only if signed prior consent has been obtained and the child has been in the Centre for over 4 hours.

### Injections, pessaries, suppositories

As the administration of injections, pessaries and suppositories represents intrusive nursing, they will not be administered by any member of staff unless appropriate medical training is given to each member of staff caring for this child. Relevant information / hospital or doctors letters confirming the administration of these medicines must be provided, these should detail how to apply, quantity whilst providing contact numbers of doctors surgery /nurse contacts.

### Storage

All medication for children must have the child's name clearly written on the original container and kept in a closed box, the locked area medicine box, which is out of reach of all children.

Emergency medication, such as inhalers and epi-pens, will be within easy reach of staff in case of an immediate need, but will remain out of children's reach. All play areas have a locked medicine cabinet.

Any antibiotics requiring refrigeration will be stored out of playrooms in either Caterpillars kitchen fridge, Staff Play Area or the Management Office

All medications must be in their original containers. All prescription medications must have the pharmacist's details and notes attached to show the dosage needed and the date the prescription was issued. This will all be checked, along with expiry dates, before staff agree to administer medication.

<b>This Policy was reviewed on</b>	26.11.18
<b>Signed on behalf of the Centre</b>	<b>Louise Fairbrass</b>
Reviewed	16.05.19
Reviewer	Angela Hynes



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