



Clann Aire

Clondrohid Community Crèche After School Services

Medication Policy and Procedure

Clondrohid Community Crèche, Pre-School and After-School are dedicated to support the child's well-being. We will work in partnership with parents to ensure safe administration of prescribed and temperature control medications.

This policy is communicated to all school age children its also available to parents, staff & relevant stakeholders through our website, parent's/employee handbook and on hardcopy if requested

It is our policy that we will only administer medication with prior permission from parents / guardians. All our Early Years Professionals are authorised by the manager/ Supervisor to administer medication to the children in their care.

Our Early Years Professionals can only administer prescribed medication that has been prescribed by a doctor for the particular child.

We do not administer any medications to a child for the first time in case of reactions.

If your child becomes ill while attending our service we will make contact with the parent/ guardian. Parents need to let us know if any of their contact details change. When we administer medicines we will log it onto Child Paths but we will also have a log on hard copy for our records.

We will administer pain relief & temperature control medicines (Calpol and Nurofen) at the parents request **for 3 consecutive days only**. After the 3 days we will need permission from a doctor to continue administration. Parents need to bring **one** bottle of pain relief (Calpol or Nurofen) per family to leave in the centre: as storage will be an issue if people bring in more than one bottle per child.

We do not administer suppositories.

All prescribed medicines must be labelled from the pharmacy with the child's name and dosage clearly visible and must be in their original container. We do not add any medication to a child's bottle or food.

We will administer Bonjella or Teetha for babies that are teething, parents must also sign for these also.

We will administer herbal medication that is age appropriate for the child at the parent's request. We will document it on Child Paths and have a hard copy also that the parent sign's.

Allergies:

Upon enrolment (Registration Form) the service obtains written confirmation from the parent(s) or guardian(s) of all of the child's allergies, including an allergy to any medications such as Calpol or Nurofen.

Administering Medication Procedure

If a child attending our setting is on a prescribed medicine and it needs to be administered by a staff member while in our care, we;

- Ask parents/guardians to complete and sign a medication form each morning giving us consent to administer the medication to their child
- The member of staff that will administer the medicine will check and follow the "Five Rights" of administering medication, which is
 1. **Right** medication,
 2. **Right** child,
 3. **Right** dosage,
 4. **Right** form
 5. **Right** time
- The Practitioner will also check the expiry date and any written instruction by the prescriber on the label or container.
- A second practitioner must check the medication and dosage, prior to any medication being administered to a child
- Both practitioners sign the medicine form after they have administered the medicine.

If a child develops a temperature of 38 ° or over while attending our service we;

- Will attempt to cool down them down by removing clothing and giving a drink of water. If this doesn't help we will sponge them down using tepid water.
- We make contact with parents through Child Paths or we will ring informing them of the situation. The parent can give consent to administer Calpol or Nurofen over the phone or by sending a message on Child Paths but the parent will need to sign our medicine consent form when they collect their child.

- Our early Years Professionals will continue to monitor the child's temperature and if the child's temperature persists the parent will be contacted to collect their child.
- If we cannot make contact with a parent and the child's health is at risk with a continued high temperature, the practitioner can give the age appropriate dosage of Calpol or Nurofen to reduce the child's temperature. The practitioner will continue to monitor the child's temperature until contact has been made with the parents.

Self-Administered medications:

- Having spoken to the parent and an agreement is in place with the child's parents that the child has authority from the parent and management to self administer their own medications.
- A clear and concise written procedure must be given to us by the child's parent, step by step instructions on how this medication is administered by the child. The names of the medications must be on this, dated and signed.
- All Practitioners will be made aware of this procedure it will be risk assessed, the child will be provided with a quiet area where they can go to self medicate. We will witness and record it.
- Children that need to self medicate will always be supported.

Storage of Medications:

- All medications brought into a childcare setting should have child-proof caps
- Medications requiring refrigeration are clearly marked and separated from food in an airtight container marked 'Medications'. Access to the fridge should be restricted in a room with the lock adult height on the door.
- Should be stored at the proper temperature (according to the label)
- All medicines will be stored away from food, adult height and out of the reach of children.
- **Inhalers** should be stored in a manner that allows them to be accessed quickly in case of emergency. Adult height and out of the reach of children.

Analgesic (pain relief) and anti-febrile (temperature reducing) medication

- **Owing to the COVID-19 Pandemic, children with fevers should not attend our service, and if a child develops a fever whilst in our care we will follow the procedure for suspected COVID-19 cases as outlined in our Infection Control Policy and will only administer anti-febrile medications upon medical advice to do so.**

- Parents are requested to bring in the medications required for their own child if they are aware their child is on any of the above medications. They will be stored in child-proof a container with the child's name clearly labelled on it and with the appropriate measuring devices. The procedures for their administration will be in the box. The date the medication is opened should be clearly labelled on the container. Medications with illegible labels or medications which are over 6 months old should be discarded. Medication in tablet form should never be administered to children less than 5 years of age.
- Staff Training; the manager/supervisor must ensure that all staff members receive appropriate guidance and they must not administer medicines until guidance has been received. A record of the training should be made. Staff members should receive guidance about the purpose, expected response and possible side effects of medications they are expected to administer. They also need training on the proper use of equipment such as inhalers, nebulisers epi-pens etc. A GP or Public Health Nurse can demonstrate how to use these correctly.
- The "Five Rights" of Medication Administration
- Documenting the administration of medication: The authorised person giving the medication should ensure that they document the medication times, dosage precisely and have the process witnessed and signed by another authorised member of staff.
- Any administration of medication should be documented in a record book and signed by parents/carers.

Procedure in the event of an Emergency Situation

Incidents involving medication:

- If a child refuses to take medication – parents/guardians are informed straight away.
- If there is a mistake when administering medication, a doctor will be called immediately.
- Emergency numbers including the national poison line are readily available.

Emergency medication:

- An individual care plan is in place for each child in the service who has an allergy/asthma/a condition that requires emergency medication. Parents/guardians are responsible for ensuring that emergency medication is supplied to Clondrohid Community After School Services and replenished when necessary.
- If a child has an individual care plan, the plan is available to all staff caring for the child. The plan is stored confidentially and is only shared with staff on a need to know basis.
- If a child requires emergency medication in an anaphylaxis/asthma emergency, the emergency services and the child's parents/guardians are notified as soon as possible.
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Emergency contact details:

- Parents/guardians must provide contact details to Clondrohid Community After-School Services when their child is enrolled.
- Parents/guardians will be requested to notify Clondrohid Community After-School Services if their emergency contact details change. Emergency contact details for parents/guardians of all children in the service will be kept on file and updated as needed.
- The phone number of the Poison Line, local GP, Pharmacist and Public Health Nurse are readily available to all staff. Emergency contact numbers 999 or 112 are available to staff and there is always a working phone on the premises.

This policy was adopted by: Clondrohid Community Crèche, Pre-School & after School services

On behalf of Management, Staff & Parents;

Date: Updated Nov 2020

Signed by: _____

Procedure for Staff when administering medication

When administering medicine for temperature control to a child we;

- Will attempt to cool them down by removing clothing and giving a drink of water. If this doesn't help we will sponge them down using tepid water.
- We make contact with parents through Child Paths or we will ring informing them of the situation. The parent can give consent to administer Calpol or

Nurofen over the phone or by sending a message on Child Paths but the parent will need to sign our medicine consent form when they collect their child.

- Our early Years Professionals will continue to monitor the child's temperature and if the child's temperature persists the parent will be asked to collect their child.
- If we cannot make contact with a parent and the child's health is at risk with a continued high temperature, **the room leader/supervisor** can give permission to give the age appropriate dosage of Calpol or Nurofen to reduce the child's temperature. The staff will continue to monitor the child's temperature until contact has been made with the parents.
- We will follow the "Five Rights" procedure of administering medicine
 1. **Right** medication,
 2. **Right** child,
 3. **Right** dosage,
 4. **Right** form
 5. **Right** time
- We will ensure the medicine form is filled out correctly and signed appropriately.

When administering medicine for pain relief i.e. teething to a child we;

- If we feel that a child is struggling and is in pain due to teething we will make contact with the parents on Child Paths or over the phone and inform them of the situation
- Parents can give permission to administer Calpol or Nurofen over the phone or thorough Child Paths
- We follow the "Five Rights" procedure of administering medicine
- We will ensure the medicine consent form is filled out correctly and signed appropriately.

Parents can bring in **one** bottle of either calpol or Nurofen to leave in the centre. When this arrives we will ask the parent to write their child name and the correct dose that their child can get on a sticky label and we can stick that label to the bottle.

