

## **Administration of Medication Policy**

### **Policy**

#### **Rationale**

We believe that children with long-term medical needs have the same rights of admission to the setting as other children. We will work with staff, parents/carers, children and relevant healthcare professionals to enable this to happen whilst ensuring the safety of staff and children and recognising that there may be circumstances in which this is unable to occur e.g. children with complex medical procedures.

#### **Aim**

To enable children with long-term medical needs to access the provision.  
To minimise the need to administer medicines for short-term medical needs.  
To be clear on the responsibilities of parents, management and staff.  
To provide a safe and robust procedure for staff to follow.

#### **Prescription Medicines**

Medicines will only be administered when it is essential; that is where it would be detrimental to a child's health if the medicine were not administered during the settings hours. Medicines must be provided in the original container as dispensed by the pharmacist and include the prescriber's instructions of administration. Staff will not accept medication that has been taken out of the container or make changes to dosages or times on parental instruction. A Medical Consent and Administration Form will need to be completed by the parent/carer (see Appendix A).

#### **Non-Prescription Medicines**

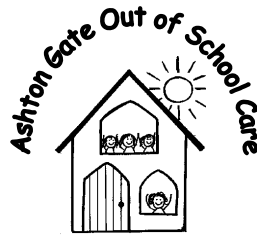
We will generally not administer non-prescription medicines to children. Parent/carers will need to discuss individual circumstances with the Play Centre Manager. We will never administer non-prescription medication that contains aspirin.

#### **Short-term Medical Needs**

Many children may need to take medicines for a short period of time, for example finishing a course of medicines such as antibiotics or applying a lotion. We will generally not administer medicines for short-term needs and parent/carers should do this outside of the provisions opening times. If this is unable to happen, the parent/carers need to discuss the issue in advance with the Play Centre Manager and their decision will be final.

#### **Long-term Medical Needs**

Some children may have long-term medical needs and may require medicines on a long-term basis to keep them well, for example children with well-controlled epilepsy or cystic fibrosis. It is important to have sufficient information about the medical condition of any child with long-term medical needs. Parents/carers will need to meet with the Play Centre Manager in advance and discuss the issues involved. The Play Centre Manager will follow



the long-term needs and Emergency Medication Procedure. We will aim to meet the need dependent on staff training, supervision needs, staff confidence and insurance cover.

### **Emergency Medical Needs**

Some children may require medicines in particular circumstances, examples of emergency medication are Buccal Midazolam for epilepsy, inhalers for severe asthma and Epipen for severe allergic responses.

Parents/carers will need to meet with the Play Centre Manager and discuss the issues involved. We will aim to meet the need dependent on staff training, supervision needs, staff confidence and insurance cover. A Medication Care Plan will be completed (see Appendix B). The Play Centre Manager will follow the long-term needs and Emergency Medication Procedure.

### **Registration**

If the parent identifies on the registration form that the child has a medical need, the Play Centre Manager will ask for further and more detailed information on the medication consent form and follow the procedure relating to emergency medication as necessary. The Play Centre Manager will share this information with the registered person. Parents/carers are responsible for informing the scheme of any changes in medication.

### **Training**

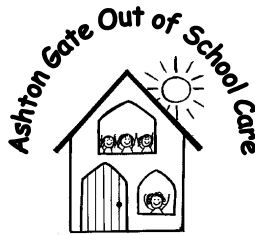
Staff may need training before administering certain types of medication e.g. inhalers, epipen, buccal midazolam. We will seek advice from our insurers and registration body before agreeing we are able to administer certain types of medication. Training could be in the form of relevant books, videos and/or accessing external training. External training from a qualified health professional must be accessed for staff before undertaking any complex or intrusive procedures or ones which require technical or medical knowledge.

### **Storage**

Medicines will be stored in a lockable cupboard or box on site. A few medicines need to be refrigerated. These can be kept in a fridge containing food and need to be in a locked box and/or where children are unable to access the area. If a child is identified as being able to self-administer they may carry their own medication (e.g. asthma inhaler, but not pills) as agreed with the setting, child and parents/carers. Emergency medication needs to be easily accessible. All medicines must be stored in their original packaging.

### **Outings**

Medication on an outing will be carried by a member of staff, or child if this is normal practice. The accessibility of medication, particularly for use in an emergency, will be considered and an appropriate decision will be made on a case by case basis. A copy of the Medical Consent and Administration Form, and Medication Care Plan as appropriate, will be taken.



## **Recording**

The parent/carer will complete a consent form detailing the medication or complete a Medication Care Plan as necessary. The Play Centre Manager is responsible for checking these forms are completed prior to the child attending the provision. The Play Centre Manager will keep a full record of medicines administered using the Medical Consent and Administration Forms. The forms will include: name of child, medication, dosage, date, time, name of playworker administered/supervising, name of witness as appropriate and the signature of the parent/carer at the end of the day. The Play Centre Manager or nominated staff member will take responsibility for administering and recording. A child will not be able to attend the provision if the relevant forms are not completed. The Play Centre Manager will retain a record of any training accessed by individual or all staff members.

## **Administration**

There is no legal duty for staff to administer medication, staff may volunteer or it may be part of their contract of employment. The Play Centre Manager and the staff will follow the setting's administration of medication procedure. The Play Centre Manager/staff member will administer medication in a tactful and sensitive manner. Staff will not administer medication if the consent form and Medication Care Plan, as necessary, are incomplete or if they feel unclear about the procedure. Staff will respect a child's refusal to take their medication.

## **Confidentiality**

All records relating to the medical needs of a child and the administration of medication will be stored confidentially within the setting. Information will be shared with the staff and school as necessary.

## **Law**

We recognise that we do not have a legal responsibility to administer medication. We recognise we do have a responsibility under the Disability Discrimination Act 2001 to not treat a child less favourably because of their medical needs.

## **Responsibilities**

### **Management**

- To ensure a safe and clear policy and procedure is in place.
- To liaise with their insurers, follow any recommendations and ensure that if staff follow procedures that they will be covered if there is a complaint.
- To arrange, with the Play Centre Manager, who should administer medicines within the provision either on a voluntary basis or as part of a contract of employment.
- To provide appropriate training for staff
- To assess the risks to the health and safety of staff and others and to put measures in place to manage any identified risks.



- To support the Play Centre Manager in fulfilling their responsibilities.
- To make the final decision about whether a child is able to access the provision.

### **Play Centre Manager**

- To liaise openly with parents, staff and management.
- Ensure all parents and staff are aware of the policy and procedure.
- Ensure staff and themselves put policy into practice and follow documented procedures.
- To be aware of any side effects of the medication.
- To feedback any concerns to parent/carers and the registered person.

### **Staff**

- To work to the documented procedure if they have agreed to administer medication.
- To discuss any concerns with the Play Centre Manager and decline to give medication if staff are unsure of any procedures.

### **Parents/carers**

- To provide information about their child's medical condition and work jointly and openly with us to reach an agreement on the provision's role in supporting their child's need.
- To discuss with the prescriber whether dose time can be altered so it is outside the hours of the provision.
- To provide medication in original, labelled containers.
- To complete a consent form and individual care plan as appropriate.
- To obtain details from General Practitioner or prescribing specialist as requested.
- To inform staff of any changes to medication.



Appendix A

**Example of Medical Consent & Administration Form**

Name of Child:			Date:		
Name of medication:					
Details of medication already taken today:					
Dose to be taken:					
Any other relevant information:					
	Time	Tick	Staff Signature	Witnessed by	Parent Signature
1 <sup>st</sup> dose					
2 <sup>nd</sup> dose					
3 <sup>rd</sup> dose					
4 <sup>th</sup> dose					
Name of member of staff administering medication:					
As parent/carer I give permission for the above named child to be given this medication at the times and dosage stated.					
Signed: _____ (parent/carer)					



Appendix B

## MEDICATION CARE PLAN

Child's Name ..... D.O.B .....

<b>Name and contact details for parent/carer:</b>
<b>Name and contact details for prescribing GP/specialist:</b>

<b>PHOTO</b>
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Name of my Medication:
Reason for my Medication (what condition is it for?):
What, if any, training is required to administer the medicine?
Warning signs and what constitutes an emergency for me:
What to do in an emergency (how and when to administer medication, when to call emergency services, when to call parents/ carers) :



Can more than one dose be administered in 24 hours?
How to support me after an emergency:
Any possible side effects:
<p>Who will administer medication:            All staff who have volunteered to administer medication and who have</p> <ul style="list-style-type: none"> <li>• Attended Paediatric First Aid Training which covers use of epipen within the past 3 years</li> <li>• Or/and received training from a GP, school nurse or other qualified health professional</li> </ul> <p>are covered to administer when following the agreed care plan.</p> <p>The above is in line with Ofsted and legal requirements</p>

As parent/legal guardian, I give permission for the above named child to be given this medication as detailed in the above plan:

Parent/Legal Guardian: ..... Date: .....

As prescribing Doctor, I agree with the above care plan for the above named child and that the child is fit to attend the scheme:

Prescribing Doctor : ..... Date: .....

Plan agreed by (signature):

Child (as appropriate): ..... Date: .....

Chair of Management Committee: ..... Date: .....

Play Centre Manager: ..... Date: .....

Review Date: .....