

# Administration of Medicine Policy

“Medication administration is an important responsibility within the pre-school service. Having a clear, written policy and procedure on the Administration of Medication is a requirement under Regulation 10 of the Child Care Act 1991 (Early Years Services) Regulations 2016”.

At Tir na nOg Preschool we safeguard and maintain the well-being of all children attending the service. We work in partnership with parents and children’s health care professionals to ensure that the appropriate procedure is followed to administer medication safely to a child at the service. All prescribed medication will be administered by authorised staff members only and all medication administered will be recorded according to the Child Care (Pre-school Services) 7 (b) Regulations 2006.

## ***Prescribed Medication:***

Parents must sign and complete a medication form before prescribed medication is administered. Prescribed medication must clearly state the child’s name, dosage, date and expiry date. Medication will never be administered without written permission from parent or guardian.

## ***When a Child Becomes Unwell: the use of Analgesic (pain relief) and anti-febrile (temperature reducing) medication:***

If a child becomes unwell and requires pain relief or temperature reducing medication this will only be given with the prior written permission of their parent or guardian. Written permission will be obtained from parent or guardian on enrolment especially in relation to the administration of medication in the event of a high temperature or an emergency in the future. If a child has a high temperature the parent or guardian will be contacted before staff administers the temperature reducing medication and they will be asked to pick the child up.

We have a well-stocked medicine cabinet, which is locked, out of the reach of children and accessible only by authorised staff members. We keep a supply of both Calpol and Nurofen in liquid form in the cabinet, along with suitable measuring spoons. The date any medicine is opened will be clearly recorded on the label and any medicine opened over 6 months will be discarded.

### ***Health Care Plan:***

If a child takes prescribed medication for a medical condition such as asthma or eczema, or needs to use an epi-pen for allergic reactions, the manager will develop a health care plan in partnership with the parents/guardians and health professionals involved with the care of the child. The health care plan will be developed prior to the child starting in the service. This involves written permission from the parents for the administration of medication, and a written care and administration plan, which will be reviewed on a three-monthly basis.

If necessary staff will receive training in the administration of specific medication prior to the child starting in the service. This will ensure that the staff meet the needs of the child's health care appropriately and provide the level of support that is required.

### ***Allergies:***

Upon enrolment, the service will obtain written confirmation from the parent / guardian of any allergies their child may have, including any allergies to medications such as Calpol or Nurofen. If a child has an allergy their photograph will be displayed in the room with a description of the emergency medication they require for their allergy.

### ***Parents Responsibilities:***

Before a child starts in our service the parent / guardian must give us details, in writing, if their child has a medical condition. They must provide emergency contact numbers, the child's doctors details, information on allergies and special dietary needs.

They must inform us of any changes to the emergency contact details, and keep us up to date on their child's medical needs.

If their child is on prescribed medication they must give us written consent to administer the medication. Written consent must also be given to enable the staff to administer pain relief or temperature reducing medication should the need arise.

### ***Staff Responsibilities:***

Staff administering medicine must adhere to the following:

- Get parents to complete and sign an administration of medicine form.
- Check that all medicines clearly state the child's name, prescribed dose and expiry date, and are in their original container.
- Only administer medication that has been prescribed for a particular child, unless it is pain relief or temperature reducing medication, and these will be given according to the manufacturers instructions unless a child's health care professional has provided written instructions otherwise.
- Contact parents before any medication is administered. The date and time of the call will be recorded in the Administration of Medicine Record book.



- Adhere to health and safety procedures such as washing hands before and after the administration of medicine.
- Have a second staff member present to check the medicine and dosage given, and to counter sign the Medicine book.
- All medicines administered will be recorded in the Administration of Medicine book.

### ***The 'Five Rights' of Medication Administration:***

The 'Five Rights' is a procedure which will be followed before the administration of medication. It is set out as follows: 'Right medication, right child, right dosage, right form, right time'.

### ***Storage of Medicine:***

All medicines kept in the service must have childproof caps. They will be stored at the proper temperature (according to the label), in a lock medicine cabinet out of the reach of children.

Medicines that require refrigeration will be stored in an airtight container clearly marked 'Medicine' in the refrigerator.

All authorised staff have immediate access to the medicine cabinet which assists in the administration of emergency medicine.

### ***Documenting the Administration of Medication:***

All medication given will be recorded in the Administration of Medicine book by the staff member giving the medicine and counter signed by another member of staff. The name of the child, the medicine and dose given, the date and time will all be recorded. The entry will also be signed by the child's parent or guardian.

A record will also be kept of the date and time that the parent was contacted before any medicine is administered.

### ***Medical Emergency Procedure:***

In the event of a medical emergency our local Doctor on call for the service will be contacted, and depending on his advice he will either come out to the service or we will call an ambulance. The child's parent / guardian will be contacted and informed about the emergency. A member of staff will go with the child in the ambulance to the hospital and wait until the parents arrive.

**Person Responsible:** \_\_\_\_\_

This policy was adopted by Tir na nOg Preschool on 7 - 2 - 18

Signed by: Claire Smyth On behalf of Management.

Review Date: 7 - 5 - 18