

04 Health procedures

04.2 Administration of medicine

Key persons or the senior team are responsible for administering medication to their key children; ensuring consent forms are completed, medicines stored correctly and records kept.

Administering medicines during the child's session will only be done if absolutely necessary.

If a child has not been given a prescription medicine before, especially a baby/child under two, it is advised that parents keep them at home for 24 hours to ensure no adverse effect, and to give it time to take effect.

The setting managers must check the insurance policy document to be clear about what conditions must be reported to the insurance provider.

Consent for administering medication

- Only a person with parental responsibility (PR), or a foster carer may give consent. In certain circumstances another caregiver such as a grandparent of childminder may sign for consent but this must be verified by the person with PR. This can be done over the telephone or via electronic communication links.
- When bringing in medicine, the parent informs their key person/back up key person, or room senior if the key person is not available. The setting manager or deputy should also be informed.
- Staff who receive the medication, check it is in date and prescribed specifically for the current condition. It must be in the original container (not decanted into a separate bottle). It must be labelled with the child's name and original pharmacist's label.
- Medication dispensed by a hospital pharmacy will not have the child's details on the label but should have a dispensing label. Staff must check with parents and record the circumstance of the events and hospital instructions as relayed to them by the parents.
- Members of staff who receive the medication ask the parent to sign a 'medication form' stating the following information. No medication is given without these details:
 - full name of child and date of birth
 - name of medication
 - who prescribed it
 - dosage to be given
 - signature and printed name of parent and date

Storage of medicines

All medicines are stored safely. Refrigerated medication is stored separately or clearly labelled in a marked box in the main kitchen fridge.

- The key person is responsible for ensuring medicine is handed back at the end of the day to the parent.
- For some conditions, medication for an individual child may be kept at the setting. 04.2a Healthcare plan form must be completed. Key persons check that it is in date and return any out-of-date medication to the parent.
- Parents do not access where medication is stored, to reduce the possibility of a mix-up with medication for another child, or staff not knowing there has been a change.
- Parents must always inform a staff member of medication sent into nursery. No medication will be held at nursery overnight unless a health care plan is required.

Record of administering medicines

A witness signs the medicine record to verify that they have witnessed medication being given correctly according to the procedures here. This medication form is then filed with the child's documents after being shared with the parents.

- No child may self-administer. If children are capable of understanding when they need medication, e.g. for asthma, they are encouraged to tell their key person what they need. This does not replace staff vigilance in knowing and responding.
- The medication records are monitored to look at the frequency of medication being given.

Children with long term medical conditions requiring ongoing medication

- A health care plan is completed for children that require ongoing medication. This is completed with the parent. Other medical or social care personnel may be involved. The responsibility of reviewing and maintaining the HCP is with the key person and their senior.
- Medication required for such conditions is stored in a personalised medication bag in a safe place within each room. This is checked regularly for expiry dates.
- For some medical conditions, key staff will require basic training to understand it and know how medication is administered. Training needs is part of the health care plan.
- Additional risk assessment may be required for any activity that may give cause for concern regarding an individual child's health needs. Also includes arrangements for medicines on outings; advice from the child's GP's is sought if necessary, where there are concerns.
- The plan is reviewed every six months (more if needed). This includes reviewing the medication, for example, changes to the medication or the dosage, any side effects noted etc.

Managing medicines on trips and outings

- Children are accompanied by their key person, or other staff member who is fully informed about their needs and medication.
- Medication is taken in an appropriate vessel with the child's name, name of medication, and a copy of the consent form.
- If a child on medication has to be taken to hospital, the child's medication must be taken with them.

Staff taking medication

Staff taking medication must inform their manager. The medication must be stored securely in staff lockers or staff room. The manager must be made aware of any contra-indications for the medicine so that they can risk assess and take appropriate action as required.