



ADMINISTRATION AND STORAGE OF MEDICATION

POLICY

Dunscore Pre-school Centre recognises that children attending Early Learning and Childcare settings can present with a wide range of medicinal requirements related to their individual needs. These needs can be short term (finishing a course of medication) and or long term (medication to keep them well). As sessions are part time, where possible, the timing of routine medication should be timed so that it does not coincide with the session. However, we do realise that in some circumstances, such as in the treatment of asthma, allergic reaction, seizures etc, the administration of medication may be necessary. Staff will ensure proper procedures are being followed in order to meet these needs. Medication will only be given when it would be detrimental to the child's health not to be administered. Medication will only be administered in order to maintain the child's health and well being and or when recovering from an illness. Most children with medical needs can participate in everyday day experiences within the setting.

PROCEDURES

Insurance

Dunscore Pre-school Centre's insurance provider, RSA, provides cover under the Public Liability section of the Group Insurance Policy where the setting is found to be legally liable. The Public Liability section of the insurance cover can be extended to include administration of medication, provided that the centre is fully compliant with the National Care Standards, Standard 3 (section 6 and 7) and the following procedures are adhered to.

RSA require that when the centre is to administer lifesaving or emergency invasive medication (eg breathing apparatus, colostomy bags, feeding tubes, epipen or adrenaline injections for anaphylactic shock caused by a reaction to nut products or other allergic reactions, or rectal diazepam for epilepsy) a request for an extension to the insurance cover must be made by completing an Early Years Scotland parent/guardian consent form. These consent forms are available from the EYS Insurance Team by emailing info@earlyyearsscotland.org or phoning 0141 221 4148.

RSA treat inhalers for asthma and nebulisers as oral medication. Dunscore Pre-school Centre's consent form must be completed, signed by the parent and retained by the centre. Staff training by a health professional such as the child's GP/District Nurse/Child Nurse Specialist /Community Paediatric Nurse or approved first aid training agency must be undertaken in the use of inhalers, prior to the child being left at the setting without their parent/carer.

Parental Responsibility

- It is the responsibility of the parents / carers to ensure that the child is well enough to attend Dunscore Pre-school Centre.
- They must inform the staff on duty of any medication that is currently being administered; including any medication the child has received at home, when it was administered and how much was given to ensure the correct dosage instructions are being followed.
- Parents / carers will be required to complete a Parental Medication Permission Form (*DPSCmed1* Appendix 1) giving permission for staff to administer the medication. This must be signed, dated, include clear written instructions, which must tally with the boxed instructions, and either an end date for administration or the expiry date on the medication which ever is sooner.
- This form will be updated regularly and a new form will be completed for each new medication required by the child.
- Parents /carers will be asked to sign and acknowledge the medication given to their child each day.
- The centre must be informed if the child stops taking the medication and this will be recorded.
- Parental consent to administer medication will be time limited depending on the condition. This will be recorded on *DPSCmed1*. Further details can be found in *Management of medication in daycare of children and childminding services (Care Inspectorate 2014 p6.)*



General Procedures

- Dunscore Pre-school Centre will only administer prescribed medication when it is essential to do so.
- As children attend on a part time basis parents will be encouraged to administer any medication at home.
- Parents will provide the centre with written consent for their child to be given medication for a minor ailment or allergy. *National Care Standards-Early education and childcare up to the age of 16* (Scottish Government 2007p14.)
- Parents must administer at least the first dose of a course of medication so that any adverse reactions to the medication can be noted.
- Dunscore Pre-school Centre will only administer medication that has been prescribed by a doctor or pharmacist.
- **All** medication will be in the original container or box along with the information leaflet and will be clearly labelled with the child's name and dosage instructions. The detailed instructions provided by the parents on DPSCmed1 (2) will be copied and be stored with the medication as well as in the child's care plan.
- Medication will not be administered if it is not clear what it is being prescribed for.
- Children requiring medication for long term medical conditions (such as epilepsy, diabetes, asthma) will have all relevant information recorded in their care plan. This will be done in consultation with the parent / carer.

Procedures for Staff Administering Medication

- Before administering medication staff will need to have the relevant information pertaining to the child. Staff will ensure that they have written permission from the parent to administer the medication using *DPSCmed1* (Appendix1).
- Each time a staff member administers medication to a child an Administration of Medication form *DPSCmed2* (Appendix 2) will be completed and signed.
- A second member of staff will witness the administering of the medication and then countersign the form once the medication has been given.
- Staff will need to complete the Administration of Medication Form *DPSCmed2* each time medication is given noting the date, time and dosage of medication given.
- If a child is likely to need life saving medication or if the child's condition needs specialist knowledge in order to administer medication (including how to recognise symptoms if medication has to be given on a 'when required basis') then staff must be trained before the child can attend sessions. (Also see information on insurance) Training can be given by the child's GP or nurse and must include how to recognise the problem and how and when to administer the medication. This must be updated regularly.
- Training must be reviewed and refreshed on a three yearly cycle to ensure staff have the most up to date knowledge.
- If appropriate, staff should be encouraged to investigate the qualifications which are available in relation to the administration of medication. Further information can be found in *Management of medication in daycare of children and childminding services* (Care Inspectorate 2014 p8)
- Staff and volunteers must have appropriate training in administering life saving, emergency or special needs medication **before** children are admitted to sessions.
- Information on specific staff training will be recorded in the administration of medication form and the child's care plan as appropriate.
- At least one trained person must always be present at sessions these children attend to deal with their medicinal needs. The centre will risk assess individual cases to see if it is necessary to have more than one trained person present at each session.
- Trained staff and volunteers are required to act as would a caring parent and not as a medically trained practitioner.
- Staff will ensure the parent signs the form daily to acknowledge the medication given to the child.



- Procedures will be put in place to ensure all spoons, syringes, spacers for inhalers etc. are labelled, stored with the child's medication, and cleaned appropriately after use.
- Infection control issues in terms of applying creams, eye drops etc. will be risk assessed and control measures followed.
- All staff and volunteers at Dunscore Pre-school Centre setting will be informed about who is responsible for the medication of children with particular needs.

Procedures for Storing Medication

- Medication for individual children must be kept separate in their original containers and labelled clearly with the child's name and date of birth.
- They must be securely stored in the locked box out of reach of the children (NOT in the first aid box) and only accessed by staff and authorised volunteers. Inhalers which may be require on trips and outings are to be stored in the trip bag, along with spacers, copies of instructions and copies of *DPSCmed2*, in a secure place out of reach of children.
- Medication that needs to be refrigerated will also have to be stored in individual containers clearly detailing the child's name and date of birth. Staff must ensure that medication that is kept in the fridge is not accessible by the children.
- A copy of *DPSCmed2* (medication register) and details of how to administer the medication *DPSCmed1(2)* will be stored with it.
- Medication will be returned to the parent once the course of medication has been completed.
- A record will be kept of any medication that is retained by Dunscore Pre-school Centre which will be updated monthly (*DPSCmed3* Appendix 3)
- All information provided to the centre regarding a child's medication will be kept confidential.

Further information can be found in *Management of medication in daycare of children and childminding services* (Care Inspectorate 2014 p5)

Treatment of Minor Ailments & Fevers

Information on the treatment of minor ailments /fevers can be found in *Management of medication in daycare of children and childminding services* (Care Inspectorate 2014 p9-10))

Medication on Outings

Copies of relevant medical details for all children participating in an outing will be taken by accompanying staff. Original copies will be left within the setting.

Medication will be administered to the child before leaving home or the setting where possible. For children who may require medication during the trip this should be administered by appropriate staff.

Monitoring of this Policy

It will be the responsibility of the centre manager to ensure that new or temporary staff are familiar with this policy and to monitor that it is being implemented by all staff and parents. This will be achieved through observation of staff practice and regular communication with parents. All relevant medication forms will be checked and updated on a regular basis.