



Administration of Medicine Policy



**CULMSTOCK
PRE-SCHOOL
PLAYGROUP**

Aim

Culmstock Pre-School Playgroup recognises that the need for medication is a regular and vital part of many young children's everyday lives. It is important that we use this Policy to adopt a positive approach to meeting the needs of these children and those of their parents/carers. All Playgroup Staff should be familiar with this Policy, and must only undertake the administration of medication when they are sure they can do so safely.

Duties of the Parent/Carer

- To inform the Playgroup Supervisor in writing about your child's health care needs *before* admission, and again as soon as there are any changes to these needs.
- To provide any medication/s required, and ensure it is fit for use, and clearly labelled.
- To provide prior written consent on a Parental Consent Form,
- To pass on to the Member/s of Playgroup Staff named in the 'Parental Consent' Form any information you have about the side effects or adverse effects of the medication/s that your child is taking, whether administered at home or at Playgroup.
- To inform the named Staff Member/s about any medication given to your child earlier that day.
- To ensure that the named Staff Member/s understand how and when to administer the medication/s; no Staff Member/s may undertake the administration of any medication until confident of the process.

Consent to administer medication

Culmstock preschool use the ,administration of medicines, book, purchased from the PLA in which parents fill out details of any prescribed medicines they want us to administer to their child. eg name of the drug, dosage, times to administer, and parents signature of consent, We only administer prescribed medicines, eg antibiotics, inhalers. We do not administer over the counter medicines which are not prescribed by a doctor.

It is the responsibility of the parent/carer to ensure that the Named Staff Member/s are personally fully aware of how and when to administer all medication. Consent must be given and new form completed for each medication, and must be regularly renewed as follows:

- *Regular Prescribed Medication:* Every six months, and when the dose is changed.
- *Short Term Medicine Use:* For each episode of illness, and for each medicine.
- *Medicines for Emergency Use:* Every six months, and when the dose is changed.
- Parents to up date/ check information on inhalers at the beginning of each half term.

When staff administer the medicine they record it, eg time medicine was administered, the dose administered and then sign to say who administered the medicine. When the parent collects the child they are shown these details and the parent then signs to say they have seen these details.

When a child finishes a course of prescribed medicines.

The parent should let us know and this should be recorded in the book. Any unfinished medicines / or empty medicine bottles are returned to the parents and are signed for.

Supply of Medication

All medication/s must be supplied by the parent/carer. Playgroup Staff are not permitted to administer medications to children for whom they are caring, nor buy/supply medication for any child.

The Prescribed Medication is the property of the person for whom is it prescribed, and may not be used for anyone else.

Storage of Medication

These storage requirements apply to all medications on the registered premises, even those not intended for the children. All medicines are kept out of children's reach in the filling cabinet. The filling cabinet is unlocked when the pre-school is in session, but the key is kept in the lock, there is only the one key. Medications for internal and external use must be kept separately.

WARNING: Medications deteriorate, even when not in use. Expiry dates on tubes and boxes may help to work out if a medication is fit for use. However, many medications (e.g. eye drops) have a reduced life once they are opened, and this will be indicated on the manufacturer's packaging or dispensing label. Poor storage (e.g. too hot) will shorten medication's life unpredictably. Advice on medication's life and whether it is fit for use, may be obtained from community pharmacists or dispensing doctors.

Where a prescribed medicine is required to be refrigerated we advise parents to provide a suitable cool pouch in which to keep the medication for the day – we cannot keep medication in the kitchen fridge as one might do in ones own home.

Administration of the medication

Prescribed Medication (except injections) must be administered in accordance with the prescriber's instructions on the dispensing label. These instructions must be in full, detailing amount and frequency. Everything on the label must be read and taken into account before administration. Medications used occasionally to control some symptoms must have extra written instructions, detailing the circumstances of use. Verbal messages are not sufficient. Playgroup Staff must not depart from the instructions on the label, except for recent dosage changes, but this period of incorrect labelling must not exceed one week.

Staff should always make sure that they are administering to the correct child. This is especially important in the case of identical twins in the preschool. Staff should check with another member of staff, the written details in the book, and name on the medication and that it is the right child before they administer any medicine.

Medicines required for Emergency Treatment must be provided by the parent/carer, clearly labelled in the original containers as dispensed. The directions on the label must specify the dose needed, and any other instructions about its emergency use. It is the joint responsibility of the parents/carers and the Staff Member/s named on the 'Parental Consent' Form to make sure it is fit for use, by the Staff Member/s checking regularly that it is still 'in date' and properly stored, and the parents/carers making sure that they provide a new supply promptly when necessary.

Record Keeping for Administration of Medication

The parent/carer must give the Playgroup Supervisor all appropriate medical, pharmaceutical and other information at the time of admission. New medication/s, and any variations from the original conditions, must be notified on a new 'Parental Consent' Form, at or before the child's next attendance at Playgroup.

Medications which Parents/carers supply each Day, and return home with the child at night, do not need to be recorded as having been received by the Playgroup.

Medications which are held on the Registered Premises must be recorded as having been received, by the Staff Member/s named on the 'Parental Consent' Form, on a 'Medication Record'. The return of the medication to the parents/carers must also be recorded.

Recording of the Administration of Medication. An entry must be made on the 'Medication Record' when any medication is administered, signed by the Staff Member/s named on the 'Parental Consent' Form. This 'Medication Record' must then be signed by the parent/carer at the end of the day. Parents/carers must be informed if medication was refused or if it is believed an error has been made.

Retention of Records: 'Parental Consent Forms' and 'Medication Records' should be kept securely in the Medications file. They must be treated as confidential and kept for at least 3 years.

