



## Policy on Administration of Medication

### **POLICY STATEMENT**

Seed to Tree Childcare is committed to supporting each child's health and well-being. Seed to Tree Childcare will work in consultation with parents/guardians to ensure the safe storage and administration of medication if:

- a child is taking prescribed medication, with the prior written permission of their parent(s) or guardian(s)
- a child is taking non-prescribed medication, with the prior written permission of their parent(s) or guardian (s)
- a child becomes unwell while attending the setting and, only with the prior written permission of their parent(s) or guardian(s), is given pain relief or temperature reducing medication.

### **We are committed to:**

- Storing medication safely and appropriately.
- Implementing a procedure to ensure that the right child receives the right medication, dosage, route and timing by authorised staff.
- Documenting the administration of medication accurately.
- Providing a copy of the administration of medication policy to all parents/guardians and recording that parents/guardians have reviewed the policy.
- Incorporating staff feedback in to future policy development.

### **Principle**

This policy is underwritten by the Child Care Act 1991 (Early Years Services) Regulations 2016 and the Tusla Early Years Inspectorate Quality Regulatory Framework.

### **Parental consent:**

- Written parental permission for temperature reducing/anti-febrile medication administration in the event of a child's high temperature will be obtained on enrolment. This permission will be reviewed annually.
- The medical history of each child will be sought when a child begins in Seed to Tree Childcare. This will be updated as needed.

### **Procedure for children's prescription medication:**

- Prescription medication is administered only if required. Only staff that have the required competency (knowledge, skills and training) will administer prescription medication to children.
- Medication (prescription or non-prescription) will **never** be administered without written permission from parent(s) or guardian(s). Parents/guardians must complete the required consent form if prescription medication is to be administered.



Seed To Tree Childcare

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- The child must have received the prescription medication for at least 24 hours prior to it being given in Seed to Tree Childcare.
- Where a child has a chronic/ongoing condition, which requires regular prescription medication, the written parental consent and a written care and administration plan will be obtained on enrolment and be reviewed regularly (as necessary). Seed to Tree Childcare will seek training from medical professionals as needed for the administration of prescription medication. Parental consent must be updated when there is any change to prescription medication required by a child.
- All prescription medications received by the service will be stored safely and appropriately in line with instructions provided (e.g. in the fridge). Prescription medication provided to the service must always be in date. Prescription medication received, administered and returned to the parent/guardian is always recorded by the service. All prescription medication must be appropriately labelled with the child's name.

#### **Medication Administration Procedure:**

- Medication is only administered by staff who have been authorised by the manager to do so and who are appropriately trained.
- Non-prescription medications will be given per the manufacturers' instructions unless a health care professional provides written instructions otherwise.
- Staff will always read and understand the leaflet enclosed with the medication before administering the medication.
- Medications are accepted for use only when they are within their expiration period. The medication must be labelled with the child's name and in their original container.
- Medication is not added to a child's bottle or food unless a medical professional has directed that this is how it should be administered. Staff are aware of how the medication reacts with food/fluids/other medications.
- There is a named person responsible for administration of medication in Seed to Tree Childcare. There is a second named person who checks medication and the dosage when it is administered.
- Ointments for nappy rash are not applied unless for treatment purposes and where a health care professional has directed their use for the child on whom they are being used.

#### ***Before Administration of Medication:***

In services where there are at least 2 staff members, there must always be two staff members present for administration of medication.

Before medication is administered the following is checked:

- Consent has been received from parent/guardian to administer medication
- The child's ID
- Recipient's name
- Prescribed dose
- Expiry date of medication
- Written instructions of prescriber
- Any possible side effects
- Date and time the medication was last given



Staff can only administer medication that has been prescribed for a particular child. Staff are aware of the contra indications relating to medication being administered.

*When administering medication:*

- The appropriate equipment is used to administer the medication e.g. dosing spoon/oral dropper. Measuring devices are thoroughly cleaned after each use.
- The child's dignity and privacy are ensured as appropriate e.g. if the method of administering the medication is not orally.
- If there is any doubt about any of the procedures, the member of staff will check with parents/guardians or a health professional before taking further action.

*After administration of medication:*

- Staff involved will keep records each time they administer medication. This record is signed by both staff members administering the medication.
- A record of the outcome of the admin of medication is maintained. For example, were there any adverse effects/did the temperature come down?
- The medication is returned to its appropriate storage.

**Incidents involving medication:**

- If a child refuses to take medication – parents/guardians are informed straight away.
- If there is a mistake when administering medication, a doctor will be called immediately.
- Emergency numbers including the national poison line are readily available.

**Emergency medication:**

- An individual care plan is in place for each child in the service who has an allergy/asthma/a condition that requires emergency medication. Parents/guardians are responsible for ensuring that emergency medication is supplied to Seed to Tree Childcare and replenished when necessary.
- If a child requires emergency medication in an anaphylaxis/asthma emergency, the emergency services and the child's parents/guardians are notified as soon as possible.
- Parent and registered medical practitioner. The emergency services/child's registered medical practitioner is called immediately by staff where any of the following signs occur:
  - The child does not respond to staff, has trouble waking up, or is limp;
  - The child has trouble breathing;
  - The child has blue lips, tongue, or nails;
  - The child starts to lean forward and drool;
  - The child is an infant and the soft spot on his or her head seems to be bulging or caving in;
  - The child has a stiff neck;
  - The child has a severe headache;
  - The child has severe stomach pain;
  - The child has a rash or purple spots that look like bruises on the chin (that were not there before he or she got sick);
  - The child refuses to drink anything or seems too sick to drink anything;
  - The child will not stop crying;



- The child is very cranky or irritable.

### **Individual care plans:**

- All children with medical conditions enrolled in Seed to Tree Childcare have an individual care plan that outlines any medication needs they have. Individual care plans are prepared by the child's doctor.
- If a child has an individual care plan, the plan is available to all staff caring for the child. The plan is stored confidentially and is only shared with staff on a need to know basis.

### **Medication administration records:**

- The authorised person giving the medication will ensure that they document the medication administration times and dosage precisely and have the process witnessed and signed by another authorised member of staff (if there are 2 members of staff working in the service). Any administration of medication will be documented in a record book and signed by parents/carers.
- The following will be documented by the staff member administering medication:
  - Child's name
  - Check that consent was received
  - Check of child's ID before medication administration
  - Check that medication within expiry date
  - Check of administration instructions
  - The date and time the medication was administered
  - Route and dose of medication
  - Signature of person who administered medication and signature of witness
  - Any side-effects or adverse reactions are recorded
- A record will also be kept of the date and time the parent was contacted before the administration of medication in the case of anti-febrile or pain-relieving medicines.

### **Procedure for the Storage of Medications:**

- All medications brought into the childcare setting should have child-proof caps and will be stored:
  - a. At the proper temperature (according to the label)
  - b. Away from food
  - c. Out of the reach of children
  - d. In accordance with the manufacturer's instructions
  - e. With the child's full name and expiry date on the medication container
- Medications requiring refrigeration will be clearly marked and separated from food in an airtight container marked 'Medications'. Access to the fridge will be restricted to authorized staff only.
- Inhalers will be stored in a safe location in a manner that allows them to be accessed quickly in case of emergency, they will be labelled with the child's name.
- Epi-pens will be stored in an accessible, safe location known to staff and labelled with the child's name. A copy of parent/guardian consent and the emergency care plan are stored with the epi-pen.
- Emergency medication is stored in a safe and accessible location that is known to all staff.
- All medication brought in to Seed to Tree Childcare will be labelled with the child's name.
- Medicines, creams and ointments are not stored in the first aid box. Medications that are applied to skin are kept separate from medications that are injected into the body or taken by mouth.
- The manufacturer's instructions are followed at all times for the safe storage of medication.



### **Anti-febrile (temperature reducing) medication:**

- Seed to Tree Childcare has a supply of anti-febrile medication (such as Paracetamol or Ibuprofen for Children) in liquid suspension form, in child-proof containers and with the appropriate measuring devices. These medications are stored in accordance with manufacturer's instructions in a safe location that is not accessible to children.
- The date the medication is opened will be clearly labelled on the container.
- Medications with illegible labels or medications which have been opened over 6 months ago will be discarded.
- Medication in tablet form will never be administered to children under 5 years of age.
- Parents/guardians provide written consent on enrolment for anti-febrile medication to be given to their child in the event of a high temperature.
- Parents will be contacted by telephone before these medications are administered, to ensure that the correct time frame is adhered to between doses.
- If a child has a suspected temperature, their temperature will be taken using a clean thermometer. The child's temperature will be recorded and if the body temperature of the child rises beyond a safe limit (38 degrees Celsius or higher), an anti-febrile medication will be administered by staff.
- The child's record form will be checked before administration of anti-febrile medication to ensure that there is parental consent and there are no recorded allergies to anti-febrile medication for the child.
- There is a system in place to identify children who regularly require anti-febrile medication.

*A health care professional such as a GP can write a standing order for a commonly used non-prescription medication that defines when the medication should be used for any child in the service. For example, "With parent's/guardian's consent, children who are older than four months of age may receive Calpol when their body temperature exceeds 38°C, (101°F), per the dose schedule and instructions provided by the manufacturer"*

### **Emergency contact details:**

- Parents/guardians must provide contact details to Seed to Tree Childcare when their child is enrolled.
- Parents/guardians will be requested to notify Seed to Tree Childcare if their emergency contact details change. Emergency contact details for parents/guardians of all children in the service will be kept on file and updated as needed.
- The phone number of the Poison Line, local GP, Pharmacist and Public Health Nurse are readily available to all staff. Emergency contact numbers 999 or 112 are available to staff and there is always a working phone on the premises.
- In the event of an emergency an ambulance will be called. The parents/guardians of a child will be informed immediately.

### **Sunscreen:**

- Parental consent is required when a sunscreen supplied by the service is used. When providing consent parents are informed of the exact brand and type of sunscreen used by Seed to Tree Childcare.
- Sunscreen supplied by parents does not require consent. Sunscreen supplied by parents is labelled



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with the child's name and is only used for that child.

- A record of when sunscreen is applied is kept for all children.
- Sunscreen is stored out of children's reach and labelled with the date it was first opened.
- Sunscreen is brought on outings as needed.

**Contact person for this policy:**

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**Document approved by:** Pooja Patidar

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## MEDICATION CONSENT FORM

Child's Full Name:							
Child's Address:							
Date of Birth:							
Details of Medical Condition i.e. what medicine is for.							
Name of Medicine:							
Name and contact details of prescriber:							
Dosage of Medicine:							
Route for administration of medicine (circle correct one)	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Oral (by mouth)</td> <td style="width: 33%;">Topical (rub in)</td> <td style="width: 33%;">Inhale</td> </tr> <tr> <td>Injection</td> <td>Rectal</td> <td></td> </tr> </table>	Oral (by mouth)	Topical (rub in)	Inhale	Injection	Rectal	
Oral (by mouth)	Topical (rub in)	Inhale					
Injection	Rectal						
Frequency of dosage or times to be given:							
Effective from:	Date:						
Effective to:	Date:						
Any other information e.g. side effects, potential adverse reaction or special precautions:							
How the medication is to be stored (as on directions given on medication label)							
Printed name of parent:							
**Signature of parent or guardian authorizing medicine:							
**Date:							



MEDICATION ADMINISTRATION RECORD

**\*\*Each time medication is to be administered, you must first:**

- Confirm the child's identity
- Check that parent's/guardian's written consent has been given
- Check when medicine was last given
- Check the administration instructions, including the name of the medication, the method and times for administration and the required dose
- Check whether medication is within date

Child's Name:

Date	Time	Name of Medication (state whether prescribed or non-prescribed)	Dose Given	Route of administration*	Signature of person administering.	Signature of witness	Comments

\*Route of administration: by mouth, topical (rub in), inhale, injection, rectal.