

Medication Policy

Prescribed medicines will not be accepted without complete written and signed instructions from the parent.

Staff will not give non-prescribed medicine to a child unless there is a specific prior written permission from the parent.

Each item of medication must be delivered to the setting in normal circumstances by the parent, in a secure and labelled container as originally dispensed or purchased.

Each item of medication must be clearly labelled with the following information:

- Child's name
- Name of medication
- Dosage
- Frequency of administration
- Date of dispensing
- Storage requirements
- Expiry date

Items of medication in unlabelled containers will not be accepted.

All medicines are stored securely in the locked medicine cabinet in the office. If required medication may on occasion need to be stored in the fridge in a secure area of the fridge out of reach from children.

Management are trained to be competent with administering medication.

A personal medication record is maintained for each child which will be available for parents to view. Such records are constructed, completed and maintained in such a manner so as to ensure a clear audit trail with names, signatures, dates and times and include:

- Medicines prescribed or requested
- Medicines administered
- Medicines refused
- Medicines returned to parents

Medicines are administered as follows:

- Medicines which has been prescribed by a GP or other authorised prescriber are only administered to the child for whom they are prescribed and in accordance with the prescribers instructions
- Non-prescribed medicines are administered only on the written request of the parent in accordance with the manufacturer's instructions.

Staff will not make changes to dosages on parental instructions.

Before a medicine is administered to a child, the following practices are followed:

- The child's medication record is consulted to identify the medicine, dosage instructions required and to confirm when the medicine was last administered.
- The medicine pack is checked to confirm it is labelled with the child's name, dosage instructions and to ensure the expiry date has not passed.
- Medicine doses are prepared immediately prior to their administration from the container in which they are dispensed.
- The correct dose is identified and appropriately administered at the specified times according to the prescriber or manufacturer's instructions which should be clearly written on the medication label or product.
- 2 members of staff are present one of which is the designated member of staff.
- When the medicine is administered, the medicine record is immediately updated with details of the dose given, names and signatures of the staff involved and the time and date.
- Any refusal of medication by the child is recorded and reported to the parent.
- Parents are informed daily of the medicines that have been administered to their child and asked to sign to acknowledge this.

It is the responsibility of the parent to notify the setting in writing if the child's need for medicine has ceased.

Staff will not dispose of medicines. Date expired medicines or those no longer required for treatment will be returned to parents for transfer to a community pharmacy for safe disposal.

When necessary training in specialist techniques for administering medication is provided for named staff by a qualified health professional. Training is specific to the individual needs of the child. The administration of specialist treatment is carried out in accordance with the written authorisation of the prescribing practitioner.

The arrangement for the administration of medicines comply with the terms of any insurance cover.

Any staff caring on a long term basis for a child with a specific condition has a thorough understanding of the conditions and the medicines (if any), that are to be administered.