

## Medication of Childcare Policy

<b>Policy Owner: Director of Communities/SLT</b>	<b>Policy Developer: Head of Family &amp; Children’s Services/AA</b>
Category: Policies	Version Number: [1.0]
Status: Approved	Issue Date: 17/02/2023
Date Approved: 10/02/2023	Review Schedule: Annual
Approval Level: 2	Ratified by: Q&C 17/02/2023

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## **Medication of Childcare Policy**

EYFS: 3.19, 3.44, 3.45, 3.46

As an association we promote the good health of children attending our settings and take necessary steps to prevent the spread of infection (see Sickness and Illness and Infection Control policy). If a child requires medicine we will obtain information about the child's needs for this, and will ensure this information is kept up to date.

We follow strict guidelines when dealing with medication of any kind in all of our childcare settings and these are set out below.

We WILL NOT administer any medication unless prior written consent is given for each and every medicine.

### **Illness**

- If any child is brought into any of our settings in a condition in which he/she may require medication sometime during the day, the senior person in charge will decide if the child is fit to be left at the setting.
- We refer to our own Infection Control Policy which follows information on infection control and infectious diseases which can be found on the Public Health England website and view their document titled '*Health protection in schools and other childcare facilities*'.
- If the child is deemed well enough to stay at the setting, the parent/ carer must be asked if any kind of medication has already been given, at what time and in what dosage and this will be recorded.

### **Medication in any YMCA Childcare Setting - General Guidance**

- Before administering medication to any child, we will require written agreement from the parents
- This agreement ( Medication Form) includes;
  - the child's name
  - the name of the medication
  - the required dose and agreed time of administration
  - Clearly stated whether the medication is on-going or to be taken up until a particular date
  - Possible side effects, and/or the information leaflet that is normally supplied by the manufacturer made available
- Medication is only accepted in its original labelled container
- Where the medication is an adrenaline pen or inhaler (where there may be only occasional emergency use), it will have the expiry date of the medication recorded on the appropriate form. For an older primary child we would still store the medication

but encourage them to be part of managing their own condition in consultation with their parents.

### **Storage**

- All medication will;
  - Be stored in accordance with the manufacturer’s instructions on the container (e.g. cool dark place, refrigerated)
  - Be stored in a closed box
  - Be kept out of the reach of children
  - Be in their original containers
  - Have labels which are legible and in English
  - Be clearly marked with child’s name and date of birth
- Emergency medication, such as inhalers and Adrenaline (EpiPens), will be within easy reach of staff in case of an immediate need, but will remain out of children’s reach
- Any ‘stored’ medication such as a stock of Paracetamol or a child’s inhaler, will be regularly checked at least once a term to ensure the product is still within its expiry and therefore suitable for use.

### **Medication prescribed by a doctor, dentist, nurse or pharmacist**

*(Medicines containing aspirin will only be given if prescribed by a doctor)*

- Prescription medicine will only be given when prescribed by the above and only for the person named on the dispensing label on the bottle for the dosage stated
- Medicines must be in their original containers
- For all medication the parent/carer must give prior written permission for the administration of each and every medication. Written permission will be accepted once for a whole course of medication or for the ongoing use of a particular medication required for long term use
- The parent/ carer will complete the relevant form to enable the setting to administer the medication(s) required. The form will include;
  - Child’s name, date of birth
  - Name and strength of medication
  - Dose
  - Any additional requirements (such as to be taken with food)
  - Expiry date whenever possible
  - Dispensing date
- The written permission is only acceptable for the medication listed and cannot be used for similar types of medication, e.g. if the course of antibiotics changes
- Parents must notify the setting IMMEDIATELY if the child’s circumstances change, e.g. a dose has been given at home, or a change in strength/dose needs to be given
- Any change in the details listed above must be recorded on a new form with counter signature from parent / carer
- Staff will only administer as per the information listed on the form

- At each visit the child's parent/ carer will be asked if there have been any changes to the requirements stated on the form. If there have been changes, a new form must be completed and counter signed by parent/ carer
- When the child is picked up from the setting, the parent/ carer must be given an update as to the times and dosage given throughout the day. The parent's signature must be obtained confirming this information has been given
- At the time of administering the medicine, a senior member of staff will ask the child to take the medicine, or offer it in a manner acceptable to the child at the prescribed time and in the prescribed form  
N.B. It is important to note that staff working with children are not legally obliged to administer medication
- If the child refuses to take the appropriate medication a note will be made on the form. Where medication is "essential" or may have side effects, discussion with the parent will take place to establish the appropriate response. This will be documented on the form accordingly.

**Non-prescription medication (*these will not be administrated*)**

- We will not administer any non-prescription medication
- If we feel the child would benefit from medical attention rather than non-prescription medication, we reserve the right to refuse care until the child is seen by a medical practitioner
- If a child needs liquid paracetamol or similar medication during their time with us, such medication will be treated as prescription medication with the \*onus being on the parent to provide the medicine providing one specific type of medication should parents wish to use this
- On registration, parents will be asked if they would like to fill out a medication form to consent to their child being given a specific type of liquid paracetamol or antihistamine in particular circumstances such as an increase in the child's temperature (I'e teething or a wasp or bee sting). This form will state the dose to be given, the circumstances in which this can be given e.g. the temperature increase of their child, the specific brand name or type of non-prescription medication and a signed statement to say that this may be administered in an emergency if we CANNOT contact the parent
- We will try other methods to try and alleviate the symptoms whilst waiting for parents or whilst trying to contact a parent/emergency contact, e.g., for an increase in temperature we will remove clothing, use fanning, tepid cooling with a wet flannel. If a child's temperature reaches 38c or above then the child will be closely monitored every 15 minutes and the temperature recorded. Parents will be contacted (at senior manager's discretion) should a child's temperature begin to increase or the child appears unwell in themselves.
- For any non-prescription cream for skin conditions e.g. Sudocrem, prior written permission must be obtained from the parent and the onus is on the parent to provide the cream which should be clearly labelled with the child's name

- If any child is brought to any of our settings in a condition in which he/she may require medication sometime during the day, the manager will decide if the child is fit to be left onsite. If the child is staying, the parent must be asked if any kind of medication has already been given, at what time and in what dosage and this must be stated on the medication form
- Our settings DO NOT administer any medication unless prior written consent is given for each and every medicine.

**Injections, pessaries, suppositories**

As the administration of injections, pessaries and suppositories represents intrusive nursing, we will not administer these without appropriate medical training for every member of staff caring for this child. This training is specific for every child and not generic. We will do all we can to make any reasonable adjustments including working with parents and other professionals to arrange for appropriate health officials to train staff in administering the medication.

**Medication Errors**

- Occasionally mistakes may happen. In most cases, whether it is a missed dose or a medicine given in error there will be no harm done. It is important to be open and honest if errors occur
- Parents should be contacted and the mistake explained to them:
  - In the case of a missed dose, the dose may be able to given at a later time. The parent may be able to advise
- Where a dose has been given in error, it is important the child is monitored for any reactions and medical advice sought if there are concerns. It is important to inform the parent/ carer as this may happen after the child leaves the setting
- The Setting Manager will investigate a medication error and put in preventative actions to ensure future errors do not occur.

**Disposal of Medication**

- Tablets and capsules are occasionally dropped on the floor or spat out. In this case we will place the tablet in a labelled envelope and hand to the parents to be disposed of later
- In no circumstances should it be flushed down the toilet or thrown in the bin

When a child leaves the setting, ceases to need medication or if a medicine has passed its expiry date, we will return any unused quantity to the parents. If this is not possible then we will take it to a local pharmacist for safe disposal.

This policy was adopted by	YMCA Thames Gateway Group
On	<u>10/02/2023</u>

Signed on behalf of the provider	
Name of signatory	Amanda Allen
Role of signatory (e.g. chair, director or owner)	Head of Family and Children's Services

Policy review date	10/02/2024 – on or before
Name of reviewer	
Signature of reviewer	
Role of reviewer	