

21. POLICY ON ADMINISTRATION OF MEDICATION

In general, at Little Buds we try to avoid administering medicines wherever possible and to encourage parents/carers to ensure medicines are administered to children before arrival at the centre and after they have left.

In circumstances where this is not possible, for instance where it would be detrimental to a child's health if the medicine were not administered during the time that the child was in the care of the service, then the **written** consent of the parent or guardian must be obtained using 'Parental Consent to Administer Medication Form' (*available on request from the service manager*).

Prescribed medication:

All prescribed medications will be administered by authorised staff members only, as necessary and post receipt of a signed consent to administer medication form. All room leaders are deemed to be authorised staff members for this purpose.

We will only accept medicines that have been prescribed by a doctor, dentist or nurse prescriber. The service reserves the right to contact a health care professional if staff/carers are unsure about administering medication to a child, even if the parent/carer has requested the medication to be administered.

Management of medication:

All medication will be stored safely away from children's reach and refrigerated if required. The storage of medications will be adhered to in line with the manufacturer's instructions. The medication will be labelled with the child's name and other details.

All medication administered will be fully and accurately recorded.

Medical emergencies including administration of anti-febrile medication and allergic reactions:

Every effort will be made to contact the named guardian or emergency contact person in the event of an emergency requiring medical attention. However, if the parent/guardian cannot be contacted, in line with the authorisation given in the child's record form by the parent/guardian, the service is authorized to administer anti-febrile medication if the medical emergency relates to the child's temperature and if required transport the child to the doctor's surgery or appropriate hospital as necessary to secure the necessary medical treatment for the child.

With respect to a child's temperature, a medical emergency is deemed to arise where the temperature exceeds 38°C.

The critical incident plan will apply to all medical emergencies where applicable.

Recording of the administration of medication and the outcome:

Whether the medication was administered as a result of it being prescribed or in the event of an emergency (e.g. administration of anti-febrile medication), the following records will be kept:

- Child's name;
- Dosage amount;
- Dosage time;
- Route of medication@

- Name of medication;
- Whether the medication was prescribed or administered in the event of a deemed emergency;
- The time of each call the child's parents/guardians and emergency contact person where applicable;

The above information will be held together with a copy of the parental consent to administer medication form where applicable (i.e. non-emergency situations).

These records will be kept for 2 years from the date on which the child stops attending the service in line with the Pre-School Service Regulation 16(2)(b).

Individual care plans:

In respect of those children who have long-term medical needs such as chronic conditions (e.g. asthma, epilepsy), individual care plans will be developed and renewed monthly to ensure they are up to date and correctly reflect the needs of the child. Additional training will be arranged for staff where required in line with the child's individual care plan.

Application of sun cream:

Staff will apply sun-cream to each child in advance of outdoor play when the exposure to sun is deemed to pose a risk to the child during the service year (e.g. during summer months).

Parents are requested to give permission for the service to apply sun cream on the child's record form.

The service will provide a suitable sun cream for use on applicable of sun cream to all children but where a parent wishes the service to apply a particular sun cream they are asked to provide the sun cream in the child's bag and inform staff that they request this particular sun cream to be applied.