

## Administering Medication: Policy and Procedure

At Little Oaks we believe that children will enjoy and achieve their very best when they are in good health. Although we do not provide care for children who are unwell there will be times when we, at Little Oaks, will need to administer medication to the children in our care. Therefore the following policy and procedure will apply:

### Policy:

- Staff will administer prescribed medicines and medication.
- Staff will not administer non prescribed medicines or medication.
- Staff will apply non prescribed nappy creams.
- Staff will apply non prescribed sun creams **ONLY** to children who are with us for 4 hours or more of continuous childcare or for whom we have a statement of medical need from a doctor.
- Where a child has been prescribed medication which could potentially be lifesaving we will not accept children into sessions unless we have their medication on the premises. In practice this will most commonly apply to inhalers and EPI pens.
- EPI pens will only be administered by members of staff who have received the relevant training.
- If the administering of certain medications requires specific medical knowledge or training then this will be sought for relevant members of staff.
- Where applicable an Individual Care Plan will be completed stating a child's medical condition(s) and details of symptoms, treatment and medication. This will be displayed in classrooms (with parental permission), the kitchen and office.
- The medication records will be reviewed monthly at staff meetings to ensure all staff are aware of children's needs and that medication is still in date.
- Staff will keep personal medication in the lockable cupboard in the kitchen. Medication will be clearly labelled and staff will be expected to self administer.
- If applicable a care plan will be completed for staff members and displayed as necessary.

### Procedure during session:

- All children's medicines are stored in a lockable cabinet in the kitchen which will be locked over-night (or clearly labelled in the fridge if necessary).
- All medication will be signed in and out of Little Oaks.
- All medication must be in its original containers and clearly labelled with the original prescription stating dosages and frequency of administration.
- No medication, suncream or nappy cream will be given or applied without the prior written consent of a parent or carer. This will be sought via the "permission to administer medication" form which will be reviewed termly (or more frequently if applicable) by a child's key person and parent.

- Once medication, suncream or nappy cream has been applied this will be recorded, in writing, in the "medication book" and parents/carers will be asked to sign this at the end of the session.
- If after the administering of the medication the child does not respond as expected or symptoms persist then the parents will be contacted or medical advice will be sought as applicable.

**Procedure for administering Medication when away from the premises:**

- For any child who is on an outing or trip all medication and copies of written records will accompany them.
- The administering of medication will be recorded in the same way as above.
- As it won't always be possible to store medicines securely when away from the premises a designated member of staff will be charged with keeping the medication with them. It is the responsibility of the room leader to allocate this task.

It is the responsibility of the member of staff administering medication to ensure that written records are filled in correctly and completely. However it is the responsibility of a child's key person to carry out checks to ensure that records are up to date and complete.

See also: Health and Safety Policy  
 Nappy Changing Policy  
 Sun Protection Policy

This policy was adopted by the committee of Little Oaks on.....

Signed on behalf of the committee.....

Role of Signatory.....

Reviewed and amended March 2014, reviewed Nov 14.