



Administration of Medication

Policy Statement:

Homework is committed to supporting each school aged child's health and well-being. This policy is available to parents on request and will also be on our website. Homework hub will work in consultation with parents/guardians to ensure the safe storage and administration of medication if:

- a school aged child is taking prescribed medication, with the prior written permission of their parent(s) or guardian(s)
- a school aged child is taking non-prescribed medication, with the prior written permission of their parent(s) or guardian (s)
- a school aged 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.

Parents guardians and children will be made aware of this policy and will be able to access it within the setting if required a copy to take home can be provided.

Principle:

This policy is underwritten by the Child Care Act 1991 (Early Years Services) (Registration of School Aged Childcare Services) Regulations 2018.

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.
- Supporting school aged children to administer their own medication where appropriate and with staff supervision.
- 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.

Parental consent:

- It is the duty of parents to inform Homework hub of any medical needs that their school aged child has. The medical history of each school aged child will be sought when a child begins in the service. This will be updated as needed.
- Medications that need to be administered while the school aged child is attending Homework hub are only administered or the self-administration supervised, with the consent of parents.
- Written parental permission for temperature reducing/anti-febrile medication administration in the event of a school aged child's high temperature will be obtained on enrolment. This permission will be reviewed annually.
 - Written parental consent must be received before any form of medication is given to a child in the setting or before a child is supervised taking any medication within the setting, a consent form will be provided upon request to anyone who should need it details of the medication the dosage and the reason for taking it will be provided by the parent on this form.

Procedure for school aged 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 or support children with the administration of their own medication.
- Medication(prescription or non-prescription)will never be administered in Homework hub without written permission from parent(s) or guardian(s). Parents/guardians must complete the required consent form if prescription medication is to be administered.
- The school aged child must have received the prescription medication for at least 24 hours prior to it being given in Homework hub.
- Where a school aged 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). Homework hub 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 school aged child. The care and administration plan must outline who is to administer the medication, the child or a staff member.
- All prescription medications received by Homework hub will be stored safely and appropriately (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 school aged child's name.
- All medication to be held in Homework hub must be given directly to staff in the service by the child's parent/guardian.
- If a school aged child is carrying their own medication e.g. inhaler this must be outlined on the child's record form. If a school aged child is carrying their own

medication, the parent is responsible for ensuring that the medication is stored correctly and is in date

Managing Administration of Medication:

- If a school aged child is capable of administering their own medication e.g. inhaler this must be documented in writing by the child's parent/guardian.
- If a school aged child is administering their own medication, they must be supervised by a staff member and the medication administration must be recorded by the staff member. School aged children must notify staff if they are administering the medication e.g. inhaler.
- A school aged child that brings their own medication informs staff if they have taken the medication earlier in the day. For example, if they have taken medication in school.

Medication Administration Procedure:

- Medication administration or supervision is only conducted by staff who have been authorised by the manager to do so and who are appropriately trained.
- Non-prescription medications will be given as 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 administration in the service 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 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 the service. There is a second named person who checks medication and the dosage when it is administered.

Before Administration of Medication:

In services where there are at least 2 staff members, there must always be two staff members present for staff administering medication to a child. In the case of a school aged child administering their own medication there is always 1 staff member present. 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 school aged 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 or witness medication administration (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 school aged child refuses to take or administer their own 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 school aged child in the service who has an allergy/asthma/medical condition requiring emergency medication. Parents/guardians are responsible for ensuring that emergency medication is supplied to the service/is always available to the child and replenished when necessary.
- If a school aged child requires emergency medication anaphylaxis/asthma emergency, the emergency services and the child's parents/guardians are notified as soon as possible.
 - In the event of an allergic reaction or an emergency medication being used within the setting one member of staff will administer while another calls an

ambulance, one ambulance has been called and all details given that member of staff will then contact the parents to inform them of the situation ensuring to stay calm and help to keep the parents calm.

- The staff member that has administered the medication will stay with the child ensuring they are safe and calm where possible until help arrives.
- All relevant information will be passed on to paramedics and parents on arrival, if paramedics are ready to take the child to hospital before parents arrive the member of staff with the child will travel to the hospital with them while the other informs the parents of this update.

Individual care plans:

•All school aged children with medical conditions enrolled in the school aged service have an individual care plan that outlines any medication needs they have. Individual care plans are prepared by the child's doctor.

•If a school aged 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 or supervising the medication administration 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 necessary. Any administration of medication will be documented in a record book and signed by parents.

•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

•In the case of a school aged child administering their own medication, a record of time and dose is recorded by a staff member.

•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 Homework hub to be held on the premises 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.
- f. In accordance with the child's individual care plan

•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 stored in Homework hub, 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.

•All medication brought in to Homework hub 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.

Medication which is unused or out of date will be returned to the parent for disposal.

Anti-febrile (temperature reducing) medication:

•Homework hub has a supply of anti-febrile medication (such as Calpol or Nurofen 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 may be contacted by telephone before these medications are administered, to ensure that the correct time frame is adhered to between doses.

- A health care professional such as a GP can write a standing order for a commonly used non-prescription medication (such as Calpol) 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”
- If a child has a suspected temperature, their temperature will be taken using a clean thermometer. The school aged 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 school aged 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 school aged children who regularly require anti-febrile medication.

Emergency contact details:

- Parents/guardians provide contact details to Homework hub when their school aged child is enrolled.
- Parents/guardians will be requested to notify Homework hub if their emergency contact details change. Emergency contact details for parents/guardians of all children in the happy hub 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 Homework hub is used. When providing consent parents are informed of the exact brand and type of sunscreen used by the school aged childcare service.
- Sunscreen supplied by parents does not require consent. Sunscreen supplied by parents is labelled with the child’s name and is only used for that child.
- Sunscreen is labelled with the date it was first opened.
- Sunscreen is brought on outings as needed.
- School aged children are responsible for applying their own sun screen and staff supervises.

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Document approved by: Rory McGrath

Signed by: Rory McGrath (Owner)