15. Administration of Medicine Policy

**Policy Statement**

Links Childcare is committed to supporting each child’s well-being. We will work in consultation with parents to ensure the safe storage and administration of medication in the event that:

- a child is taking prescribed medication, with the prior written permission of their parents
- a child becomes unwell while attending the crèche and, only with the prior written permission of their parents, is given pain relief or temperature reducing medication

**Administration of Medicine by Members of Management Only**

Any form of medication must only be administered by crèche manager, supervisor or designated medicine administration person.

**Parents Responsibilities**

Prior to a child starting the service the parent must complete a child’s record form. Parents must detail if their child has a medical condition, emergency contact numbers, child’s doctor’s details, child’s immunisation record, information on allergies and special dietary needs. Parents must keep the service up to date on their child’s medical needs.

**Prescribed Medicine**

Parents must sign and complete a medication administration form before prescribed medication is administered. Parents must sign the medication administration form upon collection of their child to ensure that they are aware that the prescribed medication has been administered to their child. Prescribed medication must clearly state child’s name, dosage, date and expiry date. Medication must be in the original packaging or container. Medication written in a foreign language must be translated into English otherwise it cannot be administrated.

**Administration of Anti – Pyretic Temperature Reducing Medication**

During the settling in period all parents are provided with a medication form to consent to the administration of Anti – Pyretic Temperature Reducing Medication.

If a child has a suspected temperature, their temperature will be taken using a clean thermometer. The child’s temperature will be recorded and if a temperature of the child rises beyond a safe limit (38 degrees Celsius or higher), an anti-febrile medication will be administered by staff. Links Childcare stores Calpol on site in a sealed medication box and it can be administered to a child if their temperature rises above a safe limit (38 degrees Celsius or higher).

If after the administration of Calpol the child’s temperature does not reduce to a normal temperature below 38 degrees Celsius within one hour of administration the parents/guardians will be contacted by a staff member and they will be requested to collect their child as soon as possible.

In the case where a child’s temperature reduces to a normal temperature (below 38 degrees Celsius) for some time after the administration of Calpol but increases above the safe limit after a few hours, the parents/guardians will be requested to collect their child as soon as possible.
Medication Administration Procedure:

- Medication is only administered by management or by staff who have been authorised by the manager to do so and who are appropriately trained. Two staff members will be present for the administration of medication.
- Non-prescription medications will be given per the manufacturers’ instructions unless a health care professional provides certified written instructions.
- All medication must be clearly labelled, in the original container and checked by staff before administering:
  - Name of medication
  - Prescribed medication will have child’s full name
  - Prescribed dosage as per the label on the medication
  - Staff will always read and understand the leaflet/information enclosed
  - Expiration period. Medicine must only be administered within the expiration period.
- Two staff members will carefully read the medication administration form, they will check that all areas are completed on the form and it is signed by the child’s parent.
- Two staff members will compare the medication to the information written on the form (i.e. name on the medication matches the name outlined on the medicine form, the name of the child on the medicine form matches the label on the medicine).
- One staff member will administer the medication while the other staff members witnesses the administration.
- The two staff members will sign the medication form.
- The medication will be returned to its appropriate storage.

If a child refuses to take medication, the parents/guardians are informed by phone call.

Records of medication administered

All medication forms will be completed by the member of staff administering or applying the medication. Staff administering the medication are required to complete the medication form with the date, time, dosage and signature, when the medicine has been given out. A second member of staff is required to witness the administering of medication to a child and is required to countersign once medication has been given. Parents are required to sign the medication form to acknowledge administration.

Storage of Medication

All medication must be labelled with child’s full name. Labelled medication must be stored in a sealed container out of reach of children at all times. Medication which is required to be stored at room temperature must be stored in a sealed container on a high shelf, preferably in the reception area, out of children’s reach. Medication which is required to be stored at fridge temperature must be stored in a fridge; clearly marked and separated from food in a separate, cover container marked “Medication” within the fridge. The fridge must be locked and not accessible to the children.
Communication with Parents regarding Illnesses

Every effort is made by the manager/supervisor to contact the parents/guardians/emergency contact persons if a child becomes unwell while attending the crèche. Emergency contact details are kept on file for every child.

*This policy should be read in conjunction the Links Childcare Sun Protection Policy and the Policy on Infection Control*

Review

Management, in consultation with staff, monitors and reviews the effectiveness of this policy yearly or as required.