



LINKS CHILDCARE POLICIES & PROCEDURES

Administration of Medicine Policy

Last Review Date: April 2023

Policy No. 15

Issued: 2014

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

This policy is available to all on www.linkschildcare.ie (<https://linkschildcare.ie/about-us/our-policies/>) or contact us at info@linkschildcare.ie.

This policy is underwritten by the Child Care Act 1991 (Early Years Services) Regulations.

This policy is available and communicated to all parents and guardians.

Administration of Medicine by Members of Management Only

- Medication will be administered by the following staff: Regional Manager, Crèche Manager, Deputy Manager, Assistant Manager or designated medicine administration person (Senior Lead Educarer).
- They will be trained on the safe administration of medication. The management team will receive full training on the Links Childcare medication administration procedure (outlined below).
- Staff will be trained on the administration of medication at first aid training. First aid training is provided to all staff.

Parents' Responsibilities

Prior to a child starting the service the parent must complete a child 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.

Medication (prescription or non-prescription) can only be administered with written permission from. Parents must complete the required consent form if prescription medication is to be administered.

Parents must sign the medication administration form upon collection of their child to ensure that they are aware that the medication has been administered to their child. Medication must be in the original packaging or container. Medication written in a foreign language must be translated into English otherwise it cannot be administered.

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, the electronic thermometer will be used to take an accurate reading. A temperature of 38 degree Celsius or higher is considered high.
- A number of measures will be used to try reduce the temperature:



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- The desire to improve the overall comfort of the febrile (fevered) child will be balanced against the desire to simply lower the body temperature
- Before administering antipyretic medication other measures will be taken, to try to reduce temperature unless otherwise directed in writing, by the parent
- Clothing will be loosened and removed as necessary
- Temperature of the room will be regulated
- Comfort and reassurance will be given to the child
- If unsuccessful, the parent will be contacted and informed that Calpol will be administered, providing there is Calpol Administration Form on file.
- The child will be monitored and made comfortable allowing them to rest.
- If there is little or no improvement after 30-60 minutes, the parent will be asked to collect their child.
- 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.

Prescribed Medication

Prescribed medication must clearly state child's name, dosage, date and expiry date.

Where a 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). Links Childcare will seek training from medical professionals as needed for the administration of prescription medication.

Medication Administration Procedure:

Staff 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. This will be checked against the child's name on the attendance record and their child record form
 - 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.



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- 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 record of medication administered to a child is maintained
- The medication will be returned to its appropriate storage

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

Emergency Medication:

- An individual care plan is in place for each child in the service who has an allergy/asthma/medical condition requiring emergency medication.
- Parents are responsible for ensuring that emergency medication is supplied to the service/is always available to the child and replenished when necessary.
- If a child requires emergency medication anaphylaxis/asthma emergency, the emergency services and the child's parents/guardians are notified as soon as possible.

Medicine Administration Records:

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. All records are maintained.

Safe 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 will be stored in a sealed container on a high shelf, in the creche reception area, out of children's reach. Medication which is required to be stored at fridge temperature must be stored in the kitchen fridge; clearly marked and separated from food in a separate, cover container marked "Medication" within the fridge. Medicines, creams and ointments are not stored in the first aid box.

Medication that is out of date will be disposed of.

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.



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Prescribed Medication Administration Form

Purpose: To document parental consent and administration of prescribed medication

Name of Child: _____

**All prescribed medication must be in its original packaging and labelled to include the following details: child's full name, name of medication, dosage, date and expiry date. All details must be in English. **

Child's DOB	Name of Medicine
Route of Administration	<i>Oral</i>	Reason for Medicine
Start & end date for medicine:	Time medicine is to be administered
Storage of Medicine	Dosage at any one time
Max Dosage to be administered in 24hrs		
Parent Signature (Consent)	Parent Signature (Consent)
Date	Date

Date	Time of Administration	Dosage	Route of Administration	Signature Staff 1	Signature Staff 2	Parent/Guardian Signature

The service will safeguard and maintain the well-being of all children within the service. We work in partnership with parents and children's health care professionals to ensure that the appropriate procedure is followed to administer medication safely to a child at the service. I TAKE FULL RESPONSIBILITY FOR THE SERVICE) GIVING MY CHILD (NAME) _____ THE PRESCRIBED MEDICINE AS OUT LINED IN THE INSTRUCTIONS ABOVE.

Parent(s) Signature(s): _____ Date: _____



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Calpol Medication Administration Form

Purpose: To document parental consent and administration of Anti-Pyretic Temperature Reducing Medication

Name of Child	Child's DOB
Name of Medicine	<i>Calpol</i>	Reason for Medicine	<i>Fever (of 38°C or higher)</i>
Route of Administration	<i>Oral</i>	Time medicine is to be administered	<i>n/a (when child has fever as above)</i>
Start & end date for medicine:	<i>When Required</i>	Dosage at any one time	<i>2.5mls (under 6mths) / 5mls (over 6mths) *as per the instructions on the bottle label</i>
Storage of Medicine	<i>Room Temperature in a sealed container, out of reach of children</i>	Max Dosage to be administered in 24hrs	<i>4 times per 24hours 6 hours minimum between doses</i>
Parent Signature (Consent)	Parent Signature (Consent)
Date	Date

DATE	TIME	DOSAGE	Signature Staff 1	Signature Staff 2	Parent/Guardian Signature



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Sun Protection Policy

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Sun Protection Policy		
Last Review Date: 20/05/2022	Policy No. 28	Issued: 2014

Policy Statement

Links Childcare Sun Protection Policy has been developed to ensure that all children are protected from damaging levels of UVR from the sun. As children’s skin is extremely sensitive at this young age, this policy is carefully considered throughout the whole year, but especially during the warmer summer months.

At Links Childcare we are guided by HSE advice on how best to prevent UV damage and sunburn detailed in the following link

<https://www2.hse.ie/wellbeing/babies-and-children/child-safety/outdoors/preventing-sunburn/>

Parents and Guardians are asked to take note of its contents and in so doing to make an informed decision in relation to the Links Childcare Protocols below.

If a parent/guardian chooses not to allow the application of sunscreen, he/or she must provide informed written consent that he/she has made this choice, despite having been specifically advised in this policy of the risk to children, as outlined in the HSE guidelines. This form is available at Appendix 1. In addition to the Consent Form, parents must ensure that any child who is not wearing sunscreen, has a wide brimmed/Legionnaire-style hat and loose-fitting clothing to cover his/her arms and legs when in the garden, as a means of protecting Links Childcare’s duty of care for that child.

Sun Protection Protocols

- Children are required to wear hats that protect their face, neck and ears from the sun. Parents are expected to provide appropriate hats.
- Water resistant SPF 30+, broad spectrum sunscreen must be provided by parents for the exclusive use of their child. The sunscreen must be clearly labelled and will be stored in a press in the childcare room out of children’s reach.
- Children in the garden between 11 a.m. and 3 p.m. approx. will be encouraged to stay in shady areas, in addition to the wearing of hat and sunscreen.
- Educarers will apply sunscreen to the children in their care at least 30 minutes before sun exposure and every 2 hours thereafter.
- Children will be provided with regular fluids.
- Staff adhere to the Hand Hygiene Policy between each child’s sunscreen application.



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Review

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

Review Dates:	2014	2015	2016	2017	2018	2019	January 2020	October 2020	May 2022
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Sun Protection Policy - Appendix 1

Informed Consent Form

Parent /Guardian 1 : I _____, confirm that I have read and understood the health risks outlined in the Links Childcare Sun Protection Policy including the HSE Guidelines. In spite of the warnings, I request that Sunscreen is not applied to my child(ren) _____. I undertake to provide a hat and clothing as outlined in the Protocols section of the Sun Protection Policy.

Signed: _____

Date: _____

Parent /Guardian 2 : I _____, confirm that I have read and understood the health risks outlined in the Links Childcare Sun Protection Policy including the HSE Guidelines. In spite of the warnings, I request that Sunscreen is not applied to my child(ren) _____. I undertake to provide a hat and clothing as outlined in the Protocols section of the Sun Protection Policy.

Signed: _____

Date: _____



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Review Dates:	2015	2016	2017	2018	2019	January 2020	October 2020	March 2021	April 2022	Dec 2022
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