



Administration of Medication Policy Procedure

This Policy document relates to the operation of:
GBNFC Group

Grendon & Billesley Nursery at Grendon Rd, B14 4RB
GBNFC Children's Centre - based at the Chinnbrook Centre
GBNFC Group at the Chinnbrook Centre B13 OET
Hollywood Pre-school Daycare - based at Hollywood J & I School B14 4TG

Date Agreed by the Management Board: July 2019

Review: July 2020

Signature: 

Reason This Policy is Important:

Inevitably, some children will require medication while in the childcare setting. The process for handling and administering medications must be well structured and carefully followed in order to ensure that the interests of the children and the providers are best served. When possible, a child's parents and physician should try to minimize the need for medications while in childcare. Medicines ordered twice a day should normally be given before and after, rather than during, childcare hours. Medications ordered to be given three times daily also may be planned so that they are given in the morning before the child leaves for childcare, in the afternoon after the child returns home, and again during the evening. However, in some cases, administration of medications during childcare hours is un-avoidable.

Procedure and Practices including responsible person(s): Medication Consent

Practitioners will administer medication only if the parent or legal guardian has provided written consent (Medication Administration form); the medication is available in an original labelled prescription or manufacturer's container that meets the safety check requirements. This form will be completed on entry and when children are collected with the parent and the staff member.

Prescription Medication

- parents or legal guardians will provide the medication in the original, child-resistant container that is labelled by a pharmacist with the child's name, the name and strength of the medication;
- the date the prescription was filled;
- the name of the health care provider who wrote the prescription;
- the medication's expiration date;
- and administration, storage, and disposal instructions.

Non prescription Medication

- the medication will be labelled with the child's first and last names;
- specific, legible instructions for administration and storage supplied by the manufacturer;
- and the name of the health care provider who recommended the medication for the child.



Medication will be given to children in the setting, ie paracetamol /calpol which need to be in sachets, labelled and dated.

Any medication given will only be allowed to run a course of 5 days and then you will be asked to seek medical advice if not before.

Instructions for the dose, time, and how the medication is to be given, and the number of days the medication will be given will be provided to the child care staff in writing (by a signed note or a prescription label) by the health care provider. This requirement applies both to prescription and over-the-counter medications (Medication Administration form)

A health care provider may state that a certain medication may be given for a recurring problem, emergency situation, or chronic condition or prevention. Example: sun screen, acetaminophen, Epi-pen. (Medication Administration form)

- The instructions should include the child's name;
- the name of the medication;
- the dose of the medication;
- how often the medication may be given;
- the conditions for use;
- any precautions to follow; and
- potential side effects;
- A child may only receive medication with the permission of the child's parent or legal guardian.

If a child has asthma or an allergy you will be required to have medication kept on site. Medication will sit alongside child's alert card.

All staff that care for the child must be informed of the child's specific medication needs. Training will be given to all staff.

Emergency supply of medication for chronic illness:

For medications taken at home, we ask for a three-day supply to be kept with our disaster kit in case there is a situation in which children are not able to return home for an extended time



Staff Documentation:

- Staff administering medications to children will be trained in medication procedure
- Staff giving medications will document the time, date and dosage and route of the medication given on the child's Medication Administration Form and will sign each time a medication is given. Notation of failure to provide medication, at the prescribed time as requested by a physician or parent will also be noted.
- Staff will report and document any observed side effects on the child's individual medication form.
- Staff will provide a written explanation why a medication was not given.
- Outdated Medication Authorization Forms and documentation will be kept in the child's file.
- Staff will only administer medication when all conditions listed above are met.

Medication authorization and documentation is considered confidential and must be stored out of general view.

Medication Storage:

Medication will be stored as follows:

- Inaccessible to children, locked
- Protected from sources of contamination
- Away from heat, light and sources of moisture
- At temperature specified on the label (refrigerated if required)
- So that internal (oral) and external (topical) medications are separated
- Separate from food
- In a sanitary and orderly manner
- Medications no longer being used will promptly be returned to parents/guardians or discarded.
- Medication will not be used beyond the date of expiration on the container or beyond any expiration of the instructions provided by the health care provider. Instructions which state that the medication may be used whenever needed will be reviewed by the health care provider at least annually.



Medication Administration Procedure

Wash hands before preparing medications.

Medication errors will be controlled by checking the following six items each time medication is given:

1. Right Child
2. Right Medication
3. Right Time
4. Right Dosage
5. Right Route
6. Right Documentation

Prepare medication on a clean surface away from nappies or toileting areas.

Do not add medication to the child's bottle or food.

For *liquid* medications, use clean medication spoons, syringes, droppers, or medicine cups that have measurements on them (not table service spoons) provided by parent/legal guardian.

Wash hands after administering medication.

Observe the child for side effects of medications and document on the child's Medication Authorization Form.

When a medication error occurs, the child's parents and the appropriate Health Centre will be contacted immediately. The incident will be documented in the child's record at the facility.

If bulk medications (nappy cream and sunscreen) are used they will be administered and recorded on the medication form used by the settings. All medication forms or requests to administer medication will only be given for 5 nursery days.



