

St. Peter's Out of School Care Limited



Medication Policy (NMS 11.5)

Introduction

Ideally children should take their medication before arriving at the setting either at home or in school. If this is not possible then the parent must make clear and well communicated arrangements for the transfer of the medicine to and from the setting. It is not acceptable for the child to carry their own medication with the exception of medication that is self-administered (e.g. asthma inhalers), inhalers must be labelled with the child's name and be within the expiry date. The COMPANY staff will keep the medication safe and secure until it is required. COMPANY staff can only administer medication that has been prescribed by a doctor, dentist, nurse or pharmacist.

Medication Procedures

All medication provided must have the prescription sticker attached which includes the child's name, the date, the type of medicine and the dosage.

If a child attending the setting requires prescription medication of any kind, their parent or carer must in advance complete a Permission to Administer Medicine Form. Staff of the COMPANY will not administer any medication without such prior written consent. It is essential that prior to a written request being made to COMPANY staff to administer medication that all those with parental responsibility for the child are aware of and approve of the request being made. If staff members feel that the person making the request hasn't secured permission from all those with parental responsibility medication will not be administered.

A designated staff member will be responsible for administering medication or for witnessing self-administration by the child. The designated person will record receipt of the medication on a Medication Record. They will check that the medication is properly labelled, and will ensure that it is stored securely during the session.

Before any medication is given, the designated person will:

- Check that the COMPANY has received written consent with the full knowledge and acceptance of all those with parental responsibility
- Request another member of staff to witness that the correct dosage is given.

When the medication has been administered, the designated person must:

- Record all relevant details on the Medication Record.
- Ask the child's parent or carer to sign the Medication Record to acknowledge that the medication has been given.
- When the medication is returned to the child's parent or carer, the designated person will record this on the Medication Record.

If a child refuses to take their medication, staff will not force them to do so. The Responsible individual and the child's parent or carer will be notified, and the details

will be recorded on the Medication Record. Certain medications require specialist training before use, e.g. Epi-Pens. If a child requires such medication the COMPANY will arrange appropriate training for staff soon as possible. Where specialist training is required, only appropriately trained staff may administer the medication. In the event that such training cannot be arranged prior to the child entering the setting the service offer will be withdrawn.

A child's parent or carer must complete a new Permission to Administer Medication Form if there are any changes to a child's medication (including change of dosage or frequency). If a child suffers from a long term medical condition the COMPANY will ask the child's parents to provide a medical care plan from their doctor, to clarify exactly what the symptoms and treatment are so that the staff in the setting have a clear statement and understanding of the child's medical requirements. If such a plan is not in place prior to the child entering the setting the service offer will be withdrawn.