

# Policy on Administration of Medication for Little Stars on the Lane

## Principle

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

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

### 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 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 and children have reviewed the policy.
- Incorporating staff feedback in to future policy development.

### Parental consent:

- It is the duty of parents to inform **Little Stars on the Lane** of any medical needs that their child has. The medical history of each 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 child is attending **Little Stars on the Lane** are only administered (or the self-administration, while supervised), with the consent of parents.

### Little Stars on the Lane

is committed to supporting each child's health and well-being.

We will work in consultation with parents/guardians to ensure the safe storage and administration of medication if:

- a child is taking prescribed medication, with the prior written permission of their
  - parent(s) or guardian(s)
- a child is taking non-prescribed medication, with the prior written permission of
  - their parent(s) or guardian (s)
- a 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 must complete a specific written consent form to authorise **Little Stars on the Lane** to administer medication to their child.
- Written parental permission for temperature reducing/anti-febrile medication administration in the event of a child's high temperature will be obtained on enrolment. This permission will be reviewed annually.
- If a child is permitted to self-administer their own medication, the parent must provide written details of the medication, what it is for and how often/when it is required.

### Procedure for 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.
- Staff will be trained by a medical professional in the administration of medication e.g. at first aid training
- Medication (prescription or non-prescription) will **never** be administered in **Little Stars on the Lane** 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 child must have received the prescription medication for at least 24 hours prior to it being given in **Little Stars on the Lane**.
- 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). **Little Stars on the Lane** 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 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 **Little Stars on the Lane** 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 child's name.
- All medication to be held in **Little Stars on the Lane** must be given directly to staff in the service by the child's parent/guardian.
- If a child is carrying their own medication e.g. inhaler, this must be outlined on the child's record form. If a 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 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.

#### **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:*

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 child's dignity and privacy are ensured as appropriate e.g. if the method of administering the medication is not orally.

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.

- 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 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. The parents/guardians will be notified immediately.
- Emergency numbers including the national poison line are readily available.
- **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/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 child requires emergency medication anaphylaxis/asthma emergency, the emergency services and the child's parents/guardians are notified as soon as possible.

### **Individual care plans:**

- All children with medical conditions enrolled in the 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 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 child administering their own medication under supervision, 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 **Little Stars on the Lane** to be held on the premises should have child-proof caps and will have the following storage protocol:  
At the proper temperature (according to the label)  
Away from food  
Out of the reach of children  
In accordance with the manufacturer's instructions  
With the child's full name and expiry date on the medication container 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 **Little Stars on the Lane**, 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 **Little Stars on the Lane** 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.
- All out of date medication is disposed of. Out of date medication is returned to the parent or disposed of safely at a pharmacy.

**Anti-febrile (temperature reducing) medication:**

- **Little Stars on the Lane** 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 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 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 children who regularly require anti-febrile medication.

**Emergency contact details:**

- Parents/guardians provide contact details to **Little Stars on the Lane** when their child is enrolled.
- Parents/guardians will be requested to notify **Little Stars on the Lane** if their emergency contact details change. Emergency contact details for parents/guardians of all children in **Little Stars on the Lane** 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 **Little Stars on the Lane** is used. When providing consent parents are informed of the exact brand and type of sunscreen used by the 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.
- Children are responsible for applying their own sunscreen and staff supervise.

**This policy links with our -**

- Risk management Policy
- Policy on infection control
- Outings policy

**Supporting documents and links:**

- [Tusla Quality and Regulatory Framework](#)
- [Managing Chronic Health Conditions at School](#)
  - [Child Care Act 1991 \(Early Years Services\) \(Registration of School Age Services\) Regulations 2018](#)

**Contact person:**

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**Date implemented:** 20/08/2021

**Document approved by:** Ciara Watson

**Signed by:** Ciara Watson **On behalf of Management**

**Medication Consent form:**

See medication consent form developed by Tusla.

SAMPLE MEDICATION CONSENT FORM

Child's Full Name:

Child's Address: Date of Birth:

Details of Medical Condition i.e. what medicine is for.

Name of Medicine:

Name and contact details of prescriber:

Dosage of Medicine:

Frequency of dosage or times to be given:

Route for administration of medicine (circle correct one)	Oral (by mouth) Topical (rub in) Inhale Injection Rectal
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Effective from: Effective to:	Date: Date:
Any other information e.g. side effects, potential adverse reaction or special precautions:	
How the medication is to be stored (as on directions given on medication label)	

Printed name of parent:

\*\*Signature of parent or guardian authorising medicine:

\*\*Date: