

## ADMINISTERING MEDICINES POLICY

### POLICY STATEMENT

The Children's Garden is not in a position to care for sick children. Children who are unwell should stay at home and only return to kindergarten when they have been symptom-free for at least 24 hours.

The kindergarten will administer medicines only to those children who require regular medication in order to stay healthy and for whom it is essential that these medicines are taken within kindergarten hours

New medicines should be administered at home for the first 48 hours to ensure they have no side effect and for them to work before the child returns to kindergarten

The manager is responsible for ensuring that all staff are aware of these policies and the below listed procedures

The kindergarten will appoint a designated member of staff to administer the medication. This person needs to ensure that a parent consent form has been completed, that the medicines are stored correctly and that all necessary records are kept in connection with taking the medication

### PROCEDURE

- The kindergarten will only administer medication that has been prescribed for the current condition by a doctor, dentist, nurse or pharmacist (medicines containing aspirin should only be given if prescribed by a doctor). The medication needs to be in date and stored in its clearly labelled original containers.
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- Training will be provided for staff where the administration of medicine requires medical or technical knowledge.
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- Children who take prescribed medicines must be well enough to attend kindergarten
- All medicines are stored out of reach of the children
- The kindergarten requires prior permission in writing from the parents before administering prescribed medicines. The parents need to sign a consent form that contains the following information:
  - full name and date of birth of the child
  - name of medication and strength
  - name of practitioner who prescribed the medication

- dosage to be given in kindergarten and (if applicable) time when medication needs to be administered
  - how the medicine should be stored and expiry date
  - any possible side effects
  - signature, printed name of parent and date
- The kindergarten will keep a medication record book in which each administration of medicine is noted down. Parents need to sign the record book when collecting their child to acknowledge the administration. The record book needs to contain the following information
    - name of child
    - name and strength of medication
    - date and time of dose
    - dose given and method
    - signature of staff member administering the medicine and verified by parent signature on collecting the child

The person responsible for receiving medication, administering it and keeping the record book is **Régine Charrière**. All other staff will be made aware of her role in the event a child requiring medication joins the kindergarten.

#### *Storage of medicines*

- All medication is stored safely in a marked plastic box in the kitchen cupboard or, if necessary, in the fridge. All members of staff are informed of the place where the medicine is stored.
- Medication is usually handed back to the parents at the end of the kindergarten morning by the member of staff responsible for the medication.
- Some medication, which is intended for long-term use or to be administered on an “as and when required” basis may be kept in kindergarten. The responsible member of staff needs to check regularly that it is in date and return any out-of-date medicines to the parents.
- Children are not allowed to self-administer medicines. Children who know when they need to take medication, for example those with asthma, should be encouraged to see the responsible member of staff.

#### *Children with long-term medical conditions requiring ongoing medication*

- A risk assessment is carried out for children who have long-term medical conditions and require regular medication. The risk assessment is carried out by the responsible member of staff in close cooperation with the parents
- The risk assessment includes vigorous and other activities that may give rise to health concerns for the child in question. It will also cover arrangements for taking medicine during outings and the possible need for staff to undergo training in order to understand

the specific condition of the child.

- Once the risk assessment has been carried out a health care plan will be drawn up for the child detailing the exact role of the responsible member of staff, what information needs to be shared with other staff and what should be done in an emergency.

#### *Managing medicines during outings*

- Medication that needs to be administered during an outing is carried in a sealed plastic container labelled with the child's name and the name of the medicine. Inside is a copy of the parents' consent form and a card to record when the medication has been given. Upon return to the kindergarten the card is stapled to the medical record book and signed by the parent on collection of the child.
- If a child on medication needs to be taken to hospital, the medication is taken along in a sealed plastic box labelled with the child's name and the name of the medicine. Inside is a copy of the consent form signed by the parents.

Reviewed August 2017

Date to be reviewed August 2018