



Medication Management Policy

Policy Statement:

Ballybrack/Killiney Montessori & Afterschool Childcare is committed to supporting each child's well-being. We will work in consultation with parents/medics 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 Preschool or Afterschool and, only with the prior written permission of their parents, is given pain relief or temperature reducing medication.

This policy is available for all parents, guardians and staff and they are encouraged to read this policy on enrolment of the child into our services.

Procedures:

First Aid:

Staff at Ballybrack/Killiney Montessori Preschool & Afterschool must hold a current Paediatric First Aid Certificate. At all times there will be at least one member of staff on the premises that can administer first aid. There is a fully stocked first aid box in each classroom and in the kitchen that is checked on a monthly basis with relevant forms checked and signed. The First Aid boxes are kept in a designated area (e.g. in the locked cupboard in the classroom) and are clearly labelled.

A list of local doctors and important numbers are kept on the noticeboard with the parent's emergency contact details.

Medical Emergency:

It is our policy to keep a list of each child in the service and their own personal doctor's details and contact number. These are in the roll-book in each class. In the event of a child becoming ill the child's parents/guardians/carers/emergency contacts will be called. If they cannot be reached their doctor will be contacted.

In the event of a child becoming seriously ill, the doctor will be contacted immediately or an ambulance will be called and the child taken to hospital.



We do not administer medication in school without consent and parents/guardians are required to sign a form prior to their child attending the school. If a child needs to bring medication with him/her to school, the parent must sign a consent form. Staff are then required to keep a record of every time they administer medication to the child.

Children requiring Epipens have a special procedure that is updated annually in accordance with most recent recommendations.

There is a standard letter regarding head lice, worms or other infestations, which is sent out to all members of the class when, and if, the need arises. All parents are asked to check their children for these infestations prior to entering the school.

Principle

This policy is underwritten by the Child Care Act 1991 (Early Years Services) Regulations 2016.

Our childcare service is further 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.
- Documenting the administration of medication accurately.
- Medication will never be administered without written permission from parent (s) or guardian (s).
- Written permission will be obtained from parent (s) or guardian (s) on enrolment especially in relation to the administration of medication, in the event of a high temperature or an emergency in the future.

Where a child has a chronic condition which requires daily medication the written permission and a written care and administration plan will be obtained on enrolment and be reviewed regularly (monthly). Parents must keep the school up to date on their child's medical needs.

- Parents will also be requested to notify the service if their emergency contact details change.
- Staff will be trained in the administration of specific medication in the case of severe allergic reactions by a child in their care.
- Upon enrolment, the service will obtain written confirmation from the parent (s) or guardian (s) of all the child's allergies, including an allergy to any medications such as Calpol or Nurofen. A list of children with allergies will be displayed in the front of the class folder.

Procedure to be followed should medication be required:

The emergency contact details for each child are kept on file in the classroom for quick access.



Before a member of staff administers medication:

- The manager/deputy will ensure that all identified staff members receive appropriate training and they must not administer medicines until training has been received. A record of the training will be made. Staff members will receive guidance about the purpose, expected response and possible side effects of medications they are expected to administer.

They will also receive training on the proper use of equipment such as inhalers, nebulizer and epi-pens etc. A G.P. or Public Health Nurse can demonstrate how to use these correctly.

Procedure to be followed for documenting the administration of medication:

- The authorised person giving the medication will ensure that they document the medication times and dosage precisely and have the process witnessed and signed by another authorised member of staff. Any administration of medication will be documented on the administration of medication form and be signed by the parents.
- 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. The parent/guardians are required to sign this medication form to acknowledge administration.

'The 'Five Rights' of Medication Administration:

- The 'Five Rights' is a procedure which will be followed before the administration of medication.
- It is set out as follows: 'Right medication, right child, right dosage, right form, right time'.
- Parents/guardians will complete and sign a medication form for the days which the medication is needed.
- Only staff members authorised by the Manager are to manage and administer medication. The member of staff authorised to administer medicines should check:
 1. Recipient's name
 2. Prescribed dose
 3. Expiry date
 4. Written instructions provided by the prescriber on the label/container as dispensed by the pharmacist.
- A second authorised staff member will check the medication and dosage and sign if it is correct prior to any medication being administered to a child on the administration of medication form.



- Staff can only administer medication that has been prescribed for a particular child.
- 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), according to the dose schedule and instructions provided by the manufacturer'.
- Medications are accepted for use only when they are within their expiration period. These must be labelled with the child's name and in their original container.
- Parents/carers will always be notified by telephone in every instance when medication is used. A record of the date, time of exact call to parents will be recorded.
- Non-prescription medications will be given according to the manufacturers' instructions unless a health care professional provides written instructions otherwise.
- Medication will not be added to the child's bottle or food.
- 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.
- Staff involved will keep records each time they administer medication on the child's form.
- Ointments for nappy rash are not applied unless for treatment purposes and where a health care professional has directed their use for the child on whom they are being used.

Procedure for the Storage of Medications:

All medications brought into our childcare setting should have child-proof caps and will be stored:

- At the proper temperature (according to the label).
- Away from food.
- Out of the reach of children.



- 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 will be stored in a manner that allows them to be accessed quickly in case of emergency, they will be labelled with the child's name.

Analgesic (pain relief) and anti-febrile (temperature reducing) medication:

- We have a well-stocked medicine cabinet in class 1, which is locked, out of reach of children and accessible by authorised staff only. We have a supply of analgesic and anti-febrile medication (Calpol and Nurofen for Children) in liquid suspension form, in child-proof containers and with the appropriate measuring devices.
- The date the medication is opened will be clearly labelled on the container.
- Medications with illegible labels or medications which are over 6 months old will be discarded. Medication in tablet form will never be administered to children under 5 years of age.
- Parents will be contacted by telephone before these medications are administered, to ensure that the correct time frame is adhered to between doses.

The parents have also signed a sunscreen application statement on the registration form which states that they will ensure that sunscreen is applied to their child prior to coming to school on a sunny day. Parents will be reminded of this via the facebook page, newsletter, email or texts when the weather gets warm.

Review:

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