



Version: 1

Board Approval: August 2019

Date for Review: August 2021

Responsibility of: Childcare Development Manager

Medications Policy

Policy Statement

Finglas Childcare Ltd aim to manage administration of children's medications safely through creating clear instruction in this policy for Senior Early Years Practitioners. In order to comply fully with the Child Care Act 1991 (Early Years Services) Regulations 2016 we require co-operation and instruction from parents/guardians regarding children's medication needs.

Through providing information on the registration form and completing the appropriate medication administration documentation parents will provide the appropriate information that enables Finglas Childcare Ltd to provide appropriate medication care for their children so that they can attend creche.

Finglas Childcare Ltd undertake to provide named staff as First Aiders in each creche location who have been trained to the appropriate level in Paediatric First Aid.

It is the responsibility of all staff to familiarise themselves with the location of the First Aid Box, the medication boxes and who the named First Aiders are in each creche location.

Rationale

Finglas Childcare Ltd have compiled this Medications Policy to provide staff and parents with a comprehensive guide on how we manage medications within our Early Years Settings. This policy is to ensure that medications are administered safely and appropriately to children and that the appropriate procedure is followed by parents/guardians and authorised Senior Early Years Practitioners (EYP's). Its purpose is also to ensure that there is thorough documentation of all medications administered and that children with medical needs receive proper care and can attend the service regularly.

Scope of Policy

This policy is relevant to all EYPs and outlines the appropriate procedure to be followed by SEYPs when administering medications to children. SEYP's should explain this policy to all EYPs so that they are clear on the procedures and to parents so that they are aware of the information needed and agree to provide the documentation needed so that medications can be administered to their child.



Policy & Procedure

All prescribed medications will be administered by authorised Senior EYP's only, as necessary, in a way that ensures the safety and well being of children. All medication will be stored safely away from children's reach and refrigerated if required. All medication administered will be fully and accurately recorded on Record of Medicines Administered Form.

In general Finglas Childcare Ltd tries to avoid administering medicines wherever possible and encourage parents/guardians to ensure medicines are administered to children before arrival at the Early Years Setting (EYS) and after they have left.

In circumstances where this is not possible, for instance where it would be detrimental to a child's health if the medicine were not administered during the time that the child was in the care of the EYP, then the written consent of the parent(s) or guardian(s) must be obtained using Record of Medicines Administered Form. Please refer to individual child's registration form for administration of antifebrile medication. In respect of those children who have long-term medical needs such as chronic conditions (e.g. asthma, epilepsy), written consent of the parent/guardian must be renewed monthly. We will only accept medicines that have been prescribed by a doctor, dentist or nurse prescriber. The EYP reserves the right to contact a health care professional if EYP's/guardians are unsure about administering medication to a child, even if the parent/carer has requested the medication to be administered.

Procedures & Practices

The parent or guardian must provide the following details on the child's admission to the EYP - see Registration form

- Details of any medical condition/s
- Emergency contact numbers
- GP details – name and phone number
- Written details of any medication required instructions on dosage/times and written permission for EYP's to administer, on Record of Medicines Administered Form
- Information on allergies or phobias
- Special dietary needs

Should medication be required:

- Parents/guardians must complete and sign a Record of Medicines Administered Form each day that medication is required.
- Only authorised Senior Early Years Practitioners are to manage and administer medication.



- The named First Aider in each EYS must ensure that such identified EYP's receive appropriate training and they must not administer medicines until training has been received. A record of the training should be made. EYP's should receive training from the parent about the purpose, expected response and possible side effects of medications they are expected to administer. In cases regarding epipens the named First Aider should contact the Early Years Child Development Manager (EYCDM) to organise training with a pharmacist.
- The EYP administering medicines should check the:
 - Recipient's name
 - Prescribed dose
 - Expiry date
 - Written instructions provided by the prescriber on the label/container as dispensed by the pharmacist
- A second permanent EYP must check the medication and dosage and sign if it is correct prior to any medication being administered to a child.
- Staff members can only administer medication that has been prescribed for a particular child.
- No 'as needed' medications (*such as Calpol*) will be given or applied without the approval of the child's parent/guardian.
- 'As needed' medications are accepted for use only when they are within their expiration period and in their original container.
- Parents/guardians should always be notified in every instance when medication is used. Telephone instructions from a health care professional are acceptable if the EYP fully documents them and if the parent/guardian requests the health care professional's instruction. Advance notification of the parent/guardian (before medication is given) is ideal but may not be appropriate if a child needs medication urgently (such as to stop an allergic reaction) or when contacting the parent/guardian will unreasonably delay appropriate care.
- Non-prescription medications should be given according to the manufacturers' instructions unless a health care professional provides written instructions otherwise.
- Medication should not be added to the child's bottle or food, unless prescribed.
- If there is any doubt about any of the procedures, the EYP should check with the named First Aider, parents/guardians or a health professional before taking further action.
- Medication must be provided in its original labelled container as dispensed by a pharmacist including the prescriber's instructions for administration and must never be transferred to another container.
- Prescribed 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.
- If a child is mistakenly given another child's medication, a doctor must be called immediately and the advice given followed. Then the parents/carers of the child who mistakenly received the medication must be called. In this event, if the medication is no longer available for the child who should have received it, that child's parents/guardians will need to be contacted for a replacement supply.



- All medications brought into an EYP setting should have child-proof caps and be stored
 - In an orderly manner in an airtight container marked 'Medications' in each room
 - At the proper temperature (according to the label)
 - Away from food, and
 - Out of the reach of children
- Medications requiring refrigeration should be clearly marked and separated from food in an airtight container marked 'Medications' Access to the fridge should be restricted.

Where consent has been obtained for the administration of medicines by an EYP then the following will apply:

- Wherever possible the required dose of medication should be brought each day.
- Where this is not possible, medicines should be stored as follows:
 - Large volumes should be avoided.
 - In accordance with product instructions, paying particular note to temperature.
 - Container should be clearly labelled with recipient name, name and dose of medicine and frequency of administration as dispensed by a pharmacist.
 - Where a recipient needs two or more prescribed medicines each should be in a separate container and clearly labelled as above.
 - Medicines should never be transferred from their original container as dispensed by a pharmacist which includes the prescriber's instructions for administration.
 - Medicines must be stored safely in a secure place.
 - Parents/guardians should collect medicines held at the end of each term and are responsible for disposal of date expired medicines.
- All EYP's should know where to obtain the First Aid box, how to summon the emergency services and who the First Aiders are
- Where a child is taken to hospital by ambulance, they should be accompanied by a senior EYP who should remain with them until a parent/guardian arrives, a copy of the child's Registration form should be brought and a copy of the accident/incident report form if completed. The copy of the accident/incident report should be signed by the person in charge at the time and a copy to be sent to Admin.
- The Senior EYP will be responsible for co-ordinating and sharing any information on a child having regard to any statutory limitations in relation to data protection and rules with regard to confidentiality.
- Where a child refuses to take prescribed medication, EYP's should not force them to do so but should inform the parents/carers as a matter of urgency. If necessary the emergency services should be called. Failure to provide medication, at the prescribed time as requested by a health care professional or parent should be noted on the Medication Administration Record (Form 1) with a written explanation of why the medication was not given.
- Medication must not be used beyond the date of expiration on the container or beyond any expiration of the instructions provided by the health care professional. Instructions which state that the medication may be used whenever needed will be reviewed by the health care professional at least annually.



Outings (See Outings Policy)

Specific measures may be necessary to support those who take medication and to ensure sufficient medical supplies are available on outings. All EYP's participating in the outing must be aware of the medical needs of the children and any agreed medical emergency procedures. EYP's should be trained where necessary to administer medication and take the lead in the event of a medical emergency. Sometimes additional safety measures may need to be taken for outings. It may be that an additional adult, a parent or another volunteer might be needed to accompany a particular child. EYP's supervising excursions should always be aware of any medical needs and relevant emergency procedures. A copy of any health care plans should be taken on outings in the event of the information being needed in an emergency. If EYP's are concerned about whether they can provide for a child's safety, or the safety of other children on an outing, they should seek parents/guardians' views and medical advice from the child's GP.

Communication Plan

All parents/guardians are to be informed of the policy and procedures regarding the administration of medication on registration. EYP's will check with parents/guardians that they have read and understood the policy and provide any assistance needed.

A summary of this policy will be included in the Parents/Guardians Handbook. This policy will also be included in staff team meetings training. A copy of all policies will be available during all hours of operation to EYP's and parents/guardians in the Policy Folder located at reception in the office.

Parents/Guardians may receive a copy of the policy at any time upon request.
Parents/Guardians and EYP's will receive notification of any updates.

Agencies Contact Details

First Aiders

Willow Tree Creche; Linda Kiely, Susan Smith

Oak Tree Creche; Deirdre Killeen

St Brigids Creche; Marion Spratt, Cecelia Holmes

Fionn Ghlas Early Years Hub; Alma Dillon,

I acknowledge that I had read and understand the Policy Document.

_____ Date: _____