

### **Administration of Medicines Policy**

We promote the good health of children attending CM Sports and take necessary steps to prevent the spread of infection. If a child requires medicine, we will obtain information about the child's needs for this and will ensure this information is kept up to date.

When dealing with medication of any kind, strict guidelines will be followed.

NB: Medication Forms can be found in the Holiday Course Folder

#### **Prescription medication**

Prescription medicine will only be given to the person named on the bottle for the dosage stated

Medicines must be in their original containers

Those with parental responsibility of any child requiring prescription medication should allow a senior member of staff to have sight of the bottle. The staff member should note the details of the administration another member of staff should check these details

Those with parental responsibility must give prior written permission for the administration of each medication. However, we will accept written permission once for a whole course of medication or for the ongoing use of a particular medication under the following circumstances:

The written permission is only acceptable for that brand name of medication and cannot be used for similar types of medication, e.g. if the course of antibiotics changes, a new form will need to be completed

The dosage on the written permission is the only dosage that will be administered. We will not give a different dose unless a new form is completed

Parents should notify us IMMEDIATELY if the child's circumstances change, e.g. a dose has been given at home, or a change in strength/dose needs to be given.

The manager will not administer a dosage that exceeds the recommended dose on the instructions unless accompanied by a doctor's letter

The parent must be asked when the child had last been given the medication before coming to the setting; this information will be recorded on the medication form. Similarly, when the child is picked up, the parent or guardian must be given precise details of the times and dosage given throughout the day. The parent's signature must be obtained at both times

At the time of administering the medicine, a senior member of staff will ask the child to take the medicine or offer it in a manner acceptable to the child at the prescribed time and in the prescribed form. (It is important to note that staff working with children are not legally obliged to administer medication)

If the child refuses to take the appropriate medication, then a note will be made

Where medication is "essential" or may have side effects, discussion with the parent will take place to establish the appropriate response

### **Non-prescription medication**

CM Sports managers will not administer non-prescription medication e.g. paracetamol and antihistamines.

All other medicines must be prescribed by a doctor. With the child's name clearly labelled.

If any child is brought to the setting in a condition in which he/she may require medication sometime during the day, the manager will decide if the child is fit to be left. If the child is staying, the parent must be asked if any kind of medication has already been given, at what time and in what dosage and this must be stated on the medication form

### **Injections**

As the administration of injections represents intrusive nursing, they should not be administered by any member of staff. If this causes a problem in providing appropriate care of a child, please consult Ofsted.

### **Staff medication**

The first aid box for staff should be kept in a readily accessible position, but out of reach of the children.

First aid boxes should only contain items permitted by the Health and Safety (First Aid) Regulations Act 1981, such as sterile dressing, bandages, and eye pads. No other medical items, such as paracetamol should be kept in the first aid box.

### **Storage**

All medication for children must have the child's name clearly written on the original container and kept in a closed box, which is out of reach of all children.

Emergency medication, such as inhalers and epi-pens, will be within easy reach of staff in case of an immediate need, but will remain out of children's reach and under supervision at all times.

Any antibiotics requiring refrigeration must be kept in an area inaccessible to children.

All medications must be in their original containers, legible and not tampered with or they will not be given. All prescription medications should have the pharmacist's details and notes attached to show the dosage needed and the date the prescription was issued. This will all be checked, along with expiry dates, before staff agree to administer medication.

Full name of child: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Name of medication and strength: \_\_\_\_\_

Who prescribed it: \_\_\_\_\_

Dosage and times to be given in the setting: \_\_\_\_\_

Method of administration: \_\_\_\_\_

How the medication should be stored: \_\_\_\_\_

Medication expiry date: \_\_\_\_\_

Possible side effects that may be expected: \_\_\_\_\_

I \_\_\_\_\_ parent/guardian consent for \_\_\_\_\_ (CM Sports key person/practitioner) to administer the medication detailed above. In the absence of \_\_\_\_\_ (CM Sports key person/practitioner), I consent to \_\_\_\_\_ (CM Sports settings manager) to administer the medication detailed above.

Signature of the parent/guardian: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date of consent: \_\_\_\_\_

## Medication Record

Name of the child: \_\_\_\_\_

Name and strength of the medication: \_\_\_\_\_

Name of the doctor that prescribed it: \_\_\_\_\_

Date and time of the dose: \_\_\_\_\_

Dose given and method: \_\_\_\_\_

Signature of the person administering: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature of witness: \_\_\_\_\_

Print Name: \_\_\_\_\_

Parent's signature (end of the day): \_\_\_\_\_

Print Name: \_\_\_\_\_