**The Willow Tree Children’s Centre**

**Medication Administration and Management Policy**

The Willow Tree Children’s Centre is committed to supporting each child’s health and well-being. The Willow Tree Children’s Centre 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.

This policy is underwritten by the Child Care Act 1991 (Early Years Services) Regulations 2016 and the Child Care Act 1991 (Early Years Services) (Registration of Pre-school and school-age Services) Regulations 2018.

**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 school aged children to administer their own medication where appropriate and with staff supervision.

• Documenting the administration of medication accurately.

• All parents/guardians are to be informed of the policy and procedures regarding Medication Management on enrolment. Staff members 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 Parent/Guardian Handbook and the full policy is available on the website [www.blennerville.playschool.com](http://www.blennerville.playschool.com)*.* This policy will also be reviewed with staff at induction and annual staff training. When a complaint is received, the person making the complaint will be given a copy of this Policy and Procedures. A copy of all policies will be available during all hours of operation to staff members and parents/guardians upon request. Parents/guardians may receive a copy of the policy at any time upon request. Parents/guardians and the staff team will receive written notification of any updates.

• Incorporating staff feedback in to future policy development.

**Parental consent:**

• It is the duty of parents to inform The Willow Tree Children’s Centre 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 The Willow Tree Children’s Centre are only administered (or the self-administration of the school aged child as supervised), with the consent of parents.

• Parents must complete a specific written consent on application form to authorise The Willow Tree Children’s Centre 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 school aged 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 The Willow Tree Children’s Centre without written permission from parent(s) or guardian(s). Parents/guardians must complete the required consent on application 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 The Willow Tree Children’s Centre .

• 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). The Willow Tree Children’s Centre 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 The Willow Tree Children’s Centre 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 The Willow Tree Children’s Centre must be given directly to staff in the service by the child’s parent/guardian.

• If a school aged child is carrying their own medication e.g. inhaler, this must be outlined on the child’s record form. If a school aged 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 school aged child is capable of administrating their own medication e.g. inhaler, this must be documented in writing in their individual care plan by the child’s parent/guardian. Clear instructions regarding the administration of the medication must be provided by the parent.

• A risk assessment will be completed if necessary.

• If a school aged 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. School aged children must notify staff if they are administering the medication e.g. inhaler.

• A school aged child that brings their own medication should inform staff if they have taken the medication earlier in the day. For example, if they have taken medication in school.

**Medication Administration Procedure**:

We do not routinely administer ‘Calpol’ or other non-prescription/prescription medications. We only administer medicines with the correct signed permission. Medicines must only be brought into the service for administration by the staff when it is essential. This means where it would be detrimental to the child’s health if it were not to be administered.

• 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.

• When a staff member is administering medication, they should seek guidance of management who checks medication and the dosage when it is administered. If management is not present, there must always be two staff members present for staff administering medication to a child. In the case of a school aged child administering their own medication there is always 1 staff member present.

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.

• 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 on display on staff notice board in the office.

**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.

• The emergency medication plan of your service should be included here in this policy.

**Individual care plans:**

• All children with medical conditions enrolled in the school aged 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:

o Child’s name o Check that consent was received

o Check of child’s ID before medication administration o Check that medication within expiry date o Check of administration instructions

o The date and time the medication was administered o Route and dose of medication

o Signature of person who administered medication and signature of witness

o Any side-effects or adverse reactions are recorded

• In the case of a school aged child administering their own medication, 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 The Willow Tree Children’s Centre to be held on the premises should have child-proof caps and will be stored:

a. At the proper temperature (according to the label) b. Away from food

c. Out of the reach of children d. In accordance with the manufacturer’s instructions

e. With the child’s full name and expiry date on the medication container

f. 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 The Willow Tree Children’s Centre 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 The Willow Tree Children’s Centre 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:

• The Willow Tree Children’s Centre 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 antifebrile 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 The Willow Tree Children’s Centre when their child is enrolled.

• Parents/guardians will be requested to notify The Willow Tree Children’s Centre if their emergency contact details change. Emergency contact details for parents/guardians of all children in The Willow Tree Children’s Centre 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 and taken on outings.

• 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 The Willow Tree Children’s Centre 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.

• School aged children are responsible for applying their own sunscreen and staff supervise.

**Communication of Policy**

All parents/guardians are to be informed of this policy. Staff members 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 Parent/Guardian Handbook and the full policy is available on the website www.blennerville.playschool.com

This policy will also be reviewed with staff at induction and annual staff training.

A copy of all policies will be available during all hours of operation to staff members and parents/guardians upon request.

Parents/guardians may receive a copy of the policy at any time upon request.

Parents/guardians and the staff team will receive written notification of any updates.

This policy is underwritten by the Child Care Act 1991 (Early Years Services) Regulations 2016 and the Child Care Act 1991 (Early Years Services) (Registration of Pre-school and school-age Services) Regulations 2018.

This policy was reviewed and adopted by The Willow Tree Children’s Centre on 3rd April 2024.

Signed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On behalf of Management

**Address:**

The Willow Tree Children’s Centre,

Ground Floor Unit,

96 Carraigbeag,

Clogher Faili,

Tralee,

Co. Kerry

V92Y510

**Contact Telephone Number:** 066-7122765 Or 085 2808034

**Email address:** blennerville.playschool@gmail.com

**Website:** www.blennervilleplayschool.com

**Registered Proprietor:** Jessica Hastings

**Person in Charge:** Laura MacKenna

**Deputy Person in Charge**: Lisa Clifton

**Appendix A – The Willow Tree Children Centre’s Individual Care Plan**

**Child’s Name:**

**Date of Birth:**

**Name of Parent/Legal Guardian(s):**

**Emergency Contact Details:**

1. **Name: Telephone Number:**
2. **Name: Telephone Number:**
3. **Name: Telephone Number:**

**Medical diagnosis or condition:**

**Is the child receiving medical care from any outside agencies?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Yes** | **No** | **Contact name** | **Telephone number** |
| **Doctor/GP** |  |  |  |  |
| **Health Visitor** |  |  |  |  |
| **Physiotherapist** |  |  |  |  |
| **Speech and Language Therapist** |  |  |  |  |
| **Asthma Nurse** |  |  |  |  |
| **Other, please specify:** |  |  |  |  |

**Please give details of child’s medical/care needs (daily care requirements):**

|  |
| --- |
|  |

**Signs and symptoms to be aware of:**

**What constitutes an emergency for the child?**

**Agreed procedure to be followed:** (Details of the treatment to be given, when medication is to be given? (Medication must be in original package with child’s name and dosage stated clearly).Name of Medication, Type, Dosage, Storage, Who administer? See medication authorisation form. What is the usual reaction to medication? Can a second dose be given? If so when? Action required if condition continues). **OR Strategies required to meet the child’s additional need.** (Daily care requirements, special precautions e.g. evacuation procedures).

**Follow up care required for the child:**

**Training required of staff for care of child:**

**Have staff been trained by a qualified medical professional to administer treatment/procedures? Yes No**

**If no what is the action plan?**

**The information on this Care Plan has been agreed with:**

**Parent/Legal Guardian (Name): Signature: Date:**

**Provider (Name): Signature: Date:**

**Medical professional e.g. GP (Name): Signature: Date:**

**Planned review date of Individual Care Plan:**