

ADMINISTERING MEDICATION POLICY

AIM: To facilitate effective care and health management of children who are taking medications for health problems, prevention and management of acute episodes of illness or medical emergencies by the safe administration of medication, and compliance with the Children's Services Regulations 2011.

PROCEDURES:

Children should not come to school when unwell-this is not fair either to them or to others in their environment.

A child may return to school whilst completing a course of medication providing that the child is fully recovered (eg. no temperature, see Health Policy).

If medication needs to be administered during school, prior arrangements need to be made with the Directress. Written permission from the parents is required.

Medication is to be clearly labelled and stored in container in high kitchen cupboard. If medication needs refrigeration then it is to be put into a hard to open container in the fridge.

A Medication Authority Form needs to be filled in and signed by the parent. Two staff are required to fill in the form when administering the medication with the dosage and the time administered.

The Medication must be in the original container with the dosage details on the container's label in English. Alternative medicines can be administered at the discretion of the Authorised Supervisor, also with written permission from parents.

No medication, including asthma puffers, should be left in school bags, but should be kept out of the children's reach in the kitchen in the locked storage box for medications.

The parent or person collecting the child is responsible for the collection of any medication at the end of the school day. **IT IS NOT THE RESPONSIBILITY OF STAFF.**

If a child is receiving regular Medication (puffer/diabetics injection) this must be recorded on the Medication Form.

Keep the Medical Authority Form in the Health File in main cabinet until child is 24 years of age.

Before giving a prescribed Medicine to a child, staff need to check the following:

FOR WHOM MEDICINE IS PRESCRIBED
NAME OF MEDICINE
DETAILS OF FREQUENCY OF DOSAGE
EXPIRY DATE
DOSAGE

Check if the instructions on the Medication Authority Form are consistent with the instructions on the label or the Doctor's instructions. Staff will administer as prescribed on package unless a Doctor has given alternative written instructions.

No Child is to administer any medications to themselves.

ADMINISTERING PARACETAMOL:

Paracetamol is toxic to children when administered in an overdose. Please check label for correct dose.

Administer only when child's temperature is above 38 C and is in discomfort or pain.

Two staff members need to check the temperature of the child before administering paracetamol.