

Medication Administration Policy

Policy Statement

It is the policy of Kinnegad Community Childcare Clg. to safeguard the health and well being of all children in our care. To facilitate this, we work in consultation with our parents to ensure the safe administration of medication if: a child is taking prescribed medication with the prior written permission of parents or guardians
a child becomes unwell while attending Cairdeas, and only with the prior written permission of parents or guardians is given pain relief, temperature reducing medication.
This policy is underpinned by the Child Care Act 1991 (early Years Services) Regulations 2016.

At registration, all **parents must sign consent forms for the administration of medication**. This only concerns analgesic and anti-febrile medications such as Calpol/Nurofen; Teetha sachets and emergency medical attention.

Cairdeas has its own supply of Calpol and Nurofen. These are stored in an original packaging in a designated space in the cold room, clearly labelled. Any medications which become out of date are returned to our local pharmacy for safe disposal and replaced with fresh medications.

Any other medications must be accompanied by a **separate permission form** which specifies full instructions, including the reason, the name, the frequency and the exact amount of medicine required.

These include:

-antibiotics, inhalers, insulin, Glucagen Hypokit, Zirtek, epi pens, hay fever tablets/drops etc., long term illness medication prescribed by a doctor.

These can be left at the centre, clearly labelled with the child's full name, they will then be kept in a designated space provided in the supervisors' office.

Any medication which becomes out of date is returned to the parents for disposal and replacement.

Emergency medication e.g. EpiPen's are kept in the child's room in a box, clearly labelled and on a high shelf out of reach of other children. These must also be taken on outings/walks.

Medications should not be put in a child's bag as this may put other children at risk.

A supervisor must be informed should a parent require any medicine to be administered to their child.

Each time any medicine is administered:

-there are two adults present (to document the correct medicine, child, dosage, child's form and time)

-an individual medicine sheet is filled out (it consists of name of medicine, amount, temperature if any, staff signature and supervisor signature). Parents are asked to review and sign the form when collecting their child.

Children of school age who administer their own medication are supervised, the administration is documented and signed by the parents on collection of their child.

Medication records are kept in the child's own file until they reach the age of twenty one years.

Ongoing training is provided to all childcare staff including First Aid, CPR and health and safety training.

Analgesic and Anti-febrile medication administration procedure:

- Staff member informs a supervisor/manager that the child appears to be unwell (warm, flushed, lethargic, hasn't been eating or any other unusual behaviours)
- Supervisor attends to the child and assesses the situation (room temperature, history and symptoms).
- Supervisor takes the child's temperature. If it is higher than 37.3°C it is advised to reduce the layers of clothing, offer a cool drink and a rest.
- If it reaches over 37.5°C approx. 10 mins after the actions taken, the supervisor must return to the office and phone the parent. On their return to the child they must:
 - check the medicine specified to be administered on the child's registration form
 - collect the child's individual medicine administration sheet
 - collect the medicine and measuring device from the cold room
- Supervisor must check the temperature again.

- If temperature remains high, medication is administered by the room leader and overseen by supervisor (to ensure the correct dosage).
- Medicine administration form is filled out by the supervisor
- Child is monitored and any changes in temperature/ behaviour are recorded.
- Parents are informed of the details again on arrival and asked to sign the form.

Severe Allergic Reaction

Staff members will recognise the signs and symptoms of a severe allergic reaction. The room leader will immediately follow the individual child's emergency treatment plan e.g. administering the EpiPen. The room assistant will alert the supervisor on duty who will immediately contact the Ambulance service. The supervisor and room leader will document the administration of the medication, comfort the child and make note of any changes in behaviour or symptoms until the emergency services arrive.

Other medical situations

IF the child complains of pain e.g. earache, the parent will be contacted by phone to inform them. The centre will ask that the child be taken home to be cared for. An analgesic can be administered to relieve pain while waiting for their parent to arrive. Medication is given using the steps above.

NOTE: Nurofen can be given every 6-8 hours, max 3 dose in 24hrs.
Calpol can be given every 4-6 hours, max 4 does in 24hrs.

Medication Errors

All medication errors will be recorded, and we will seek medical advice immediately. This includes medication being given to the wrong child; wrong route; wrong dosage; wrong time; omitted to be given as scheduled.

We will contact the GP, pharmacist or other emergency service depending on the error. Parents/Guardians will be informed immediately.

If a child refuses medication or vomits the medication, medical advice will be sought immediately.

This policy forms part of the parent handbook which is received at registration. Parents must sign a Contract of Care acknowledging that they have read and understand this policy.

This policy is also published on our website www.cairdeas.ie