

The Children's Lodge Administration of Medication Policy, Procedures and Plan

For this policy we acknowledge that Medication is a substance or combination of substances used to treat or prevent disease. Medications include: prescribed medications; over the counter medications; alternative therapies; vitamins and mineral supplements.

All staff at the Lodge are fully aware that medication administration is an important responsibility within our pre-school service. This policy will give staff a clear understanding on the administration of Medication. All staff are fully aware that this policy is a requirement under Regulation 7 (Medical Assistance) of the Child Care (Pre-school Services) (No. 2) Regulations 2006. This Medications protocol/Policy/Procedure will assist all staff and parents to help reduce potential adverse outcomes for children receiving Medication while attending The Children's Lodge.

Administration of Medication:

Sinead Brady (Supervisor) will be in charge of the administration of medication and will be responsible to document and countersign. If Sinead is not in school then Natasha Madden (Leader) will then take charge of the administration of medication. Both Sinead and Natasha have spoken to a local pharmacist and a local Doctor on the administration of medication, potential adverse reactions, how to deal with them and how medications react with food i.e. some medications cannot be given with milk, or when taking another medication.

Please note that The Children's Lodge is located next to Millbrook Medical Centre where a team of Doctors and Nurses work daily.

Before the administration of medication takes place both Sinead and Natasha will have read and fully understood the leaflet that comes with the medication. A second person will always be there to double check the instructions and dosage of the medication.

At all times Sinead and Natasha will ensure that the correct child is given the correct medication, correct dose at the correct time and that the correct route is adhered to.

The medical history of the child will be read and understood.

Parental consent is needed to administer medication. Where an emergency takes place parents will be contacted and Doctor from the surgery next door will be called to come in to the setting.

Sinead and Natasha will have Emergency details of all children on file so that parents and guardians can be contact as a matter of urgency.

Record of Administration of Medication:

A record of the administration of medication will be kept in school and parents will write down exactly what the child is to have before they leave. At the end of the pre-school session

parents will sign off again to acknowledge that they are aware of what medication their child has had. A Parental Consent form and an Administration of Medications form will be given to parents and kept on file in school. These forms will have a record of details of the date, time, route and dose of medication given and it will also state whether the medication is prescribed or non-prescribed. A record of the outcome of the administration of medication will also be kept on file i.e. was there a reduction in temperature after administration of medication, has the child developed a rash etc.

A copy of the Administration of Medication Policy will be kept on file in school. Both staff and parents will be given a copy.

All staff will be familiar with each child's medical history including allergies and any adverse reactions to medications.

Before staff administer medication they will have checked to see what time the child had medication before i.e. what time medication was given at home. All leaflets will have been read and where a child is on a number of medications staff will ensure that all information for each medication is read and recorded.

Anti-febrile Medication is medication used to reduce a raised body temperature. The most common anti-febrile medication used are Paracetamol (Paralink, Calpol) and Ibuprofen (Nurofen). Anti-febrile medication is an important treatment for high temperatures to prevent febrile convulsions, however it should not be used unless indicated for high temperatures or pain as overdose can cause significant medical problems.

Storage of Medication:

Medications will be stored up high on self out of the reach of children. Only Sinead or Natasha will have access to the medication. Medication will be stored in their original containers with the child's name clearly written on it. Expiry dates will be regularly checked to ensure that they are in date.

Management of Medication:

All spoons, measuring cups etc.. will be stored with each child's medication.

In the unlikely event of an error in administration of medical the child's parent will be contacted immediately. Sinead will ensure that the child be taken to their Doctor and The Lodge will pay all expenses occurred.

Each child's medication form will be reviewed each time the child is put on new medication as well as once a month.

All emergency contact numbers i.e. Doctor, Hospital, Pharmacist, Poisons information line are clearly on display by each telephone as well as on file in school. Sinead and Natasha will be available to answer any questions that a Doctor, Hospital, Pharmacist or Poisons information line may want to ask.

Sun Care Policy:

If at the Lodge we decided to go out to the garden or on a school outing it is our policy to make sure the children are protected against the sun at all times. We have a very high sun cream protection available at the lodge at all times. Parents are informed of this. If a parent/guardian wish to use their own sun protection cream we will gladly apply this to their child and store it with the child's name clearly labelled on the front. At all times staff will wash their hands before applying cream to each child. We will also make sure that children who bring in sun hats to school have them on outside.

Date Policy will be reviewed on and signature	2/9/2020
Date Policy Reviewed	
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policy dated 2/9/2019

Parental Consent for the Administration of Medicine

Name of Child: _____ D.O.B. _____

Address: _____

I hereby give my consent for **Sinead Brady or Natasha Madden** to administer the following prescribed/non prescribed medication to my _____ (Child's name).

In the case of an emergency I consent for **Sinead Brady or Natasha Madden** to ring the doctor next door to assist _____ (Child's name) if deemed necessary.

The Medicine is _____ the dose is _____

Times to be given _____ effective until _____
(Date to stop)

This medication is prescribed by _____ Contact number _____.

The container of medicine is the original one. It is clearly marked with my child's name and the details of dosage to be administered is clearly written on the container.

