

the children's house

Policy on the administration of medication

In the event of parents/carers requiring staff to administer medication the following procedure must always be followed.

All medication is to be administered by the child's key person, who will do so on a voluntary basis. Practitioners have the right to refuse to administer the medicine should they choose to do so. On these occasions, the room staff will seek an alternative key person or manager to administer the medicine.

Staff should also check the correct name of the child is on the medication and the date is current. Medication requiring storage in a fridge will be kept in the fridge in the staff room and the Baby room fridge (0-2 years). Creams and lotions for children's ongoing treatment will be stored in their personal baskets in the toilets/changing areas, unless it is recommended that they should be stored in the fridge. If a medicine has expired we will give it back to parents / carers and await further instructions.

Care plans are in place for children with ongoing medical conditions. When a child requires medication to be administered in a specific way (for example, use of Epi Pens) Managers will arrange training for relevant members of the team to be able to do this.

Staff are responsible for recording in the medication form, the date, time and dosage of the medicine to be administered. Parents must sign the medication form to agree to the administration of medication and sign after medication has been given.

Where medication is required on an as and when basis, staff must obtain a medication consent form signed by the parent/carer outlining their requirements for administration. Teething gels, pain relief medication and fever relief medication can be recommended by Pharmacists and Nurses but do not necessarily need to be on prescription from a GP. In these cases, the doses should be administered in line with written product guidelines and parents/carers will need to sign for any doses given.