



## Eyemouth Primary School ELC Hub Administering of Medication Policy

### **Statement of Purpose**

Children attend Eyemouth ELC with a wide range of medical requirements related to their individual needs. These needs can be short term (finishing a course of medication) and or long term (medication to keep them well). Staff will ensure proper procedures are being followed in order to meet these needs. Medication will only be administered in order to maintain the child's health and wellbeing and/ or when recovering from an illness. Most children with medical needs can participate in everyday day experiences within the setting and if not the circumstances of this will be recorded in the Long Term Medication Requirements section of their Care Plan or their Health Care Plan if appropriate. Throughout this guidance the term parents is used to include all main caregivers

### **Managing Medication in ELC**

At Eyemouth Primary School ELC we can administer medication for minor ailments or allergies to children in our care provided it has been prescribed by a doctor. Any staff administering medication must have a current and valid First Aid certificate.

It is the responsibility of the parents to ensure that the child is well enough to attend the setting. Parents will inform the setting if the child has received medication at home, when it was administered and how much was given to ensure the correct dosage instructions are being followed.

**Parents must have administered the first dose of medication to their child, so as to avoid risk of allergic reaction (although this does not include emergency medication such as an adrenalin pen).**

The medication must be supplied in its original box, is in date and is labelled with the child's name and dosage instructions. Staff should read and retain the information leaflet supplied with the medication to familiarise themselves with symptoms of any adverse reactions and how to store the medication.

Parents will be required to complete a ***Parent/Carer Request to Prescribe Medication Form*** (See Appendix 1) giving written time-limited consent for staff to administer the medication. A new form will be completed for each medication required by the child. The parent must sign the form before any medication can be given. The EYO is responsible for managing the completion of these forms with the parents, although in her absence this role will be delegated to the child's Key Worker.

The person who completed this form with the parents (normally the EYO) is responsible for sharing this information verbally with the child's key worker and other staff as appropriate so there is a shared awareness of the medication needs of each child. The date/time that the medication is to be given will be recorded in the diary by the person completing the form.

At pick-up time parents will be asked to sign and acknowledge the medication given to their child each day on the ***Record of Administration of Prescribed Medication Form*** (see Appendix 2)

Parents will inform the setting if the child stops taking medication. Unused or out-of-date medication will be returned to the parent.

**Staff will be familiar with forms, where to find them and how to fill them in.**

### Sun awareness and protection

Information on sun protection for children within the setting can be found in the Sun Awareness and Protection Policy.

### Long Term Medication Needs (e.g. asthma, diabetes, epilepsy)

During the enrolment process parents must make staff aware of any child with an on-going or long term medical condition that may require medication, e.g. epilepsy, asthma, allergies. At the Care Plan meeting (or phone call during Covid 19) the condition will be discussed and details recorded in the medical section of the child's care plan. These will include records details of the condition, signs and symptoms, triggers and any activities that the child should not take part in. It also records instructions from the parent of what to do if the first dosage of medication fails to take effect. If necessary, a further meeting will be planned involving the School Nurse or Health Visitor to create a Health Care Plan.

Children whose condition requires long term medication but no Health Care Plan will have the section with their Care Plan entitled '**Long Term Medication Requirements (but no Health Care Plan)**' completed (See Appendix 3). The EYO is responsible for administering long term medication. In the EYO's absence, this will be done by the key worker.

A copy of this information (with the child's photo and initials) will be stored securely on the inside of the Medicine Storage Cupboard door in the kitchen to make it easily accessible for staff to access during an emergency. **To support children effectively all staff must familiarise themselves with this information.** The EYO is responsible for putting together this information when the child starts at the setting or when the condition is first diagnosed. The EYO is responsible for reviewing and updating this information with parents at least at the start of every term or as the child's needs change. This information will be shared with and checked by the SEYO at the start of every term. The EYO is then responsible for keeping all staff up-to-date with any changes necessary.

It is the responsibility of the parent to share with the setting any changes in medication/ medical condition (e.g. additional triggers etc)

### Children with a Health Care Plan

If the child has a Health Care Plan prepared by the Health Visitor/ School Nurse, the steps to take to support the child will be clearly recorded in the Plan and should be followed by all staff. The EYO is responsible for ensuring all staff are familiar with the information contained in this document having first discussed this with the SEYO. A copy of the Health Care Plan with the child's photo and initials will be stored securely in the cupboard as above. The EYO is responsible for administering medication for a child with a Health Care Plan.

**If additional training is required for staff to support any child with medical needs, the EYO will bring this to the attention of the SEYO who will promptly organise appropriate training for staff.**

### Covid 19 and Anti-Pyretic (Fever-Reducing) Medication

**Parents will be asked to alert staff if fever reducing medication has been administered before coming to the setting.**

### Storage of Medication in Eyemouth ELC

Medication will be stored according to the instructions on the label.

Medication that does not need to be refrigerated will be stored in the labelled wall cupboard in the kitchen, which is child-locked. Each child's medication will be stored individually in a zip lock bag labelled with their name and date of birth.

Medication that needs to be refrigerated will be stored in the small fridge in the kitchen, in a plastic container labelled with the child's name and date of birth.

A copy of the Administering Medication Parental Permission Form for that medication will be kept with the medication (in the bag or box), with another copy being kept in the child's file in the filing cabinet.

The plastic containers and spare zip lock bags are kept in the labelled wall cupboard and only used for medication. **The kitchen gate must be kept locked to keep all medications secure.**

### Administering Medication

Medication will be administered in the setting by the EYO and the child's key worker. In either's absence, the SEYO will ensure medication is administered.

Before administering medication staff must be familiar with the relevant information pertaining to the child. This ensures that triggers are recognised, the correct dose of medication is given at the correct time, and that staff are aware of what to do if the initial dose of medication does not work (Administering Medication Parental Permission form, Health Care Plan, Long Term Medication Requirements section in care plan).

The process is as follows:

1. The child's key worker and the EYO/ SEYO/ another staff member will give the medicine together (always 2 staff members).
2. Check the diary for the time to give the medication.
3. Check the **Parent/Carers request to Issue Prescribed Medicines Form** and the box for the correct dosage and that the form has been signed by the parents.
4. Wash hands thoroughly, put on appropriate PPE and find a quiet and calm area to give the medication, normally in the craft area by the kitchen gate if not too busy.
5. Give medication according to instructions.
6. Each time medication is given, record this on the **Record of Administration of Prescribed Medication Form** noting the date, time and dosage of medication given.
7. The second member of staff will witness the administering of the medication and then countersign the form. This form must then be signed by parents at the end of the day.
8. Ensure all spoons, syringes, spacers for inhalers etc. are labelled, stored with the child's medication, and cleaned appropriately after use.
9. If applying cream, put the cream first onto a clean gloved finger not directly onto the wound/ infected area. If applying eye drops ensure that the dropper does not touch the eye itself.
10. Monitor child to ensure no adverse reactions. If this occurs, call parent or 999 in an emergency.
11. If the first dose of medication is ineffective for a child with a Long Term Medication requirement, refer to the **Long Term Medication Requirement section in the child's care plan** and follow the steps prescribed.

If the child is becoming seriously unwell call 999.

### **Monitoring of this Policy**

It will be the responsibility of the SEYO/ EYO in the absence of SEYO, to ensure that new or temporary staff are familiar with this policy and to monitor that it is being implemented by all staff and parents. This will be achieved through observation of staff practice and regular communication with parents. All relevant medication forms will be checked and updated on a regular basis.

Reviewed November 2021

To be reviewed November 2022