



Eyemouth Primary School ELC Hub **Administering of Medication Guidance**

This guidance should be read in conjunction with the Scottish Borders Council Administration of Medication multiagency 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 Medical Care Needs section of their Personal Plan and their ELC Medical Care Plan or Individual Health Care Plan (IHCP) 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 medical professional. 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 will be asked to alert staff if fever reducing medication (eg Calpol) has been administered before coming to the setting. Staff will discuss with the parent why the medication was administered and whether the child is well enough to attend nursery. ELC staff can only give medication that has been prescribed for a child.

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, be in date and 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.

Request to Administer Prescribed Medication

Parents will be required to complete a **Parent/Carer Request to Administer Prescribed Medication Form** (kept in the medication folder in ELC) 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 form will be completed by the parent in the setting, with the guidance of a First Aid Trained Early Years Practitioner and will be checked by the EYO/SEYO.

The person who completed this form with the parents is responsible for sharing this information verbally with the child's key worker and all other staff as appropriate. They must

- write the details of the medication in the diary including time medication is to be given, so there is a shared awareness of the medication needs of each child. A timer must be set to remind staff to give the medication at the correct time.
- be first aid trained and must read the **Parent/Carer Request to Administer Prescribed Medication Form** in full before giving any medication.
- add the medication details to the **Medication On-Site Record Sheet** on the side of the Medical Cupboard in the kitchen.

At the time of giving the medication, the medication must be given by one staff member and witnessed by another. The **Record of Prescribed Medication Form** (see Medication Folder in ELC).will then be completed by the person giving the medication and signed by the witness.

If the child refuses to take or spits out the medication, this will be recorded on the form and the parent will be contacted.

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**.



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

Managing a medication error

At Eyemouth Primary ELC this guidance supports staff to given medication correctly. However if a medication error occurs – eg the wrong dose of medication is given, or medication is given to the wrong child – staff must do the following:

- Stay calm
- Monitor child for any reaction.
- Check all the information again to be clear on what the error is.
- Report the error to the EYO/ SEYO and ask them to come and check the child.
- EYO/ SEYO will contact SMT
- EYO/ SEYO will contact child's parent/carer to inform them of the error and agree next steps.
- EYO/ SEYO will seek advice from the child's GP/ pharmacist/ 111 or 999
- Document the error on the Record of Prescribed Medication Form.
- SEYO will complete an incident report on LEXI
- SEYO/ DHT will inform the Care Inspectorate

If at any point after the medication has been administered the pupil starts to show signs of being unwell, staff should call 111 for immediate advice and support.

If the pupil loses consciousness, experiences difficulties breathing, or shows any other signs of serious illness staff should call 999.

Sun Safety for Children

Information on sun protection for children within the setting can be found in the Sun Safety for Children 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 Personal Plan meeting the condition will be discussed and details recorded in the Medical Care Needs section of the child's Personal Plan. This includes 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 an Individual Health Care Plan (IHCP).

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

Child with a long term medication need (No IHCP)

Children whose condition requires long term medication (eg an inhaler) will have the *ELC Medical Care Plan* form completed when the child starts at Eyemouth ELC or when the condition is first diagnosed. This form will be completed by the parents and the EYO/ SEYO. This will then be shared with the Key Worker and ELC team, so that all staff are aware of triggers, symptoms and how to give medication. The form will be stored with the medication in the child's labelled bag or box in the secure medication cupboard in the kitchen. A copy of the form will also be stored in the child's file. The details will be transferred to a Medical Passport, which will be displayed on the inside door of the Medical Cupboard so that staff can see children's medical needs at a glance. To support children effectively all staff must familiarise themselves with this information and how to administer the medication.

Children with a long term medication need – Individual Health Care Plan (IHCP)

If the child has an Individual Health Care Plan prepared by the Health Visitor/ School Nurse, the steps to take to support the child will be clearly recorded on the flow chart in the Plan and should be followed by all staff. The EYO/ SEYO is responsible for



ensuring all staff are familiar with the information contained in this. A copy of the Individual Health Care Plan with the child's photo and initials will be stored securely with the child's medication and displayed on the cupboard door as above. An ELC Medical Care Plan should also be completed and a Medical Passport. A copy of both the ELC Medical Care Plan and the IHCP will be stored in the child's file.

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.

The EYO/ SEYO or Key Worker are responsible for reviewing and checking ELC Medical Care Plans and IHCP information with parents every 3 months, or as the child's needs change. Any changes will be shared with the ELC team to ensure all staff are up to date with children's health needs.

Completed review dates are recorded on the checklist in the Medical Cupboard and there is a reminder every 3 months on the Quality Assurance Calendar. It is the responsibility of the EYO/ SEYO to ensure that these reviews are completed accurately.

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 or box 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.

In the bag or box you need to make sure there is:

Short Term Medication eg antibiotics

- copy of the *Parent/ Carer Request to Issue Prescribed Medication Form*
- copy of the *Record of Administration of Prescribed Medication Form*
- child's medication

Long term Medication (no IHCP)

- copy of the *Parent/ Carer Request to Issue Prescribed Medication Form*
- copy of the *Record of Administration of Prescribed Medication Form*
- copy of the ELC Medical Care Plan
- child's medication

Long Term Medication (IHCP)

- copy of the *Parent /Carer Request to Issue Prescribed Medication Form*
- copy of the *Record of Administration of Prescribed Medication Form*
- copy of the ELC Medical Care Plan
- copy of the IHCP with flow chart showing how to administer medication
- If severe allergic reaction there will also be the *Emergency Medication Administration Checklist*.
- child's medication

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.

Monitoring of this Policy

It will be the responsibility of the SEYO/ EYO 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 every three months.

Date reviewed: February 2024

Review date: February 2025



Administering Medication

Medication will be administered in the setting by a first aid trained practitioner and witnessed by a second practitioner.

- Before administering medication staff must be familiar with the relevant information for the child's medication. 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 (see *Parent Carer Request to Administer Medication Form*, *Medical Care Plan*, *IHCP*, *Medical Care Needs section of Child's Personal Plan*).

The process is as follows:

1. A familiar first aid trained practitioner and 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 Administer Prescribed Medication Form** for medication instructions and 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.
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. Person giving administration must sign form.
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 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 need, refer to the *IHCP* or *ELC Medical Care Plan* form and follow the steps.
12. If the child is becoming seriously unwell call 999.