
Administration & Storage of Medicine Policy

Rationale

This policy is in place to ensure that staff observe safe practices when administering medication. Staff have the right to refuse to administer medication.

Legislative Framework

- Inverclyde Council's Policy on the Administration of Medications.
- Inverclyde Council Education Services Education Safety Standard 4.4.
- SCSWIS Health Guidance – The Management of Medication in Daycare and Childminding Services – Pub code – HCR-0514-087.
- National Care Standard 3

The administration of prescribed medicines is a matter at the discretion of the Head of Centre.

Methodology (Implementation)

- The Head of Centre must agree to administering all medicines
- Parents or Carers should inform HOC/DHOC of any medicine required to be taken by the child during the nursery session. The Designated First Aider will meet with the parents or carers to discuss the matter and will share this with the HOC or DHOC.
- Administration of Medicines Parental Request Form must be completed by the parent.
- A separate supply of medicine, properly labelled should be obtained from the pharmacist.
- All medicine should be in the proper container and clearly labeled with pharmacy label stating:
 - The name of the child.
 - The name of the medicine.
 - The dosage and time.
- Medicine must be stored in 3rd filing cabinet drawer in individual containers.
- Parents must inform staff of last time medicine administered and this must be recorded
- Records of date/ time medicine administered will be kept and shared with parents
- Parents will be informed if child refuses treatment/has not had treatment. If a child spits out or refuses medicine staff will make one more attempt and then parents will be informed
- If too much medicine given or medicine given to wrong child the parent and health centre contacted
- If a child suffers from Asthma it is essential that staff are informed of any restrictions which need to be applied to his/her activities and the prescribed medication for both routine and emergency treatment.
- Parents of asthmatic children should give staff a written explanation of what '*when required*' means in order that staff are clear about when to give the inhaler.
- If a child suffers from epileptic attacks, diabetes or anaphylactic shock it is essential that all staff are informed of appropriate emergency treatment.
- Parents and carers should always administer the first dosage of any doctor prescribed medication.
- In complex cases the parent/carer may be required to assist in the administration of medicine.
- Staff should never administer over the counter medicines.
- If any child requires additional medication another form must be completed.
- If any member of staff is given oral information about upping the dosage written on the pharmacy label they gain clarity from the HOC, DHOC or Designated First Aider

Roles and Responsibilities

- It is the responsibility of the designated first aider to ensure paperwork correctly filled out by parent/carer and HOC/DHOC informed
- Parent/Carer is responsible for providing medicine in a clearly labelled container which has been prescribed by doctor
- Parent/Carer must inform staff of any changes in administration of medicine
- Designated first aider will review administration of medication forms every month and check with parents to ensure no changes.

Resources

Master Forms – Filing Cabinet 3rd Drawer (Form 6, 6a, 7, 8,4)

Containers for storage

Evidence

Individual children's Files

Recording Sheets

Monthly review sheet

Evaluation

Monitored by Designated First Aider monthly

Monthly review passed onto HOC/DHOC

Review

Aug 2015

Date				
Reviewed By				