

# Heathfield Early Years Centre

## Administration of Medicine Policy



“Many children will at some time need to take medication while attending day care or childminding services. For many, this will be short-term, perhaps finishing a course of prescribed or non-prescribed medication. Other children may have medical conditions such as asthma that require regular medication which they might need to take while they are at the care service.”

(Management of medication in daycare of children and childminding services, Care Inspectorate 2014)

Our aim at Heathfield Primaru Early Years Centre is to ensure the safe and correct administration of medicine to all children who may require it while maintaining a continuity of care and provision.

### Principles:

**H & SCS** – 2.23 “If I need help with medication, I am able to have as much control as possible.” 4.11 “I experience high quality care and support based on relevant evidence, guidance and best practice.”

**SHANARRI** – SAFE, Respected & Responsible

**UNCRC Article** – 24 “I have the right to good quality health care, to clean water and good food.”

**SSSC** – 3.8 “Keep to my employers health and safety polices, including those relating to substance misuse.”



### Organisation

At Heathfield Primary Early Years Centre our objectives are:

- To ensure that all staff are aware of the procedures for the administration of medicines for children whilst attending the EYC.
- To ensure that all staff follow the procedures for the administration of medicines.
- To ensure that all children, where possible, can access early years provision whilst medication is being administered.
- To ensure that all staff have access to appropriate training for the administration of certain medicines.
- To ensure that appropriate risk assessments are carried out prior to medication being administered.
- To promote a partnership with parents/carers to ensure the appropriate care plan is adhered to by all parties.

### Effective Practice

As a result, staff will:

- Be familiar with the relevant paperwork to be completed prior to administration of medicine.
- To ensure all relevant paperwork is completed by parent/carer to gain permission for administration of medicine.
- Complete all relevant paperwork following administration of medicines.

- Keep abreast of the current protocol for administering medicine
- Follow the guidance printed on the medicine packaging
- Take part in relevant training opportunities on administration of medicines. Management team will coordinate partnership working with relevant health professionals.
- Ensure all medication will be stored safely and appropriately during early years sessions

**If a child is given too much medication or medication is given to the wrong child:**

1. Staff will phone for medical advice immediately
2. Staff will contact the parent/carer
3. Staff will complete an incident sheet

**If a child spits out or refuses to take medication:**

1. Staff will encourage child to take medication explaining reasons for medication
2. Staff will seek medical advice immediately
3. Staff will contact/parent/carer
4. Staff will not force child to take medication
5. Staff will complete incident sheet

**Medical Emergencies**

1. The duty staff member will be the first aider and will have access to first aid kits, which are kept in the centre.
2. There is an incident and accident book in the centre and all staff will be advised on how to complete this properly using South Ayrshire Council's Accident Reporting Procedures. The relevant bodies will be notified of any significant incident.
3. All registration forms will contain parental permission for seeking medical assistance in the event of an emergency.
4. Emergency contact numbers will be obtained through registration forms.
5. Staff will in the first instance if appropriate contact emergency services.
6. Parents will be informed, without delay, about any aspect of their child's physical or emotional health, which causes staff concern.
7. It is the responsibility of parents to disclose all relevant health information to childcare staff.

**Fever Management**

1. If a child has a fever of more than 37.5 degrees C please keep the child well hydrated by giving them cool water to drink.
2. Paracetamol or other drugs should not be used with the sole aim of reducing body temperature in children with fever who are otherwise well
3. If a child is not thirsty encourage small sips and often
4. Keep them cool by undressing them to their underwear and use a light sheet to cover them
5. Keep them cool and in a cool room 18 degrees C, open a window if required
6. Contact parents throughout
7. If a child shows other signs of being unwell e.g. temperature rises above 38 degrees C, floppy or drowsy **Urgent** medical advice should be sought.

