

Rainbow Early Years

Medication policy

Statement of intent

Rainbow Early Years (REY) wants to include all children and ensure that the need for medication whilst in our care is not a reason for exclusion.

Aims

Our aims are to:

- To identify any child who needs, or may need, to be given any medication whilst attending REY.
- To give prescribed medication in a safe manner.
- To know what to do in case of a medical emergency caused by the medication we have administered.

Methods

Identification

- All our parents are made aware, when they first visit, that if the need arises a named member of staff can give medication to their child.
- Parents/carers are required to fully complete the appropriate 'Administer Medication' form which is available from the Manager or Assistant Manager should she be absent.
- The Manager or Assistant Manager will allocate a member of staff to administer the medication who will also sign the form with the Parent/Carer.
- If the Medication is to be a one off dose the completed form will be filled in the child's records for information.
- If the medication is to be multi dose, or long term, the form will be kept accessible at the front of the child's records and referred to each time the medication is to be given.

- For long term medication it may be necessary for two members of staff to sign and be able to administer the medication.

Administration

- The allocated staff member must ensure they are fully aware of all administration requirements before the Parent/Carer leaves their child.
- They must ensure a buddy keyperson / staff member is made aware in their absence.
- All medicines must be received in their original packaging and stored in a suitable secure place (with instructions).
- If specific training is needed to administer the medication, this must be completed before the child attends REY. Training must only be given by a suitably qualified member of staff.
- The allocated staff member must feel completely confident in the administration of the medication they are to give. If they do not, then they must refuse to do it and explain to the Parent/Carer their reasons before the child is left in our care.
- The allocated staff member will administer the given medication to the correct child when the time/need arises.
- All medicines will be given in a discrete manner, without attracting the attention of others in the room. If it is appropriate the staff member will find somewhere private where the medication will be given such as the kitchen or office (for inhalers).

Medical emergency caused by the given medication

- The allocated staff member must be familiar of what to do should a medical emergency arise following the administration of the prescribed medication.
- It is the responsibility of the Parent/Carer to provide details for the staff member of specific problems that could arise and what to do if they should.
- If necessary emergency contact details for the medical team who prescribed the medication must be left with the staff member.
- If the emergency is beyond what is expected, or it looks as though the child's life may be in danger, then the staff member will immediately contact the emergency services and request an ambulance to attend REY.

- If any emergency happens following the administration of a prescribed medication the Parent/Carer will be contacted immediately and asked to take the child home.

Home time

- When the Parent/Carer returns to collect their child from REY the allocated staff member will return the medication to them before the child leaves.
- The staff member will inform the Parent/Carer of what has been given, when and how the child reacted.

Please note that the staff at our group will only give medication that has been prescribed by a Medical Practitioner. Home remedies will not be given by our staff.

If a parent wants anything other than Prescribed Medication to be given, they must return to REY and give it to their child themselves.

This individual policy forms part of a larger policy document and should be read alongside our other individual policies.

Date adopted for Rainbow Early Years: January 2010

Date of last review: August 2017 by Manager.

Reviewed ; 8-8-17 , 14-8-18, 30-8-19, 4-8-20

Date of next review: Annually