John Logie Baird ELCC

Medication Policy

PRINCIPLE

If a child requires medicine we will obtain information about the child’s needs and will ensure that this information is kept up to date.

When dealing with medication in JLB ELCC strict guidelines will be followed.

When medicine is supplied for staff to administer to the child, there should be a clear system in place to check that we have the:

* Right drug
* Right dose
* Right route e.g. topical, oral
* Right child
* Right time

MEDICATION

* Parents must allow time at the beginning of the day to complete all relevant medication forms and ensure that there is a medical form for each different medication.
* Children should be given their first dose of any medication by their parents, as staff cannot administer this in case allergic reactions to the medicine occur.
* Medication should be supplied in its original container and box, clearly labelled with an appropriate dispensing label, containing the child’s name, medication, dose, route and time.
* If medication is a ‘when required’ basis, it is important that the parent/carer communicates the last given time and dose of the child’s medication. Staff will communicate the time of last given dose of medicine.
* Review consent forms for medication every 3 months to check that they are still required, in date and the dose has not changed.
* Sign in sign out sheet for medicine.

STORAGE

* Each individual child’s medication should be kept separate and stored in an individual container or zip-lock bag, clearly labelled with the child’s name and date of birth. This also applies to medication stored in the fridge.
* Medication should be stored in a locked cupboard/locked container which is out of reach of children and below 25 degrees Celsius.
* Medication that should be stored in the fridge should be kept in a labelled plastic container with a temperature of 2-8 degrees Celsius with the temperature being checked daily.
* Controlled drugs should be kept in a locked receptacle which can only be opened by an authorised person.
* Emergency medications e.g inhalers and epi-pens must be in a locked cupboard readily available and accessible to staff.
* Medication that is no longer required should be returned to parents.

ADMINSTRATION OF MEDICATION

* Before any medication is administered it should be checked to ensure that it has the correct dispensing label and the consent form is applicable to that child. This should be witnessed by another member of staff.
* Use the spoon or syringe that is supplied with the medication to ensure that the correct dose is given. Ensure these are cleaned after each use and stored with the medication.
* As soon as the medication has been administered the person administering it should complete and sign the Administration of Medication form along with the witness.
* Return medication to locked storage.
* If a child refuses to take their medication this will be recorded and the child’s parents will be phoned.

RECORD KEEEPING

* Accurate up to date records should include medications received, returned or disposed of. (Sign in/ sign out sheet).
* Children with complex medication regimes should have this recorded on their Child Care Records.
* It is important that staff know the symptoms of conditions to observe for when giving ‘when required’ medication.
* There is no legal requirement to have additional Controlled drugs records, but it is good practice to keep them.

**Article 24 (health and health services)**: Every child has the right to the best possible health. Governments must provide good quality health care, clean water, nutritious food, and a clean environment and education on health and well-being so that children can stay healthy. Richer countries must help poorer countries achieve this

Reviewed: January 2023

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