

# Administration of Medication Policy

## Administration of Medication Policy Statement

Askea Community Childcare Centre acknowledges that children may require to receive medication while attending the service. We will work in consultation with parents/guardians to ensure the safe administration of medication in the event that a child is taking prescribed medication or a child becomes unwell while attending the setting and, only with prior written permission, may have to be given pain relief or temperature reducing medication.

## Administration of Medication Policy

This policy is underpinned by the Child Care Act 1991 (Early Years Services Regulations) 2016

## Procedures for Administration of Medication

**The following procedures are in place for the administration of medications:**

- Medication will not be administered without prior written permission from the parent/guardian who must complete and sign a Medication Form for the days on which the medication is needed.
- For non-prescription medication parents/guardians will be required to provide prior written consent on enrolment and staff will only administer following consultation with parents.
- Medications will only be accepted if they are within expiry date, in their original container and clearly labelled with the child's name.
- All medications will be stored according to the manufacturer's instructions out of reach of children.
- When medications are being administered two members of staff will be present and will check:
  - i. Recipients name
  - ii. Prescribed Dose
  - iii. Expiry Date
  - iv. Written instructions provided on the label by Pharmacist or Manufacturer.
- Only the measuring device provided by the manufacturer will be used to administer medication.
- The 'Five Rights' procedure of medication administration will always be followed  
"Right medication, right child, right dosage, right form, right time"
- Where the first dose of a medication has been administered before arrival at the service staff will note this time with parents/guardians to ensure that sufficient time is allowed elapse between doses.
- The administration of the medication will be recorded on the Medication Administration Report which will be signed by the staff member administering the medication and the witness.

- This record will be provided for the parent/guardian to read and sign when they arrive to collect their child.
- Where a child has a condition which requires daily medication the parent/guardian should inform staff on enrolment and provide signed permission and a written care and administration plan.
- Parents/guardians must also inform the service of all details regarding allergies.
- If a child needs to have intrusive medication, such as suppositories, the parents must first speak to the Childcare Services Director to arrange this and individual training, specific to the child concerned, should be provided for staff by a qualified health care professional. This training should also be provided where a child may need to use an inhaler, nebuliser etc.

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This policy was agreed and adopted by Askea Community Childcare Centre

Date. \_\_\_\_\_

Signed by. \_\_\_\_\_ on behalf of the Committee of Management