

MEDICATION POLICY and PROCEDURE

The Medication Policy specifically relates to children who require ongoing medication to maintain their stable well being, giving them opportunities to be part of their local community provision. This policy is in addition to the Health and Hygiene, Admissions and Attendance Policies. Children who have infectious or contagious illnesses must not attend the provision until they are well.

When ever possible the child's parent will administer the medicine, especially for short term illness. If this is not possible:

- medication will only be administered if the child's doctor has prescribed it
- parents' written permission will be obtained before any medication is administered
- written information relating to the child's individual medical needs will be given to the provision. This must include any possible side effects
- if there is a change in the child's health written information must be made available to the provision by his//her parents/carers as soon as possible
- the provision will have an appropriately trained adult at each session to administer medication when necessary (e.g. epipen, insulin) **This training must be carried out by a health professional, such as the child's G.P. or Health Visitor prior to the admission of the child**
- all adults in the provision will know who is responsible for administering medication. Medicines will be stored in their original container, with the original label intact and clearly displayed
- all medication will be inaccessible to children at all times and kept in a locked cabinet/fridge
- medication will not be administered if out of date
- written information must be obtained from parent/carer as to when the medication was last administered
- the appropriately trained adult will administer medication to the child
- the time and dosage of medicine given will be recorded and witnessed by another adult in the provision. The parent/carer will be required to sign, acknowledging medication has been given when collecting the child from the provision.

Asthma

These guidelines aim to promote a working partnership between all concerned to promote the safety, welfare and best interests of an asthmatic child attending the setting:

- we welcome all children with asthma
- encourage and help children with asthma to participate fully in activities

- ensure children have immediate access to reliever inhalers
- provide guidance for staff on what to do if a child had an asthma attack to ensure the child's welfare in the event of an emergency
- wherever possible staff will have access to appropriate asthma training
- key workers to recognise if a child's asthma symptoms are getting worse and what to do in the event of an emergency
- ensure that parents/carers of children with asthma are informed about the policy and given a copy

Procedure when a child with asthma attends the setting:

- discuss asthma symptoms with parents and the level or degree of the child's condition
- how to recognise when symptoms get worse – any triggers that the child is known to be sensitive to
- ensure children with asthma have immediate access to their reliever inhaler whenever they need it keeping it in an easily accessible place. Make sure all the relevant people especially the child, know where to find it
- ensure that clear written records are kept detailing information of what medicine is to be taken, when and how often
- inhaler must be prescribed for the child, labelled clearly with their full name
- ensure it has not passed its expiry date
- ensure that a record is kept each time a child takes their inhaler
- medication left in the setting must be checked regularly and parents informed if and when replacements are needed
- ask parents/carers to bring a spare inhaler to be kept at the group in case of emergency
- emergency contact details for next of kin but in the case on an emergency dial 999
- make sure the person collecting the child is informed if the child has had to take their medicines and to sign the form
- make sure that inhalers are always taken on group trips

Signed: Date:.....