

## MEDICATION POLICY

At Kidsize Club Ltd. we promote the good health of children attending our club and take necessary steps to prevent the spread of infection (see sickness and illness policy). If a child requires medicine we will obtain information about the child's needs for this, and will ensure this information is kept up to date. We have written this policy in line with Care Inspectorate's "Management of medication in daycare of children and childminding services".

We follow strict guidelines when dealing with medication of any kind at the club and these are set out below.

### **Medication prescribed by a doctor, dentist, nurse or pharmacist**

*(Medicines containing aspirin will only be given if prescribed by a doctor)*

- Prescription medicine will only be given to the person named on the bottle for the dosage stated
- Medicines must be in their original containers
- Those with parental responsibility for any child requiring prescription medication should hand over the medication to the most appropriate member of staff who will then note the details of the administration on the appropriate form and another member of staff will check these details
- Those with parental responsibility must complete a Medication Record for the administration of each and every medication. However, we will accept written permission once for a whole course of medication or for the ongoing use of a particular medication under the following circumstances:
  1. The Medication Record is only acceptable for that brand name of medication and cannot be used for similar types of medication, e.g. if the course of antibiotics changes, a new form will need to be completed
  2. The dosage on the Medication Record is the only dosage that will be administered. We will not give a different dose unless a new form is completed
  3. Parents must notify us IMMEDIATELY if the child's circumstances change, e.g. a dose has been given at home, or a change in strength/dose needs to be given.
- For long-term prescription medication, medication reviews will be done every six months by staff and parents.
- Kidsize Club Ltd. will not give the first dose of a new medication to a child. Parents should have given at least one dose to ensure that the child does not have an adverse reaction to the medication.
- Kidsize Club Ltd. will not administer a dosage that exceeds the recommended dose on the instructions unless accompanied by written instructions from a relevant health professional such as a letter from a doctor or dentist
- The parent must be asked when the child has last been given the medication before coming to the Club and the staff member must record this information on the medication form. Similarly when the child is picked up, the parent or guardian must be given precise details of the times and dosage given throughout the day. The parent's signature must be obtained at both times
- At the time of administering the medicine, a senior member of staff will ask the child to take the medicine, or offer it in a manner acceptable to the child at the prescribed time and in the prescribed form. (It is important to note that staff working with children are not legally obliged to administer medication)
- If the child refuses to take the appropriate medication then a note will be made on the form
- Where medication is "essential" or may have side effects, discussion with the parent will take place to establish the appropriate response.

- Medication no longer needed to treat the condition it was prescribed for, or which is out of date, will be returned to the parents/carers.

### **Non-prescription medication**

- Kidsize Club Ltd. will not administer any non-prescription medication containing aspirin • Kidsize Club Ltd. will not stock any medicines for communal use.
- Kidsize Club Ltd. will not give the first dose of a new medication to a child. Parents should have given at least one dose to ensure that the child does not have an adverse reaction to the medication.
- Kidsize Club Ltd. will not administer more than one non-prescription medication for example: (Calpol and ibuprofen), to a child during the course of a day, we will administer one OR the other.
- Kidsize Club Ltd. will only administer non-prescription medication for a short initial period, (for example Calpol will not be administered more than two days in a row), dependant on the medication or the condition of the child, and the child's parent/carer will be required to fill in a short-term medication form. After this time medical attention should be sought
- If Kidsize Club Ltd. feels the child would benefit from medical attention rather than non prescription medication, we reserve the right to refuse care until the child is seen by a medical practitioner
- If a child does exhibit the symptoms for which consent has been given to give non-prescription medication during the day, and the child has some medication on site then Kidsize Club Ltd. will always seek phone permission before administering any non-prescription medication.
- For any non-prescription cream for skin conditions e.g. Sudocreme, a Medication Record must be completed by the parent and the onus is on the parent to provide the cream which should be clearly labelled with the child's name
- If any child is brought to the Club in a condition in which he/she may require medication sometime during the day, the manager will decide if the child is fit to be left at the Club. If the child is staying, the parent must be asked if any kind of medication has already been given, at what time and in what dosage and this must be stated on the medication form
- As with any kind of medication, staff will ensure that the parent is informed of any non prescription medicines given to the child whilst at the Club, together with the times and dosage given.
- Medication no longer needed to treat the condition it was purchased for, or which is out of date, will be returned to the parents/carers.
- At the time of administering the medicine, a senior member of staff will ask the child to take the medicine, or offer it in a manner acceptable to the child at the prescribed time and in the prescribed form. (It is important to note that staff working with children are not legally obliged to administer medication)

### **Emergency Prescription Medication**

- Kidsize Club Ltd. will not stock communal inhalers, epipens or other emergency medications
- Parents are expected to provide an inhaler if their child has asthma - we ask that they also provide a spacer if required. The inhaler must come in its original packaging. Parents will be required to fill in an asthma action plan with details of the child's triggers, symptoms etc.
- Parents will be expected to provide an injectable adrenaline (epipen) to Kidsize if the child has a severe allergy. This must come in its original packaging. Parents will be required to fill in an allergy action plan with details of the child's allergies, symptoms etc.

- All emergency medication will require a long term medication form to be filled in. A medication review will be done every 6 months by staff and parents.
- Emergency medication no longer needed to treat the condition it was prescribed for, or which is out of date, will be returned to the parents/carers.
- A member of staff trained in first aid will be responsible for the administration of emergency medication.
- If emergency medication is administered - the parents will be made aware immediately via phone call. If they do not pick up we will phone an emergency contact.

### **Wrongful administration of medication**

Kidsize Club Ltd. staff are aware of club policies and have the appropriate training to prevent the wrongful administration of medication. In the exceptional case that medication is administered to the wrong child or a child is given too high a dosage, their parent/carer will be phoned immediately by a senior member of staff. The parent will be asked to collect their child and may choose to take them to the GP dependent on the medication/dosage given. Kidsize Club Ltd. has a Duty of Candour to own up to mistakes made that result in injury or harm to the child (see Duty of Candour Policy). We will admit any mistakes made and will apologise for this, and work in partnership with the parents to improve our practice to ensure this does not happen again. An error of this kind will be reported by the club Manager to the Care Inspectorate.

### **Staff medication**

All Kidsize Club Ltd. staff have a responsibility to work with children only where they are fit to do so. Staff must not work with children where they are infectious or too unwell to meet children's needs. This includes circumstances where any medication taken affects their ability to care for children, for example, where it makes a person drowsy. If any staff member believes that their condition, including any condition caused by taking medication, is affecting their ability they must inform the manager and seek medical advice.

Where staff may occasionally or regularly need medication, any such medication must be kept in a separate and labelled container. If staff need easy access to the medication such as an asthma inhaler, it may be kept on their person such as zipped away in an inside pocket of a jacket or bag. In all cases it must be stored out of reach of the children. It must not be kept in the first aid box and should be clearly labelled with the name of the member of staff.

### **Storage**

All medication for children must have the child's name clearly written on the original container and kept in the child's medication box in the locked Kidsize cupboard or in a locked container in the fridge: in all cases medication must be stored out of reach of all children. Medication that does not need refrigerated must be kept in a temperature lower than 25oC.

Emergency medication, such as inhalers and EpiPens, will be within easy reach of staff in case of an immediate need, but will remain out of children's reach when the child is at club. When the child is not at club the medication will be stored in the locked Kidsize cupboard.

Any antibiotics requiring refrigeration must be kept in a fridge inaccessible to children. This fridge should be at a temperature between 2oC and 8oC. The fridge temperature will be checked daily.

All medications must be in their original containers, labels must be legible and not tampered with or they will not be given. All prescription medications should have the pharmacist's details and notes attached to show the dosage needed and the date the prescription was issued. This will all be checked, along with

expiry dates, before staff agree to administer medication.

Children who have permission from the school to carry and self-administer asthma medication using an inhaler during the school day are also permitted to do so at Kidsize if stated on enrolment form. The child must keep the inhaler in his or her possession at all times while at Kidsize and not share it with any other person. Any time the child is unable to maintain control of the inhaler it must be given directly to a Kidsize staff member. It is recommended that the parent provide Kidsize with a second inhaler as a back-up for emergencies.

Medicine spoons and oral syringes will be cleaned after use and stored with the child's medication. Adaptors for inhalers like 'spacers' will be cleaned as described in the product information. We may have to obtain this information from the parent/carer as some devices have special cleaning instructions which, if not carried out, can have a detrimental effect on the way that they work. Such additional information will be kept in the child's care records.

It is important that all staff (including relief or agency workers) know which children require medication, where the medication is stored, and how to access it.

### **Record keeping**

An accurate, up to date record of any medication stored on the premises for the use of children who attend the service will be kept. This includes medicines received, returned or disposed of.

The medication records include:

- name of the medicine as stated on the dispensing/product label
- strength of the medicine as appropriate, for example 500mg or 5mg/10ml
- form of the medicine, for example capsule, tablet, liquid
- quantity of medicine, for example quantity received, quantity given
- dosage instructions, for example one tablet to be taken three times a day
- date of record, for example date medicine received or given
- time of administration
- signature and name of the person making the record
- reasons why a regular medicine is not given as prescribed, for example - child refused the medicine, medicine was not available.

For children with complex medication regimes (for example diabetes, epilepsy/fitting, and severe asthma), a medication action plan will be created in partnership with the parents. This will include each medication and the condition it is prescribed to treat.

If medication has to be given on a 'when required' basis, it is important that all Kidsize staff know the symptoms it has been prescribed for and that these are recorded in the child's care record. Staff must record the reasons for administering it, for example high temperature, wheezing, eyes running, itchy, sneezing and so on.

**Updated:** 13/07/2020 **Signed:** Jenna Millar

**Reviewed:** 25/09/2021 **Signed:** Jenna Millar

**Reviewed:** 20/09/2022 **Signed:** Jenna Millar