

Revision: 2

Date: December 2020

MEDICINES POLICY

1. Prescribed medicines will not be accepted without complete written and signed instructions from the parent
2. Staff will not give non-prescribed medicine to a child unless there is specific prior written permission from the parent
3. Each item of medication must be delivered to the setting, in normal circumstances by the parent, in a secure and labelled container as originally dispensed or purchased. Each item of medication must be clearly labelled with the following information:
 - Child's name
 - Name of medication
 - Dosage
 - Frequency of administration
 - Date of dispensing
 - Storage requirements
 - Expiry Date

Note: Items of medication in un-labelled containers will not be accepted.

1. All medicines are stored securely in a locked container which is inaccessible to the children and in accordance with the manufacturer's instructions. This could necessitate storage in a refrigerator
2. Staff who manage or administer medicines receive training of guidance and are competent to do so. A record is kept of all medicine's management training.
3. A personal medication record is maintained for each child which will be available for parents to view. Such records are constructed, completed, and maintained in such a manner to ensure a clear trail with names, signatures, date, and times and include:
 - Medicines prescribed or requested
 - Medicines administered
 - Medicines refused
 - Medicines returned to parents for disposal

Medicines are administered as follows:

Medicines which have been prescribed by a GP are only administered to the child for whom they are prescribed and in accordance with the prescribers' instructions

Non-prescribed medicines are administered only on the written request of the parent in accordance with the manufacturer's instructions

Staff will not make changes to dosages on parental instructions

Before a medicine is administered to a child, the following practices are followed:

- The child's personal medication record is consulted to identify the medicine dosage instructions required and to confirm when the medicine was last administered
- The medicine pack is checked to confirm it is labelled with the child's name, dosage instructions and to ensure the expiry date has not passed
- Medicine doses are prepared immediately prior to their administration from the container in which they are dispensed
- The correct dose is identified and appropriately administered at the specified times according to the prescriber's instructions which should be clearly written on the medication label or product
- 2 members of staff are present, one of which is the designated member of staff
When the medicine is administered, the medication record is immediately updated with details of the dose given, names and signatures of the staff involved and time and date
- Any refusal of medication by the child is recorded and reported to the parent
- Parents are informed daily of the medicines that have been administered to their child and asked to sign the record book to acknowledge the entry
- It is the responsibility of the parent to notify the setting in writing if the child's need for medicine has ceased.
- Staff will not dispose of medicines. Date expired medicines or those no longer required for treatment will be returned to parents for transfer to a community pharmacy for safe disposal.
- Where necessary, training in specialist techniques for administering medication is provided for named staff by a qualified health professional. Training is specific to the individual needs of the child. The administration of specialist treatment is carried out in accordance with the written authorisation of the prescribing practitioner.
- The arrangements for the administration of medicines comply with the terms of any insurance cover.



Bunnahone Bunnies *Cross-Community Playgroup*

Parents' Permission form to Administer Medication

PARENTS

Name of Career Authorized to Administer Medication:		Name of Child to Receive Medicine:	
Prescribing Physician:	Prescription No.:	Name of medication:	
Dosage:	When to Give:	Continue Medication Until (date):	
Route:	Storage Conditions:	Special instructions:	

Note: Medicine must be in original labeled container.

Signature — Parent or Guardian

Date

CAREGIVER'S RECORD

DATE	TIME	AMOUNT	DATE	TIME	AMOUNT

DISPOSITION OF LEFT-OVER MEDICATION:	DATE RETURNED/DISCARDED _____
---	----------------------------------