

The Base - Policy/procedure for the safe administration of medication and instructions

Our aim is to administer medication safely, to children via GP and parent/carers instructions. The following are the guidelines in which we will carry this out:

Only medicines prescribed by a doctor will be administered unless exceptional circumstances.

All medicine will be entered on to a medicine administration form signed by parents then logged when administered on a medicine administration log and signed and counter signed by senior staff members (*see form 1.1*).

All forms will be kept together in the Health & Safety file at hand on the desk.

All medicines will be labelled clearly and locked away in the medicine tin, which in turn will be locked in the filing cabinet, unless they are self-medicating inhalers. Such inhalers are labelled but also kept in the unlocked drawer of the filing cabinet, out of reach of the children but can be accessed quickly. All children that are to take self-medicating inhalers must be supervised when taking and then a written record to be kept to inform the parent/carer when administered.

Children and parent/carers are all aware that even self-medicating medicines are to be handed in on arrival to a member of staff, this is established when a parent/carer initially completes a form.

All medicine administered will be given by the Senior Play worker, Deputy senior play worker or one-to-one worker only and will be witnessed by a second member of staff. Medication will only be administered through instruction given by their G.P

Medication NOT administered by The Base staff

Request for medication to be administered will only be accepted by the child's parent/carer. Medication will NOT be administered to children, i.e. Paracetamol, Calpol etc. Only medication that has been prescribed by a General Practitioner or other medical source will be administered. If a child is not well enough to attend The Base then the parent/carer will be contacted and instructed to collect them.

Access to medication

The Senior Play Worker or their deputy will be responsible for the administration of medicines. All medication will be administered via instruction gained from a parent/carer on form 1.1. Parents/carers must fill in form consent form 1.2 should a child need to self-administer their own medication. Only medication administered in the first instance by a child's GP or Specialist will be given at The Base.

All medication will be kept in a locked cupboard only accessible to The Base staff.

If appropriate a child will self-administer their own medication i.e. inhaler. The child will be observed while taking their medication if this is the case. *(Parents/carers will need to fill out a 1.2 consent form for self-administering medication)*

All children are made aware that if they have brought medication into the setting (even if self-administered) they must first pass this to a member of staff on arrival at The Base, the member of staff on receiving this will then label the medication and lock it away safely, to ensure no other child has access to this.

Disposal of medication

Where appropriate all medication is returned to parent/carers when the child leaves The Base. If this is inappropriate medication will be returned to the nearest pharmacy, for their safe disposal.

Medication for a child from School

Should a child that attends The Base after school require any medication during their time in our care, the child's parent/carer must fill in a separate form solely for The Base staff to administer medication – the form that the parent/carer has filled in for School to administer will not be accepted by The Base staff. School forms are NOT sufficient for The Base staff to act upon; therefore staff will not administer medication without a 1.1 form being filled in.

On collection of a child's medication from School it will be checked only against the form provided in the first instance by the parent/carer. Should there be a discrepancy with the medication to the form, then the child's teacher will be notified. The Base staff will not be held responsible for any discrepancy in a child's medication and therefore will not administer if incorrect. In such a case the Senior Play Worker or their deputy play worker would then contact the child's parent/carer straight away for further advice.

If a child refuses to take their allocated medication then staff members will not pursue the matter. They will contact the child's parent/carer immediately for further advice or ask the parent/carer to attend The Base to administer medication.

Hygiene and Infection Control

Staff and children are made aware of the importance of general hygiene e.g. washing hands after using toilets, sneezing and before eating. All staff are made aware that a child mustn't attend The Base if they have recently had any infectious illness e.g. sickness and diarrhoea, chicken pox etc.

At The Base we currently use and follow the guidelines set out by the Department of Health for Education and Employment. This is displayed where staff can clearly see it. This poster outlines infection control in schools and nurseries and gives clear instructions on the incubation period and what to look for. We follow these guidelines as it also displays instructions on how to deal with spillages and good hygiene practices in general.

Emergency Procedures

Emergencies will be dealt with in a calm, orderly and appropriate manner. Children will be encouraged to speak to a member of staff straight away if they witness an accident at The Base.

As part of any new member of staff's induction to The Base they are required to attend and complete a Paediatric First Aid Course so that they may administer First Aid if required.

If any sort of accident occurs at The Base then a member of staff will be in attendance and make a written record of any events that have taken place. Other members of staff will clear the scene so that the situation may be assessed clearly and calmly.

If First Aid can be administered and is all that is required to help the child then a trained First Aider will administer this. Such accidents will still be recorded in the

accident book as a record of events. Parents/carers will be notified of an accident when they arrive at The Base to collect the child. If a child feels unwell after an accident has occurred but did not need further medical attention then the child's parent/carer will be contacted so that they may come and collect their child or make alternative arrangements.

If the child needs medical attention and needs to travel by an ambulance then it would be the responsibility of the Senior Play worker or the deputy play worker in her absence to travel with them. If the child needed medical attention and could travel by car then the Senior Play worker or deputy play worker would drive the child to the hospital or their GP as they are covered to do so by insurance. The child's parent/carer should be notified of any accident and if required meet the staff member at the hospital or their GP. If the parent or carer is unable to attend the hospital or GP then it is their responsibility to arrange another family member to attend in their absence. It is not the responsibility of The Base staff to stay with the child indefinitely. If the parent/carer isn't required to attend hospital or a GP then they must be notified of any accident and action/treatment taken as soon as possible.

All actions taken should be written in the accident record book and the Senior Play worker informed.

Record keeping

All accident books are kept indefinitely and consent forms for medication (1.1 & 1.2 forms) are kept for 6 years.

Signed _____ **(Manager)** _____ **(Date)**

Signed _____ **(Chairperson)** _____ **(Date)**

