

## **NEW HOPE-WORCESTER**

### **MEDICATION POLICY**

When dealing with medication of any kind the staff at New Hope-Worcester will follow strict guidelines.

#### **PRESCRIBED MEDICATION**

- Prescribed medicine can only be given to the person named on the bottle/packet for the dose stated.
- The parent/carer of any child requiring prescribed medication should allow a senior member of staff to have sight of the bottle. The staff member should note the details of the administration on the appropriate form. Another member of staff should check these details.
- The parent/carer should give prior written permission 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:
- The written permission 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, a new form will need to be completed.
- The dosage on the written permission is the only dosage that will be administered. We will not give a different dose unless a new form is completed.
- Parents/carers should notify us immediately if the child's circumstances change, e.g. a dose has been given at home, or a change in strength or the medication has been stopped.
- In the case of medication that may need to be given to a child in the case of them becoming ill during the day, e.g. liquid paracetamol for temperature reduction. Parents will be contacted as soon as possible to ensure all details are correct and that they agree with the dosage being given
- Staff will not administer a dosage that exceeds the recommended dose on the instructions unless accompanied by a doctor's letter.
- Parent/carer should be asked when the child had last been given the medication before arriving at the setting. This information should be recorded on the medication form. Similarly when the child is collected the parent/carer must be given precise details of the times and dosage given throughout the day. The parent/carer's signature must be obtained at all times.
- At the time of administering the medication a manager will ask the child to take the medication, 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 prescribed medication, then a note should be made on the medication form.
- Where medication is 'essential' or may have side effects, discussion with the parent/carer should take place to establish the appropriate response.

## **NON-PRESCRIBED MEDICATION**

New Hope-Worcester staff will not administer any non-prescribed medication as detailed below:

- On registration parents/carers will be asked if they would like to fill out a medication form for a specific type of liquid paracetamol which can be given in case of an increase in the child's temperature. This form will state the dose to be given, the circumstances in which this can be given e.g. the temperature increase of their child, the specific brand name or type of liquid paracetamol and a signed statement to say that this may be administered in an emergency if they CANNOT contact the parent/carer.
- If a child does need liquid paracetamol during the day and parents/carers cannot be contacted then the manager will take the decision as to whether the child is safe to have this medication based upon the time the child has been in the setting, the circumstances surrounding the need for this medication and the medical history of the child as stated on their registration form completed by the parent/carer.
- For any non-prescribed cream for skin conditions e.g. sudocrem, prior written permission must be obtained from the parent/carer 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 setting in a condition in which he/she may require medication sometime during the day, the manager will decide if the child is fit to attend. If the child remains at the setting the parent/carer must be asked if any kind of medication has already been given, at what time and in what dosage.
- As with any kind of medication, staff will ensure that the parent/carer is informed of any non-prescribed medication given to the child whilst at the setting, together with the times and dosage given.
- New Hope-Worcester staff DOES NOT administer medication unless prior written consent is given for each and every medicine.

## **INJECTIONS/PESSARIES/SUPPOSITORIES**

As the administration of injections/pessaries/suppositories represents intrusive nursing, they will not be administered by any member of staff unless appropriate medical training is given to each member of staff caring for a particular child.

## **STORAGE**

All medication must have the child's name clearly written on the original container/box/bottle/pot and kept in a closed box which is out of reach of all children and under supervision at all times.

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 and under supervision at all times.

Any antibiotics requiring refrigeration must be kept in an area that is inaccessible to children. All medications should be in their original containers or they will not be given. They should have the pharmacist's details and notes attached to show dosage needed and the date the prescription was issued. This will be checked, along with expiry dates, before staff agree to administer medication.