

Management of Medicine Policy

If a child is on medicine the following procedures will be followed by all staff within Omagh Early Years Centre:

If possible, the child's parent/carer will administer any medicines.

Omagh Early Years Centre will provide Paracetamol and Ibuprofen and will administer with the parents/carers consent. Any medicine bought by the Centre will be housed in a locked cupboard and kept in the Quality-of-Care Managers Office. Each individual room will keep one bottle of each medicine in a locked cupboard in their individual rooms. The medicines will always be kept out of reach of children. All medicine bottles need to be signed out from the Quality-of-Care managers' office. The Quality-of-Care Manager will monitor the overall usage of medicines provided by the Centre and address any concerns with individual rooms/staff. The Quality-of-Care Manager will regularly carry out a medicines audit within the Centre

If a child is on any other medicine, it must be stored in the original container and clearly labelled with the child's name, date of birth, dosage, and the calendar date.

A medicine form must be completed at the start of the day by the parent/carer and then signed when the child is collected again.

The parent/carer must clearly write the name of the medication, the time it is to be administered and the dosage to be administered.

Staff will not administer a higher dosage than what is recommended for the child for their age as stated on the medicine container. The only exception is if a doctor has stated in writing the requirement for a different dosage to be administered to an individual child.

All medications will be kept in a locked cupboard or fridge out of reach of all children.

A staff member must make sure all information has been filled out and signed on the medicine form by the parent before they leave in the morning. The same staff member must also sign the form at this time.

If children are to receive an antibiotic while attending Omagh Early Years Centre.

If the antibiotic is new to the child, we ask that the antibiotic is administered at home at least **four hours** before attending Omagh Early Years Centre. This is to ensure the child does not take a reaction to the medicine.

While children are in the care of Omagh Early Years Centre and a child becomes unwell or develops a temperature, staff will phone home to discuss medicine. If medicine is given, parents must complete the form when they collect their child. While receiving

instructions over the telephone for medicine administration, staff will repeat the instructions back to the parent, to ensure they have the correct information.

Medicine forms must be checked by staff before parents leave their child and the Centre to make sure all details have been supplied.

While administering medicine, two staff members will individually check and verify **from the medicine form** filled out by the parent the following details **before** administering medicine:

- The time the medicine is to be given checking any changes that may be noted.
- The type of medicine.
- The dosage given.
- Two staff signatures will be required on all medicines administered.
- If applicable, that the child's name is on the medicine bottle.

It is imperative that each staff member checks the information on the medicine form from start to finish **individually** before the medicine is administered. If there is any doubt, further assistance must be sought from the Room Leader, Quality of Care Manager or Centre Manager.

If the time the medicine is administered differs from the time the medicine should be given, this should be noted on the sheet with reasons stated and relayed to the parent at collection.

Completed Medicine forms must then be given to the Room Leader/Quality of Care Manager who can monitor all medicine administration.

Room Leaders are responsible for ensuring all medicine forms are completed correctly before filing.

The room leader should identify where extended patterns of medicine are being given and make the Quality-of-Care Manager aware of the same.

Long-Term Forms

Medicine/Inhaler

A long-term Medicine or Inhaler form may be used when a child needs the same Medicine/Inhaler to be administered every day when they attend OEYC.

When the parent/guardian informs us that the child requires a Medicine/Inhaler to be given daily, the Quality-of-Care Manager asks them to give in writing, the details required to make a long-term form.

The parent/guardian must provide the name of the Medicine/Inhaler, the required dose to be given and the time it should be given.

The form may also be used in the case of as & when required. This means that the child may not need the Medicine/Inhaler every day they are in, but if they do need it, authorization has been pre-approved, so we do not have to delay by making phone calls.

When the Quality-of-Care Manager has the correct information, they will devise a long-term form. The Quality-of-Care Manager will ensure that the request is suitable in terms

of the dose for the child's age and the times it can be administered – this is based on the label of the medication or Dr's prescription.

The parent/guardian will read and check that all details on the form are correct and they will sign and date in agreement. Room Leader and Quality of Care Manager will also then sign. This form can be used once signed and the parent/guardian will only need to sign at the end of each day after Medicine/Inhaler has been given.

It is the parent/carers responsibility to inform the centre when this agreement on long term medicine administration is to end. This must be done in writing.

Ointments/Supplements

In the case of a nappy cream, laxative, teething powder or gel for example being required each day for a child we will not require a long-term form to be completed daily. In the instance of any of these or similar being requested for use from the parent/guardian, written request either via letter with information or email to the Quality-of-Care Manager must be submitted before use. The written request must state;

-Name of child

-Ointment or Supplement required

-Dose

-Time to give

-Parent taking responsibility that they will inform the Quality-of-Care Manager or Room Lead if anything should change

-Signature of parent or guardian and date

It is the parent/carers responsibility to inform the centre when this agreement on long term medicine administration is to end. This must be done in writing.

Other key Policies

Partnership with Parents Policy

Child Protection Policy

Confidentiality Policy