



Administration of Medicines

Statement

Tribe Incorporated Ltd places the child's well-being at the very core of the ethos of the Setting.

Procedure

It is our aim to safeguard and maintain the well-being of all children and staff within the Setting. Tribe Incorporated Ltd works in partnership with parents and information sharing in this area is vital so that staff respect and are aware of cultural, ethical or religious reasons which may relate directly to the administration of medicine.

Prescribed medication

The following procedure must be adhered to by parents and staff for the health and well-being of all children in the administration of prescribed medicine:

Tribe Incorporated Ltd requires written consent in advance from parents which clearly shows:

- CHILD'S FULL NAME
- D.O.B.
- PRESCRIBING DATE AND EXPIRY DATE OF PRESCRIBED MEDICATION
- DOSAGE AND STORAGE INSTRUCTIONS

The medication must be in its original container, in date and also must be prescribed for the child.

A key worker must record every occasion of administering the medication confirming the time & dosage of administration and which member of staff administered it. The manager will monitor these records.

Medication stored in the Setting as well as medical records will be checked weekly to ensure the medicine is in date and the medicine is stored safely and being administered correctly.



Unprescribed medication

This refers to over the counter medication has not been prescribed for the child by a GP or medical professional. This includes infant paracetamol. Tribe Incorporated Ltd will administer 1 dose to children over 6 months of age with consent of the parents. If the child's condition temporarily improves and later deteriorates after this one dose, parents will be required to collect their child. The exception to this is if the children's condition is linked to teething and it otherwise healthy. In this situation, a second dose of infant paracetamol can be administered in line with the manufacturer's dosage instructions, the child must be over 6 months of age and with parental consent.

The medication must be in its original container.

A key worker must record every occasion of administering the unprescribed medication confirming the time & dosage of administration and which member of staff administered it. The manager will monitor these records.

Emergency Medication

Written permission is required for emergency treatment of chronic illnesses, such as asthma where inhalers may need to be given on a long-term basis. If a child has a pre-existing condition, then a health care plan must be submitted to the setting every 6 months and staff will receive the correct training to administer and store this medicine.

Calling an Ambulance

In an emergency situation where an ambulance is required, an ambulance will be called for and parents informed immediately. A senior member of staff will accompany the child in the ambulance. This member of staff must take the child's belongings and details of any medicines administered or accidents that have occurred. The setting will keep in touch with the parents and inform them of the child's location. Staff must not transport children in their own cars.

Monitoring

The Setting Manager will monitor staff to ensure the procedures are being carried out, and that they are clear to all.



Storage

All medication that needs to be kept refrigerated will be stored in a fridge. Medication that does not need to be refrigerated will be kept in a cupboard located out of reach of children. All medication will be individually bagged and labelled with names, D.O.B, name of medication and prescription dates.

Once the prescription /course has finished any containers or remaining medication will be returned to the parent.

Staff Medication

Staff medication on the premises must be securely stored in the medicine cupboard located out of reach of children, if the medication needs to have refrigerated them it must be stored in the fridge in a lidded and labelled box or bag. Staff must inform their Manager if they are bringing any medicine on to the premises, when they have taken medication and must ensure that it doesn't impair their ability work. Providers must ensure that medical advice confirms that the medication is unlikely to impair that staff member's ability to look after children properly.

This policy was adopted by: Tribe Incorporated Ltd

Dated: 09.01.24

Date to be reviewed: 09.01.25

Written by: Alexandra Stewart

Role: Owner/Director/DSL/SENCO

Signed on behalf of provider: