



CLIFTON PLAYGROUP LTD

ADMINISTRATION OF MEDICINE POLICY

Clifton Playgroup is happy for appropriate staff to administer medication to children in their care provided that the correct information and permissions have been provided by parents / guardians and that the following guidance is adhered to.

1. ADMINISTRATION OF MEDICATION

- 1.1. Medication is only to be administered to children within the group at the discretion of the Playgroup Manager.
- 1.2. The parents / guardians of any child requiring the administration of medication must seek permission from the Playgroup Manager prior to the child's next session.
- 1.3. All administration of medication must be written up and placed in the Accident / Medication file. Only named First Aiders will administer the medication with another member of staff observing. Both members of staff will sign the Medication Administration form. Parents / Carers will be given the form to read and sign at the end of each session. Copies sent home if parent did not collect the child.
- 1.4. All staff will be made aware of the medication to be administered, where it is to be kept in the group and how it will be carried whilst out and about and the child's reaction to medication for the safety of the child.
- 1.5. If the medication to be administered is needed on a permanent basis then full details of the medication must be given and side effects are to be written down on the Medication Form and in the child's confidential file/care plan.
- 1.6. Any allergies will be posted within Playgroup in a discrete location where all staff can see to ensure the safety of the child.

2. PERMISSION REQUIRED FROM PARENTS / GUARDIANS

- 2.1. Parents / guardians must provide the following information in a signed letter prior to the administration of medication within the setting:
 - Name of child
 - Name of parent / guardian asking for medication to be administered
 - Start date and end date
 - Why the medication is to be administered

- The name of the medication, dose and times it is to be given and for how many sessions.
- Expiry date of medication noted on paper work and parents informed to replace.
- What reaction can be expected after the medication has been given
- Whether the medication is for a permanent condition and if training is required for correct administration e.g. inhaler, Epipen or rectal administration. Training for use of inhalers can be given by the parent / guardian but other administrations will need a practice nurse to give the training. Manager is to ensure senior staff are trained as mandatory.
- If children need the use of an Epipen; Staff must have regular practise on their use and the procedure to follow. No less than termly update.

Procedure to follow for use of the Epipen.

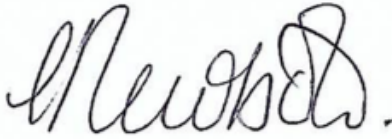
- Senior staff (Manager and Supervisor) trained to use Epipen by other qualified examiner. All other staff trained by senior staff. Epipen training will be regularly revised at staff meetings.
- Epipen must be carried with the child wherever they go, in or out of the playgroup. Senior staff is responsible for making sure that medication is carried with them.
- If child needs their Epipen, one member of staff administers the medication as directed and another calls for the ambulance.
- All other staff keep the other children safe and occupied.
- Incident and Administration of Medication forms to be completed and parent /guardian to be given copies as soon as possible.

Procedure to follow for use of Inhalers.

- Senior staff (Manager and Supervisor) trained by other qualified examiner and by parent carers and all other staff trained by senior staff.
- Inhaler must be carried with the child wherever they go, in or out of the playgroup. Senior staff are responsible for making sure that medication is carried with them.
- If child needs their inhaler, one member of staff administers the medication as directed. Using Permanent Medication form. Take child to office for privacy but if needed to be used in playroom, move other children away.
- All other staff keep the other children safe and occupied.
- Incident and Administration of Medication forms to be completed and parent /guardian to be given copies as soon as possible.
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This policy has been updated and accepted January 2019

**Signed on behalf of
Playgroup:**



Name: Liz Newbold

Designation: Chair of Board of Directors