

QUEEN'S UNIVERSITY BELFAST

Childcare Services

Management of Medicines Policy

Childcare Services at Queen's aim, at all times, to ensure the health, safety and well-being of the children in our care.

Where medication is necessary for a child, procedures must be in place and adhered to, so as to protect both the child and the Childcare Staff.

Prescribed medicines will not be accepted without complete written and signed instructions from the parent.

Staff will not give non-prescribed medicine (Calpol, Nurofen or teething gels) to a child unless we have prior permission from the parent. We will have written consent to administer such medication and we will endeavour to contact parents to advise if a child is to receive such medication. The appropriate documentation will then be completed with the parents upon collection of the child.

Any prescribed medication must be in original packaging as dispensed or purchased with the prescription label attached. This stipulates name of medication, name of child, correct dosage, frequency of administration, storage instructions and expiry date.

Any international and overseas parents will need to provide medication with instructions obtained in English from a GP or other health professional.

Items of medication in unlabelled containers will not be accepted.

Medicines such as Calpol, cough mixtures, creams etc must be supplied by parents. The medication must be in its original packaging and be clearly labelled with the child's name.

All medicines are stored securely in a container which is inaccessible to children and in accordance with the manufacturer's instruction. This could necessitate storage in a refrigerator.

Staff who administer medicines receive training or guidance and are deemed by the Management Team as competent to do so. Where necessary, training in specialist techniques for administering medication is provided by a qualified health professional.

Children's medication records are maintained to ensure a clear audit trail and include information such as names, signatures, dates and times, medicines prescribed or requested, medicines administered, medicines refused and any medication that may be returned to the parents.

Childcare staff will administer medicine which has been prescribed by a GP or other authorised prescriber and will only be administered to the child for whom they are prescribed and in accordance with the prescriber's instruction. All instructions must be printed in English. Non-prescribed medicines will be administered on request from the

parent in accordance with the manufacturer's instruction which must be printed in English. Staff will not make changes to dosages on parental instructions.

Before a medicine is administered to a child, the following practices are followed:

- The child's personal medication record is consulted to identify the medicine, dosage instruction and to confirm when the medication was last administered
- The medicine pack is checked to confirm it is labelled with the child's name, dosage instructions and to ensure expiry date has not passed
- Medicine doses are prepared immediately prior to their administration from the container in which they are dispensed
- The correct dose is identified and appropriately administered at the specified times according to the manufacturer's instructions which should be clearly written on the label or product
- Two members of staff are present at the point the medication is administered
- The medication record is updated immediately upon administration of the medication. Details of medication date and time the is dose given, names and signatures of the staff involved
- Any refusal of medication by the child is recorded to be reported to the parent
- Parents will receive the record of medication administered and will be asked to sign the medication form to acknowledge

Medicines **will not** be shared between children as this could lead to cross contamination, cause allergic reactions or have implications regarding dietary/ cultural requirements.

Medication will not be stored on the Childcare Site with the exemption of those that a child may need for an ongoing condition, for example- asthma, Eczema, insulin or allergy medications.

Any child having been prescribed an antibiotic should have the first dose administered by the parent/carer.

Childcare staff will be happy to administer subsequent doses as described previously.

Staff will not dispose of medicines. Date expired medicines or those no longer required for treatment will be returned to parents for transfer to a community pharmacy for safe disposal.