**Administration of Medicines.**

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This policy is available online.

1. Prescription/antibiotics medication will be stored in the downstairs kitchen fridge.
2. To administer certain medication we may need training.
3. Kilnamanagh kids can refuse to give administer medication if out of date, different name, different language, container damage, no label or no consent form.
4. Parents will be showed meds form at collecting time and will be asked to sign to confirm that they have been told their child received medication and the dosage given.
5. Older children may self-administer e.g. inhalers with the supervision of a staff member.
6. Parents will be notified by telephone if their children have an allergic reaction, asthma attack, seizure or high temperature.
7. Under NO circumstances should medicine be administered without written permission.
8. Parents should fill out a medication form child’s name, condition, medication name, and dosage and parents signature.
9. Administration book (if applicable) must be signed in office by staff and manager.
10. Medicine to be kept out of children’s reach but readily accessible.
11. Before medication is given to child verify the dosage with another staff member (witness) and ask witness to sign the medication administration form.
12. After meds are given, we will continuously monitor the well-being of the child.
13. Medication should never be put into a baby bottle, drinking cup or left in children’s school bags.
14. After medication has been given, if the temperature does not go down after 20 minutes the parents will be contacted to pick up your child.
15. We will apply ointments or creams to children whose parents have signed a medication form and are in a box with the instructions if it’s over the counter.
16. Care plans are in the downstairs office.
17. The child’s key worker will administration medicine with another staff member to witness.
18. Please make sure to fill out details on form and in the book in the office.
19. Medicines between siblings cannot be shared.
20. You must supply your own CALPOL/NUROFEN.

***Make sure you meet the five rights***

**Procedures to be followed should medicine be required.**

**The “FIVE RIGHTS” of medication administration.**

The “five Rights” is a procedure which will be followed before the administration of medication.

It is set out as follows; **“Right medication, right child, right dosage, right form, right time”.**

* Parents/Guardians will complete and sign a medication form for the days which medication is needed.
* Only staff members authorised by the manager are to manage and administer medication.
* The member of staff authorised to administer medicines should check the: A. RECIPIENTS NAME B. PRESCRIBED DOSE C. EXPIRY DATE D. WRITTEN INSTRUCTION PROVIDED BY THE PRESCRIBER ON THE LABEL\CONTAINER AS DISPENSED BY THE PHARMACIST.
* A second authorised staff member will check the medication and dosage and sign if it is correct prior to and medication being administered to the child.
* Staff member can only administer medication that has been prescribed for a particular child.
* Medications are accepted for use only when they are within the expiry date. These must be labelled with the child’s name and in original packaging.
* Parents/ guardians will always be showed the record.
* Medication will not be added to the child’s bottle or food.
* If there is any doubt about the procedure the staff member will call the parent.
* Staff involved will keep records of each time they administer medication.
* Ointments for nappy rash are not applied unless for treatment purpose directed by a health care professional.

**Procedure for the store of medications.**

* All medications brought into our setting should have child-proof caps and will be stored:

1. At the proper temperature (ACCORDING TO THE LABEL)
2. Away from food
3. Out of reach of the children.

* Medications requiring refrigeration will be clearly marked and separated from the food in an airtight container marked “medicines”. Access to the fridge will be restricted to authorised staff only.
* Inhalers will be stored in a manner that allows them to access quickly in case of emergency, in children school bags.

**Analgesic (pain relief) and anti-febrile (temperature reducing) medication:**

Services will have a well-stocked medicine cabinet, which is locked, out of reach of children and accessible by authorised staff only.

The date the medicine is opened will be clearly labelled on the container.

Medications with illegible labels or medications which are over 6 months will be discarded.

Medication in tablet form will never be administered to children under 5 years old.

Parents will contacted by phone before ant febrile medications will administered.

**Procedure to be followed for documenting the administration of medication.**

The authorised staff member giving the medication will ensure that they document the medication times and dosage precisely and have witnessed and signed by another member of staff.

Here at Kilnamanagh our records are:

1. AN ANT FEBRILE FORM
2. A FORM FOR ANTIBIOTICS AND CREAMS
3. CARE PLAN
4. ADMINSTARTION MEDICINE BOOK

THIS POLICY WAS ADOPTED BY KILLNAMANGH KIDS ON THE 12TH OF SEPTEMBER 2016

SIGNED BY:…………………………………………………………….

DATE:…………………………………………………………………...

REVIEW DATE: SEPTEMBER 2017