

## **Fun Pack Administering Medication**

Fun Pack at Babraham recognises that children have individual needs. It is our duty to promote the good health of children and part of this is through the implementation of an effective policy on the administration of medicines.

**No medicine will be administered without prior written permission from parents. The legal requirements of the Early Years Foundation Stage states,**

***'Medicine (both prescription and non-prescription) must only be administered to a child where written permission for that particular medicine has been obtained from the child's parents and/or carer' DfE 2023***

We understand that there are times when children require medication, both prescribed and non-prescribed, in order to meet the needs of each child. Medicines prescribed by a doctor, dentist, nurse or pharmacist will be administered when accompanied by prior written consent from a parent. Non-prescribed medication (such as Calpol) will only be administered with prior written parental consent and when there is a health reason to do so.

### **Steps to administering medication**

- 1.** The parent bringing in medicine with their child at the beginning of the session will be asked to fill in a Medicine Authorisation Form stating the name of the child, the name of the medication, the time and amount to be administered, the reasoning for the medicine and the previous doses given in the last 24 hours. They will then be asked to sign and date the form.
- 2.** All prescribed medication will be in its original container with clearly readable instructions either on the medication bottle or its packaging. No prescribed medication will be given without its instructions.
- 3.** The medicine is kept in accordance with its instructions, in a fridge inaccessible to children or in a high cupboard/ first aid cabinet. All medicines are stored in accordance with Health and Safety regulations in a designated, locked medicine cabinet. On very rare occasions when medicines require refrigeration Fun Pack store these medications in a sealed container within the fridge and the door to the kitchen will remain closed.
- 4.** Staff who volunteer to administer medicines should not agree to do so without first receiving appropriate information and/or training specific to the child's medical needs. If a child needs medication requiring specialist knowledge or training, only trained staff may administer the medication.

5. The child will be given the medicine when requested by the parent (which will adhere to the prescriber's instructions on the bottle). Two staff will check the bottle and one will give the medicine whilst the other observes. Whenever possible staff administering medicine must hold a current first aid certificate and one of these people be Level 3 qualified.
6. Both staff will then fill in the Medicine Authorisation Record to show they have given the medicine.
7. At the end of the child's session the collecting parent will be shown the record and also sign the record to show they know the medicine has been administered.

#### Notes:

- If the administration of medicine requires specialist/technical knowledge then specific training to the child will be sought.
- Aspirin will not be given to any child aged under 16. Any other commercially available medicine that states it is not suitable for children are **not** administered and on no account should they be brought on to the Club premises by children.
- If there is *any* change in the type of medication, whether regarding dosage or other changes to the information given on the Medication Form, a new form must be completed.
- Each child has an individual record of medicines which have been administered. Paracetamol and Ibuprofen based products should only be used if there is a physical need, usually if a child is unwell/under the weather or if they have a fever. Under the UKHSA guidance, children must be well enough in themselves to attend the setting. Therefore, children must not be needing, or have had paracetamol or ibuprofen products within 4-6 hours before attending Fun-Pack that day – as per UKHSA they must be well enough to attend (without medication) and not have a fever.

#### Long term medication for use in an emergency

The staff in Fun Pack realise that some children have individual needs which may result in the need for emergency medication. When joining the setting staff will be made aware of any illness or allergy and any medication need which they may have. For any medication which requires technical/medical knowledge, individual training, specific to the child, will be sought. All children with an allergy (or long term medication need) will have an individual

risk assessment using the Long Term Medication Care Plan. Parents will be asked to bring in supporting documentation i.e. GP or hospital letter regarding any emergency medication need. The emergency medication must be in the setting at all times, when the child attends.

Children identified with a need for emergency medication will have an individual care plan which clearly states emergency telephone numbers, causes of a reaction/attack, the child's reactions, immediate action to be taken, medication needed and dosage, and what to do if the reaction/attack continues. If a child needs emergency medication the child's parents will be alerted and asked to sign the Medicine Administration Record. Individual care plan information is on the medication form and in the child's records.

For more information regarding dealing with allergies please refer to the Allergy Policy.

**Notes:**

- Wherever possible, children who are prescribed medication should receive their doses at home. If it is necessary for medication to be taken during sessions at the Club, children should be encouraged to take personal responsibility for this (under adult supervision), where this is appropriate, as decided through risk assessment using the Long Term Medication Plan.
- If for any reason a child refuses to take their medication, staff will not attempt to force them to do so against their wishes. If and when such a situation occurs, the Playleader and the child's parent/carer will be notified, and the incident recorded on the Medication Record.
- Where children carry their own medication (asthma pumps or insulin for example), Club staff look after the medication until it is required. This will minimise possible loss of medication and to ensure the safety of other children. All medication, including inhalers should always be clearly labelled with the child's name.
- Fun Pack Holiday Club occasionally takes children on trips, children that require long term medications and those needing medicines (that do not need refrigeration) are able to attend these trips, the same procedures for administering medications apply during trips, however, the Club Manager or Deputy is responsible for carrying these medications. For further information regarding trips please refer to the Outings Policy.

This policy was amended and adopted by Fun Pack in February 2017.

**Signed on behalf of Fun Pack:**

**Date: January 2025**

**Review Date January 2026**