

11. Administering medicine policy and records

Information on children's short and long-term medical needs must be obtained on enrolment. Individual medical plans should be agreed with parents, recorded and kept up to date.

Specialist training must be sought for procedures needing technical/medical knowledge. Training must be specific to the child, blanket training is not acceptable.

Epipen training is available through the Community Nursing Team. Their contact number is 01752 439440.

Reasonable adjustments must be made for children with medical needs.

Emergency medication must not be locked away – this should be easily accessible to the practitioner, yet stored out of the reach of children.

All medications should be stored according to instructions and inaccessible to the children. All medication should be stored in the original container and clearly labelled. Providers must not give any medication to children unless it meets these requirements.

Parental permission must be sought before medication is given to the child. Parents should record:

- the date
- child's name
- name of the medication
- reason for medication
- possible side effects
- expiry date
- dosage to be given
- time to be given
- time of last dosage given at home
- signature.

The administration of all medicines must be recorded by practitioners. A senior practitioner should administer medication. They should record:

- the date
- time given
- dosage given.

This should be signed by the practitioner, and a practitioner who has witnessed the medication being given.

Parents must be informed when collecting their child that medication has been given, and sign the medication record to this effect.

Providers should avoid giving the first dose of any medication new to the child (because of possible allergic reactions).

All medical information must be kept confidential.

Non-prescribed medication should be avoided unless there is a genuine health reason to give it. This medication should be treated the same as prescribed, and specific permission to administer must be sought - blanket coverage is not acceptable.

Medication containing aspirin should not be given, unless prescribed by a doctor. Over-the-counter cough medicines should not be given to children under six years of age.

This policy was adopted at a meeting of _____ name of setting

Held on _____ (date)

Date to be reviewed _____ (date)

Signed on behalf of the management committee _____

Name of signatory _____

Role of signatory (e.g. chair/owner) _____