

# Múin After-School

## Medication Management Policy & Procedure

### **Updated: June 2022**

A copy of this policy is provided or available to all parents/ guardians and caregivers upon registration and any amendments to the policy will be communicated to all staff and parents. The policy is also available within the service and provided to all staff upon induction. This policy is available to School Age Children and will be communicated to them in a manner that is accessible and appropriate and in accordance with individual age and capacity

### **Policy for the Administration of Medication**

Múin After-School is committed to storing medication safely and appropriately, implementing a procedure to ensure that the right child receives the right medication, dosage, route, and timing by authorised staff.

The administration of medication is documented accurately by Múin staff.

Medication will never be administered without written permission from parent(s) or guardian(s) of the child. Written permission will be obtained from parent(s)/guardian(s)/ carer(s) upon enrolment especially in relation to the administration of medication, in the event of a high temperature or

an emergency in the future. Where a child has a chronic condition, which requires daily administration of medication the written permission of parents will be obtained upon enrolment and shall be reviewed regularly (monthly).

Parents will also be requested to notify Múin After-School if their regular medication and/or emergency contact details change.

Staff will be trained in the administration of specific medication in the case of severe allergic reactions by a child in their care.

**Allergies:** Upon enrolment, the service will obtain written confirmation from the parent(s) or guardian(s) of all the child's allergies, including an allergy to any medications such as Calpol or Nurofen. Details of all medical information with the child's name will be displayed for staff in their room. Any child who has an allergy requiring immediate medication will be noted on the wall for staff to see clearly and what steps to follow if an allergic reaction happens. This child will have a Medication Administration plan signed by the parents and Family Practitioner

**Medical Emergencies:** In the event of a medical emergency at Múin after school, staff at Múin are advised to use their first aid training, call for an ambulance and then phone parents and inform them of the medical emergency. Our priority is the best interest of the child and we will do all within our power to use the correct training and follow our policy and procedures. In the event of an emergency, the following plan will take effect:

**Emergency Action Plan:**

1. Contain the emergency without harm to child or staff (e.g., in case of fire; use a fire blanket)
2. Check the safety of all the children and remove them from the immediate area- never leave them unattended.

3. If necessary, dial 112/999 for the emergency services
4. If necessary, administer emergency first aid
5. Contact the children's parents or emergency contact
6. Inform manager if not on site at time of incident
7. Fill in accident and emergency report book

#### Procedure for the Administration of Medication:

Parents/guardians will complete and sign the Múin After-School medical consent form for the days on which the medication is needed, including information concerning medications administered prior to the child coming to after school on that day.

For Calpol, all parents must have pre-consented to the use of Calpol if a child's temperature goes over 38°C. Parents will be informed prior to the administration of Calpol or other medications. The only exception to this is if we have attempted but are unable to contact a parent and the temperature has now reached 39°C.

All parents must give pre-consent to administer Calpol unless their child has a medical reason not to take Calpol. If this is the case, an alternative will be sought by the parents that will reduce temperature. Prior to the administration of medicine, the child's medical history is checked on their documentation, which is stored safely at Múin After-School.

#### **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 (medical consent form)
- right time (expiration date)

These will be documented, and checked by two members of staff and will be signed off on the medical consent form prior to any medications of any sort being administered.

Only Sylvia Fahy and Múin Blarney Staff members are authorised to give medication to the children. All staff will have received induction training on the process. A medication administration form must be filled in and all steps followed before medication is administered.

Where there is an arrangement in place for a child to administer their own medication, this arrangement will be supported by a Risk Assessment, Clear Instructions and procedure signed by the child's parents and the child's Medical Doctor/Consultant and records of administration of medication will be maintained.

Non-prescription medications will be given according to the manufacturers' instructions unless a healthcare professional provides written instructions otherwise medication will not be added to the child's drink or food.

If there is any doubt about any of the procedures, the member of staff will check with parents/guardians or a suitably qualified health professional before taking further action.

Staff involved will keep records each time they administer medication. Parents must sign pre-consent forms if they wish us to administer medication to their child.

### **Procedure for the Storage of Medications:**

All medications brought into our childcare setting should have child-proof caps and will be stored in accordance with the manufacturer's guidelines.

Medication will also be stored safely to prevent access by children.

Medications requiring refrigeration will be clearly marked and separated from food in an airtight container marked "medications". Access to the fridge will be restricted to authorised staff only.

Inhalers and emergency medications will be stored in a manner that allows them to be accessed quickly in case of emergency, they will be labelled with the child's name. A record of the training will be made.

Staff members will have up to date First Aid training and knowledge about the purpose, expected response and possible side effects of medications they are expected to administer.

### **Procedure for Documenting the Administration of Medication:**

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

A record will also be kept of the date and time the parent was contacted before the administration of medication in the case of anti-febrile or painrelieving medicines. At the time of enrolment in Múin, the parent/guardian must advise the after-school manager of any medical conditions.

Administering medication to a child is considered a high-risk practice. Where a child is self-administering medication the medication will be surrendered for safe keeping before and after administration.

Medication risk assessments must consider that some medications have to be kept close to or on a child's person (e.g., inhalers, EpiPen) due to the nature of the illnesses being treated. Consent must be obtained from parents or legal guardians before administering any medication (prescribed or non-prescribed).

It is crucial that our childcare staff at Múin have First Aid training and have knowledge of administering medications in addition to first aid qualifications, to ensure that an adverse reaction to medication can be dealt with quickly and responsibly.

Múin After-School will regularly review policies in collaboration with childcare staff, families, and if appropriate, children; and seek recommendations from recognised authorities.

The date the policy is reviewed will be clearly documented.

### Administering Medication Policy Statement

Múin After-School has a duty of care to ensure that all children are provided with a high level of protection during the hours of the services operation.

Múin After-School service's medication policy reflects the following principles:

- Safe principles and practices to administer medication
- Good Hygiene practices
- An acute attention to detail
- The maintenance of accurate records

- Up to date professional development knowledge of administering techniques
- First aid qualifications
- Legislative requirements
- Recommended advice and practices from a medical source
- Open communication between childcare staff, families, and children
- The accountability of childcare staff when administering medication.

A childcare staff member will administer medication based on the following principles:

- The right child
- The right medication
- The right dose
- The right method
- The right date and time

Medication can only be administered when the appropriate Múin AfterSchool consent form has been completed and signed by the child's parent or legal guardian.

Medication is administered to a child by the Múin After-School manager or a Múin After- School staff member.

In certain cases, solely with parental or guardian consent, medication can be self-administered by a school aged child. All self-administration by the child is supervised by a Múin After-School staff member.

Múin After-School will endeavour to ensure that childcare staff are witnessed by another person when administering medication to children.

It is understood by all after school staff, children, and families that there is a shared responsibility between the service and other stakeholders that the medication policy and procedures are accepted as a high priority

### **Unwell and Distraught Children**

If a child attending the programme becomes unwell or upset, Múin AfterSchool staff will contact the authorised people listed on the Múin AfterSchool enrolment form for them to pick up the child as soon as possible.

We recommend not sending the child to after school if they show signs of being unwell before the programme begins but the manager must be informed immediately (if delayed you must contact before 12 noon that day).

If the child attends and does not settle in a reasonable amount of time (1 hour) we will contact parents to discuss together how best to support the child.

### **Disposing of Medication**

All medication will be disposed of when the expiry date is reached, once it is completed or when 28-days have passed since it's last administration, if no longer required.

A designated staff member will check the medication monthly to ensure all medication is currently in use, it is all within its use by date and all medication held within the setting is prescribed to the correct child and labelled clearly that it is for an after-school child.

Medication will be disposed of in the nearest pharmacy as quickly as possible.

This policy is reviewed annually and available to all parents upon registration, a copy of the policy is on file with Múin After-School

### **Steps For Administering Medication**



If a child is feeling unwell in the setting staff will take the following steps:

1. Ask child details of pain(where is sore, etc)
2. Comfort the child
3. Take child's temperature
4. Record the child temperature in the log book
5. Check to see if parents have consented to medication being administered by staff
6. Ring parents to inform them of the child's temperature and confirm consent to give medication
7. Staff will clean hands
8. Retrieve medication, read the box carefully and check to make sure it's in date
9. Staff will then retrieve the correct dosage for the child according to the age
10. Administer medication and reassure the child
11. Write down clearly time and dosage of medication administered and ask another staff member to sign the medication log book
12. Over the next 30mins continue to check on child
13. Child's temperature will be taken and recorded after 15mins and 30mins of administration of medicine
14. If child's temperature has not gone down after 30mins, parents will be contacted to come and collect the child
15. Parents will sign the medication log book before taking child away from service

If a child has to take medication regularly within the service, we will always have this medication stored correctly and safely. The medication will have the child's name, dosage, how to administer and time to administer medication . This information will also be written clearly on the wall for staff to see.

When it is time to administer medication staff will:

1. Clean hands
2. Retrieve the medication, read the box and double check the correct dosage and administration details
3. Staff will administer medication to child and note the time, dosage and sign the log book
4. The second staff on site will also sign the book
5. Medication will be put back safely
6. Child will be checked and temperature recorded after 30mins of administration. This will be noted in the medication log book
7. If for some reason the child spikes a temperature after taking the medication the child's parents will be contacted and informed and asked to collect the child
8. Parents will sign the medication log book before taking child away from service