



Sunshine

Creche & Montessori *Ltd.*

**Sunshine Crèche & Montessori**

**Policy on Medicine Administration**

## **ADMINISTRATION OF MEDICATION**

### **Statement of Intent**

At Sunshine Crèche & Montessori we will safeguard and maintain the well-being of all children within the service. Sunshine Crèche & Montessori works in partnership with parents and children's health care professionals to ensure that appropriate procedure is followed to administer medication safely to the child at the service. All prescribed medication will be administered by authorized staff members only and all medication administered will be recorded according to the Child Care (Pre-school Services) 7(b) Regulations 2006.

If the child depends on medication for life threatening conditions, medication will be administered once staff has been trained. This medication should be stored in the place that is inaccessible to children /parents of these children must be contactable at all times.

### **Procedures**

#### **Prescribed Medication**

Parents must sign and complete a medication form before prescribed medication is administered.

The medication should clearly show:

- The child's name;
- The name of contents;
- When it should be administered;
- Dosage;
- The expiry date;

If your child is on course of antibiotics then it is requested the child will stay home for minimum of 2 days. Please check chapter: Infection Control.

**Clear note from doctor is requested if your child needs to receive pain relief medication.**

The review date for all policies in this document is July 2023. However, some policies contained in the document may be subject to legislative or best practice changes earlier than the review date.

### **Anti – Febrile Agent – Temperature Reducing Medication**

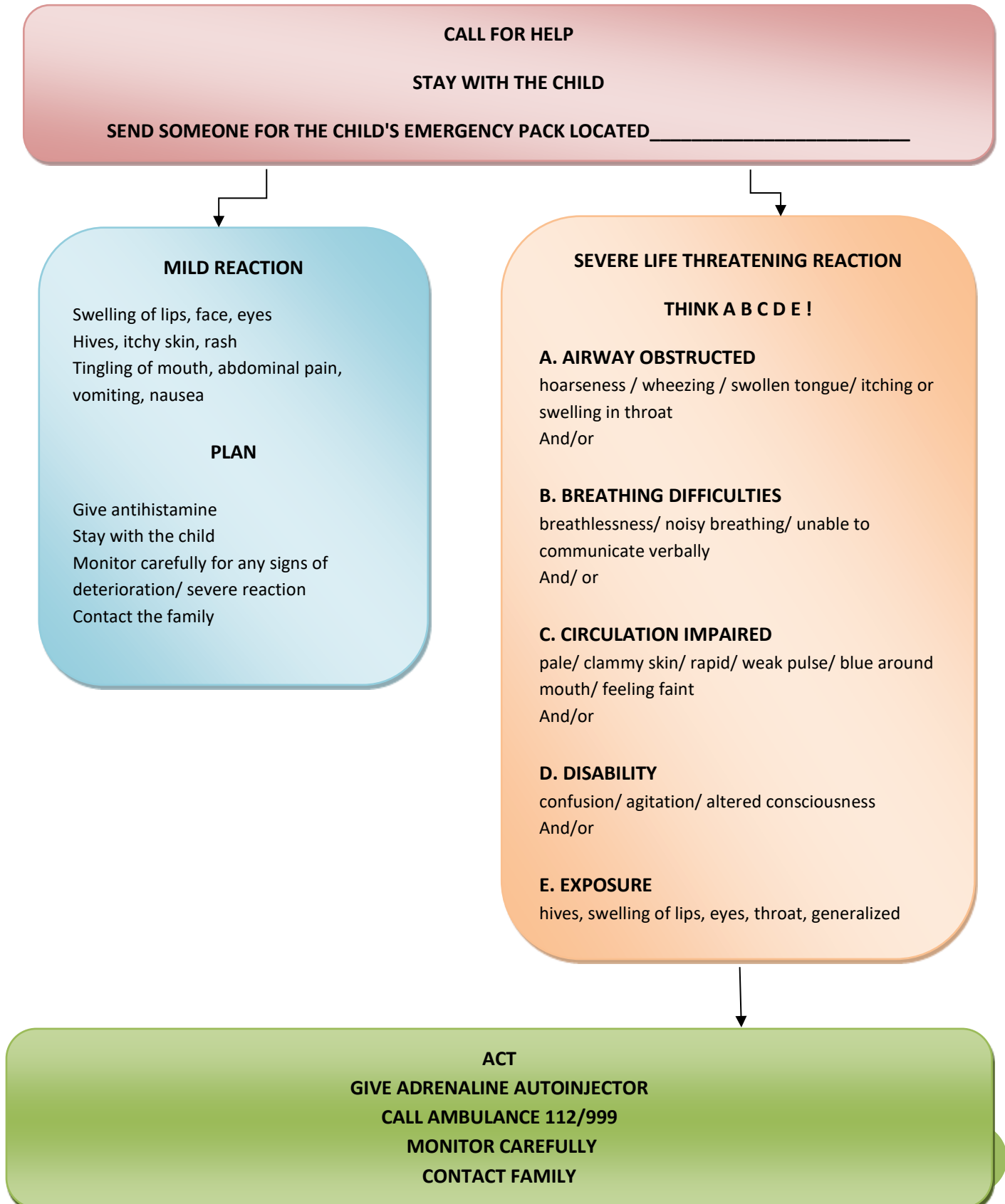
The service will only administrate Calpol (Paracetamol) or Nurofen (Ibuprofen) if a child becomes unwell and has high temperature above 37.8 C. Please check the procedures of anti-febrile administration below:

- If the child becomes unwell while attending the service; temperature had been checked and recorded and it states that is raised up to 37.8 degrees the Parents will be contacted immediately; informed about the child condition and asked again for re-assurance and re-approval of anti-febrile medicine.
- If the child temperature reaches 37.8 the parents will be asked to collect their child within 2 hours/ even after anti-febrile medicine was administrated.
- All parents are asked to give written permission and fill out Calpol/Nurofen administration in event of fever prior to the child starting the service.
- Calpol/ Nurofen will be administrated by two staff members; record will be filled out and Parents will be asked to sign that form at the collection. This practice is to ensure the parents that child received medicine whilst attending the service. Procedures Regulated by Tusla.
- All Staff members must adhere to those procedures.

### **Health Care Plan**

If a child has prescribed medication for medical need such as asthma or eczema the manager will develop a health care plan in partnership with the parents and health professionals involved with the care of the child. Health care plans will be developed prior to the child starting the service. Every individual health care plan will be jointly reviewed with staff, parents and when needed health professionals involved with the child every three months.

Emergency situations (e.g. allergy reaction)



## **MEDICINE IN LIFE TREATING CONDITIONS**

Medication should be given by parent to the Teacher on duty, and should be kept in special designated container/ or fridge – with no access to the children.

If a child, who is being collected by a third part, has some medicine in their luggage then parents/ guardians need to ensure that is handed to the Manager/ Teacher on duty on arrival.

Parents should inform staff if medicine needs to be refrigerated.

Staffs that have medication need to inform Manager to ensure that it is not accessible to children. Administration of medication must be procedure by two staff members – care taker and the witness. A written record of all medication administered will be maintained in the Sunshine Crèche & Montessori's office. When medication is administered by staff to treat an emergency (allergic reaction, asthma attack, seizure, hypoglycaemia, etc), parents will be notified by telephone. When administration is routine (e.g.: bronchodilator pre-PE in a child with exercise-induced asthma) please notify the Manager/ Supervisor. You'll be asked to sign the medical administration rota on a daily basis.

In all cases of the medical administrations parents will be asked to fill in and sign the permission form with the details as follow:

- Child's name
- Dosage information (such as dates; dosage amount; time);

Parents whose children received medication on the day will be asked to sign the administration form. This practice is to ensure the parents they their child received medicine whilst attending the service. Procedures regulated by Tusla regulations.

Staffs, whose children are attending and require medication, must follow the above procedures.

All parents must fill in on the registration form medical record information and whatever or not they are giving permission for emergency treatment.

All parents who give Sunshine Crèche & Montessori permission for Calpol/ Nurofen Administration in case of fever will be contacted on time for re-assurance and re-approval.

The review date for all policies in this document is July 2023. However, some policies contained in the document may be subject to legislative or best practice changes earlier than the review date.

### **Self- administration**

This is our best practice that only Staff Members are allowed to administrate the medicine to the children. There are always two adults accompanying the child (administrator and witness). If the child needs to receive any medication while attending the service Parents are asked to fill out Medicine Administration form (please check chapter: *Parent's responsibilities* for more details).

### **Parent's responsibilities**

1. Prior to a child starting the service the parents must complete a child's profile form. Parents must detail if their child has a medical condition, list an emergency contact numbers, child's doctor details, information on allergies and special dietary needs.
2. Parents must keep the service up to date on their child's medical needs.
3. In all cases of the medicine administration Parents will be asked to fill in and sign the permission form with the details as follow:
  - Child's name
  - Dosage information (such as start date; finish date; dosage amount; time);
4. Parents whose children had received a medicine will be asked to sign the form while collecting the child;
5. Parent must handle fill out form and medicine directly to the Teacher on duty/ Manager at the arrival. No medicine must be kept in a child's bag packs (for Safety reasons).
6. Parent must inform the staff members if the medicine needs to be refrigerated;

### **Staff responsibilities**

1. Staff member needs to ensure that Parent received the medicine administration form when requested.
2. Staff member need to check If the form was filled our correctly,

The review date for all policies in this document is July 2023. However, some policies contained in the document may be subject to legislative or best practice changes earlier than the review date.

3. Staff member that medication was given need to store it in a locked container/ fridge with no access to the children.
4. Staff member needs to inform Manager about medicine administration request;
4. Administration of medication must be procedure by two staff members- care taker and the witness.
5. Staffs who administrated medicine must fill out the form and make sure that it was signed by the parent at child's collection time.
6. Written record of all medicine administrated will be maintained in the Sunshine Crèche & Montessori's office.
7. When medication is administrated by staff to treat emergency (allergic reaction, asthma attack, seizure, hypoglycemia etc.) parents will be notified by phone.

### **Return of Medication**

There should be a written procedure covering the return or disposal of a medicine.

Medication should be returned to the child's parents whenever:

- The course of treatment is complete;
- Labels become detached or unreadable (Special care should be taken to ensure that the medicine is returned to the appropriate parents);
- Instructions are changed;
- The expiry date has been reached;
- End of term.

All medication returned, even empty bottles, should be recorded. If it is not possible to return a medicine to the parent then it should be taken to a community pharmacy for disposal. Parents also remain responsible for ensuring that the afterschool has adequate supplies of the medication and renewing any medication for chronic conditions.

- No medicine should be disposed of into the sewerage system or in the refuse. Current waste disposal regulations make this practice illegal.

The review date for all policies in this document is July 2023. However, some policies contained in the document may be subject to legislative or best practice changes earlier than the review date.

**Introduction of the Policies:**

- Policy on Medicine Administration will be introduced to all Staff members on the Staff Meeting/ following training will be provided. Copy of the Policy will be kept in the Teacher's folder in the classroom. All staff member will sign statement that they are familiar and adhere to Sunshine Crèche & Montessori Policies and Procedures.
- Policy on Medicine Administration will be send via e-mail to all Parents whose children avail afterschool service. It will be displayed on the main corridor for further review purpose.