

MEDICATION



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STRIVE Inclusive
Academy

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At **Strive IA** we promote the good health of children attending the Provision and take necessary steps to prevent the spread of infection (see sickness and illness and infection control policies). If a child requires medicine, we will obtain information about the child's needs for this and will ensure this information is kept up to date.

We follow strict guidelines when dealing with medication of any kind in the Provision and these are set out below.

Medication prescribed by a doctor, dentist, nurse or pharmacist

(Medicines containing aspirin will only be given if prescribed by a doctor)

- Prescription medicine will only be given when prescribed by the above and for the person named on the bottle for the dosage stated
- Medicines must be in their original containers with their instructions printed in English
- Those with parental responsibility for any child requiring prescription medication should hand over the medication to the most appropriate member of staff who will then note the details of the administration on the appropriate form and another member of staff will check these details
- Those with parental responsibility must give prior written permission for the administration of each and every medication. However, we will accept written permission once, for a whole course of medication or for the ongoing use of a particular medication under the following circumstances:
 1. The written permission is only acceptable for that brand name of medication and cannot be used for similar types of medication, e.g. if the course of antibiotics changes, a new form will need to be completed
 2. The dosage on the written permission is the only dosage that will be administered. We will not give a different dose unless a new form is completed
 3. Parents/carers must notify us **IMMEDIATELY** if the child's circumstances change, e.g. a dose has been given at home, or a change in strength/dose needs to be given.
- The Provision will not administer a dosage that exceeds the recommended dose on the instructions unless accompanied by written instructions from a relevant health professional such as a letter/prescription label from a doctor or dentist
- The parent/carer must be asked when the child has last been given the medication before coming to Provision; and the staff member must record this information, on the medicine form. Similarly, when the child is picked up, the parent/carer must be given precise details of the times and dosage given throughout the day. Parents signature/acknowledgement must be obtained.



- At the time of administering the medicine, a senior member of staff will be present, and it will be offered in a manner acceptable to the child at the prescribed time and in the prescribed form.
- If the child refuses to take the appropriate medication, then a note will be made on the form and parents will be informed.
- Where medication is 'essential' or may have side effects, discussion with the parent/carer will take place to establish the appropriate response.

Non-prescription medication (*these will not usually be administered*)

- The Provision will not administer any non-prescription medication containing aspirin
- The Provision will only administer non-prescription medication for a short initial period, dependent on the medication or the condition of the child. As per the instructions, medical attention should be sought before continuing with any non-prescribed medication
- If the Provision feels the child would benefit from medical attention rather than non-prescription medication, we reserve the right to refuse the child until they are seen by a medical practitioner
- If a child needs liquid paracetamol or similar medication during their time at the Provision, such medication will be treated as prescription medication with the Provision providing one specific type of medication should parents/carers wish to use this. Please see the Illness and Sickness Policy
- On registration, parents/carers will be asked to complete a medication permission form and if they consent to their child being given a specific type of liquid paracetamol. This will be administered should a child's temperature increase, they can also consent to it being administered in an emergency if the Provision CANNOT contact the parent/carer
- Antihistamine will be kept on site for use in particular circumstances such as a wasp or bee sting, written consent will be sought from parents prior to this being administered
- An emergency Provision supply of fever relief (e.g. Calpol) and antihistamines (e.g. Piriton) will be stored on site. This will be checked at regular intervals by the designated trained first aider to make sure that it complies with any instructions for storage and is still in date
- If a child does exhibit the symptoms for which consent has been given to give non-prescription medication during the day, the Provision will make every attempt to



contact the child's parents/carers. Where parents/carers cannot be contacted then the Provision manager will take the decision as to whether the child is safe to have this medication based on the time the child has been in the Provision, the circumstances surrounding the need for this medication and the medical history held of the child.

- Giving non-prescription medication will be a last resort and the Provision staff will use other methods first to try and alleviate the symptoms (where appropriate). The child will be closely monitored until the parents/carers collect the child
- For any non-prescription cream for skin conditions e.g. Sudocrem, prior written permission must be obtained from the parent/carer and the onus is on the parent/carer to provide the cream which should be clearly labelled with the child's name
- If any child is brought to the Provision in a condition in which he/she may require medication sometime during the day, the manager will decide if the child is fit to be left at the Provision. If the child is staying, the parent/carer must be asked if any kind of medication has already been given, at what time and in what dosage and this must be stated on the medication form
- As with any kind of medication, staff will ensure that the parent/carer is informed of any non-prescription medicines given to the child whilst at the Provision, together with the times and dosage given
- The Provision DOES NOT administer any medication unless prior written consent is given for each and every medicine.

Injections, pessaries, suppositories

As the administration of injections, pessaries and suppositories represents intrusive nursing, we will not administer these without appropriate medical training for every member of staff caring for this child. This training is specific for every child and not generic. The Provision will do all it can to make any reasonable adjustments including working with parents/carers and other professionals to arrange for appropriate health officials to train staff in administering the medication. For children with long term medical requirements, an Individual Care Plan from the relevant health team will be in place to ensure that appropriate arrangements are in place to meet the child's needs.

Care plans

Children who have long term medical and health needs each have their own care plan to ensure that their needs are met throughout their time at the Provision.



Staff medication

All staff have a responsibility to work with children only where they are fit to do so. Staff must not work with children where they are infectious or feel unwell and cannot meet children's needs. This includes circumstances where any medication taken affects their ability to care for children, for example, where it makes a person drowsy.

If any staff member believes that their condition, including any condition caused by taking medication, is affecting their ability to care for children they must inform their line manager and seek medical advice. The manager will decide if a staff member is fit to work, including circumstances where other staff members notice changes in behaviour suggesting a person may be under the influence of medication. This decision will include any medical advice obtained by the individual or from an occupational health assessment.

Where staff may occasionally or regularly need medication, any such medication must be kept in their individual care plan bag and locked cupboard, where staff may need easy access to the medication such as an asthma inhaler. In all cases it must be stored securely out of reach of the children, at all times. It must not be kept in the first aid box and should be labelled with the name of the member of staff.

Storage

All medication for children must have the child's name clearly written on the original container and kept in a closed box, which is out of reach of all children.

Emergency medication, such as inhalers and EpiPens, will be within easy reach of staff in case of an immediate need, but will remain out of children's reach in their care plan bags. Any antibiotics requiring refrigeration must be kept in a fridge inaccessible to children.

All medications must be in their original containers, labels must be legible and not tampered with or they will not be given. All prescription medications should have the pharmacist's details and notes attached to show the dosage needed and the date the prescription was issued. This will all be checked, along with expiry dates, before staff agree to administer medication.

Medication stored in the setting will be regularly checked with the parents to ensure it continues to be required, along with checking that the details of the medication form remain current.