



## **Administration of Medication Procedure**

This procedure must be followed in cases where a child needs to take any medication during a playgroup session.

Written consent will be obtained from parent/carers for the administration of all medication. Early Years Scotland administration of medication guidelines will be followed.

Staff will be given the appropriate training for administering authorised medication by a health professional or approved first aid agency. Refresher courses will be accessed when needed but at least once every three years.

If a child requires to take medication during a playgroup session an Administration of Medicine Consent Form must be completed.

### **Condition of Medication**

Only accept any medication that meets all of the following criteria:

- All medication must be in the original container
- The information leaflet must accompany the medication
- The medication has not reached its expiry date
- The dispense date is still appropriate, e.g. eye drops should be discarded after 28 days after opening

### **Storage of Medication**

- All medication should be stored in a clear sealed box, marked with the child's name; in the kitchen cupboard out of reach from children
- This cupboard will then be locked when the playgroup is not running
- If the medication requires to be stored in the refrigerator, the same procedure will apply accept storage in fridge in kitchen where the children have no access.
- All medication held will be checked termly to ensure use by date is applicable, checks will be recorded on labelled box and child's care plan

### **Administering Medication**

- Check that instructions on medication are the same as on the consent form
- Follow the instructions fully
- Ensure that the child's dignity and privacy is respected during administration of medicines
- Record details of administration on the (Medication Administration Recording System) (MARS)
- In emergencies situations including administration error, complete emergency table on the MARS form

## **Life Saving or Emergency Invasive Medication**

- Manager must contact Early Year Scotland on 0141 221 4148 before agreeing to administer any medication which fits this criteria
- Additional insurance cover may be required
- Staff will be required to undertake training of such medications
- Additional consent forms may also be required which can be obtained from Early Years Scotland

## **Medicine Administration Error**

In the unlikely event that too much medication is given or given to the wrong child, the following procedure must be followed:

- A First Aider must remain with the child
- Staff must inform the manager immediately of the situation
- The Manager must be informed about the type of medicine, dosage and any other factors
- The Manager will make the decision whether to contact emergency services, NHS 24, GP or pharmacist
- The child's parent/care will be contacted immediately and informed of the situation
- Details of medication administered will be recorded on the Medication Administration Recording System (MARS) in the emergency section

## **Child Refuses Medicine**

- If the child responds negatively and/or physically to medicine being administered, then the staff will not be allowed to restrain the child
- If a parent/carer feels that restraint is necessary then they will have to give consent on the medicine form
- If the child spits out or refuses the medication, then staff should immediately seek advice from the Manager
- The Manager will contact the parent/carer informing them of the situation. If the child has ingested some of the medication, then the amount should be clarified and the parent informed of this.

## **Medicine Audits and Child Protection**

All staff have a duty of care towards each child to ensure that medication requests are appropriate and the health and wellbeing of the child is not compromised.

Medication summaries must be recorded on each child's individual care plan, expiry dates on medicines checked termly and any changes recorded on individual care plan, which will be updated when situation changes or at a minimum of every 6 months.

Further Guidance can be sought:

The Administration of Medicines in Schools published by the Scottish Executive

[www.scotland.gov.uk/library3/education/amis.pdf](http://www.scotland.gov.uk/library3/education/amis.pdf)

St Andrews Ambulance Association [www.firstaid.org.uk](http://www.firstaid.org.uk)

NHS 24 is a 24-hour telephone health advice and information service 111

[www.nhs24.com](http://www.nhs24.com)

Early Years Scotland <http://earlyyearsscotland.org>