

Medicine Policy

Aim of the Policy - Kids Allowed Medicine Policy is in place to inform parents of the guidelines relating to the administration of medicines.

When requested to do so by parents/carers, we will administer medication, creams and ointments to children in most circumstances although we reserve the right to refuse. In accordance with our *Illness and Injury Policy* if a child is unwell or infectious the child should be sent home.

Medicines, creams and ointments are organised into three very specific categories:

Green – this is ‘low risk’ medicine, cream or ointments which have no maximum dosage in 24 hours and the child would not be at risk due to over use, for example, E45 cream. A **GREEN** medicine, cream or ointment would require a **GREEN** Medical Information Form to be completed by the parent with a colleague. The Medical Information Form should have the child’s photograph attached to it and then laminated and attached to the medicine, cream or ointment container.

Amber – this is medicine, cream or ointment which does have a maximum dosage within 24 hours (eg. Amoxicillin). This medicine, cream or ointment requires the parent to complete a Medication Authorisation Form and the administration of this medicine, cream or ointment should be documented on this form, along with the initial of any witness and should be signed by the parent upon collection of the child and the medicine, cream or ointment will be taken home each evening. The exception to this is if the medicine, cream or ointment is to be administered ‘**ongoing**’. If the parent wishes medication, cream or ointment (eg. Calpol, Hydrocortisone cream) to be administered ‘ongoing’ then an **AMBER** Medical Information Form should be completed with the parent. The Medical Information Form should have the child’s photograph attached to it and then laminated and stored within the child’s room.

Red – this is medicine, cream or ointment which requires specific training to be able to administer and would require a risk assessment to be completed and training given, typically by an external agency. An example of this would be Epilepsy medicine or an Epipen. This medicine, cream or ointment requires the parent to complete a Medication Authorisation form and the administration of this medicine, cream or ointment should be documented on this form, along with the initial of any witness and should be signed by the parent upon collection of the child. A **RED** Medical Information Form should be completed with the parent and the Medical Information Form should have the child’s photograph attached to it and then laminated and stored within the child’s room. Any **RED** medicine, cream or ointment should remain at the centre.

Medication / Creams / Ointments

- Prescription medicine, creams and ointments prescribed by a doctor or dentist will only be given to the child named on the prescription. It must be in the original container with the child’s name* and prescription details of administration. The medication will only be administered within 4 weeks of the prescription date for antibiotics and general expiry dates must also be taken in to consideration.
- All **GREEN** medications, creams and ointments should be recorded on the system and the parents informed of their application during parent handover via the room report.
- A *Medication Authorisation Form* should be completed for all **AMBER** and **RED** medications, creams and ointments. This is completed with the parent and completed each time the medication, cream or ointment is applied alongside the initial of a witness. This should be retained for 7 days after treatment is finished to ensure we can provide parents with information should there be an issue with the medicine, cream or ointment (e.g. an allergic reaction). After seven days, the form will be discarded.
The only exception to this is medication, creams and ointments which parents/carers have consented to on the *Declaration of Consent* eg. Calpol, Piriton, Sudocrem, Bepanthen, Metanium, teething gels and suncream.
- In the case of all medicine, creams and ointments only DBS cleared team members are authorised to administer these.
- Only colleagues who have received training under the *Medication Coaching Plan*, and signed to confirm they have, will be authorised to administer any **AMBER** and **RED** medicines, creams or ointments and when doing so will be witnessed by a second team member.

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- Children who have been prescribed antibiotics must have received a minimum 1 dose of that prescription's medication before returning to the Centre. The child's return to the Centre following an absence due to illness or infection is at the ultimate discretion of Kids Allowed.
- Children must have been given a medicine, cream or ointment before – i.e. Kids Allowed will not administer a medicine, cream or ointment for the first ever time this is to minimise the risk of an allergic reaction
- We will only administer medicine, cream or ointment in line with the instructions i.e. dose, frequency**, duration, age appropriateness and expiry date on the packaging/container.
- If a child needs the administration of prescribed medication which requires technical / specialised medical knowledge (**RED**), then individual training will be provided for team members working with the child, from a qualified health professional prior to the provision of the medication by team members.

Medicine Administered for an Unexpected Temperature

To prevent the delay of treating a child with an unexpectedly high temperature, parents can choose to pre-authorise the use of a **single** age appropriate dose of Calpol via the *Declaration of Consent Form*. The dosage given will be in line with the recommended dosage for the child's age group on the medicine's packaging.

When deciding whether or not to administer an age appropriate dose of Calpol, colleagues use the following criteria:

1. Child appears to be feeling unwell
2. Child appears to be in pain
3. Temperature is greater than 37.5°C

If the answer to two or more of the above criteria is yes, the child can be given Calpol provided this has been pre-authorised by the parent. If a child's temperature goes over 38°C however, Calpol can be administered on this fact alone.

Before administering Calpol we recognise it is best practice to contact the parent/carer before hand to inform them, but if we cannot reach the parent/carer prior to the administration we will rely on the consent given in the *Declaration of Consent form* and recorded on the *Record of Calpol, Piriton and Teething Gel Given form* which will be signed by the parent/carer upon collection of the child.

Before administering Calpol we have to take into account how long the child has been in nursery for, if it is less than 4 hours we may need to await confirmation from parents to ensure that Calpol hasn't been administered at home prior to nursery.

We will continue to monitor the child's temperature and if they remain unwell, parents will be asked to collect their child.

Using Calpol and Nurofen Combined

If instructed to do so by a parent, Kids Allowed will alternate between doses of Calpol and Nurofen providing the *Medication Authorisation Form* has been completed in advance by the parent.

Medicine Administered for an unexpected allergic reaction

To prevent the delay of treating a child with an unexpected allergic reaction parents can choose to pre-authorise the use of a single dose of Piriton via the *Declaration of Consent Form*. We recognise it is best practice to inform the parent/carer of the administration of Piriton and any administration would be recorded on *Record of Calpol, Piriton and Teething Gel Given form*.

Medicine Administered for an unexpected teething pain

To prevent the delay of treating a child that starts to have issues with teething and is in distress, parents can choose to preauthorise the use of teething gel/crystals using the *Declaration of Consent form*. This would be recorded on *Record of Calpol, Piriton and Teething Gel Given form*.

If parents/carers wish to provide their own preferred treatment if their child is teething, a *Medication Authorisation Form* should be completed prior to administration.

Administration of Sudocrem, Bepanthen, Metanium

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To prevent the delay of treating a child parents can choose to pre-authorise the use of Sudocrem, Bepanthen, Metanium via the *Declaration of Consent Form*. Use of these would be recorded on the system while updating the nappy information.

General principles

- All medication will be stored in accordance with the product instructions and kept in the original container.
- Before any Amber or Red medicine, cream or ointment is administered confirmation of the medicine, cream or ointments name, child's identity, prescribed dose and expiry date of the medication must be checked by a secondary colleague.
- Unused medication should be taken home at the end of each day's attendance; this should be signed out on the *Medication Authorisation Form* by the parent. The exceptions being 'ongoing' medication that are kept within the centre.
- For medication with a "Use Once Opened" time limit, we will go off the prescription date as the opened date. If the medication is over the counter, we will be lead by the 'Use By' date.

**We recognise that some Out of Hours Practices do not print the child's name on the medication, in this circumstance we would accept the parents handwriting the child's name on the medication*

***We can't guarantee to give medication at an exact time. Children may for example be sleeping, eating their lunch or the colleague trained to administer medication may be helping another child. However, it will be given in a timely manner. Parents wanting an absolute guarantee on specific times medication is given are welcome to pop in and administer the medication themselves.*