



BALLYBAY KINDERGARTEN CLG

ADMINISTRATION OF MEDICATION POLICY

Policy statement

Ballybay Kindergarten CLG acknowledges that children may require medication while attending the service. We will work in consultation with parents/guardians to ensure the safe administration of medication. In the event that a child is taking prescribed medication or becomes unwell while attending the service medication will only be administered with the prior written permission of parents/guardians. Our administration of medication policy is available to all parents and guardians.

Legal and regulatory framework

This policy is underwritten by the Child Care Act 1991 (Early Years Services) (Registration of School Aged Childcare Services) Regulations 2018.

Parental consent

Parents have the prime responsibility for their child's health and should provide the service with information about their child's medical needs, including information on medicines their child needs, as well as contact information for their child's GP.

In general, the service advises parents/guardians to ensure medicines are administered to children before arrival at the school and after they have left.

On enrolment the parent/guardian must provide the following details to the service:

- Details of any medical condition
- Written details of any medication required (instructions on dosage and times and written consent for staff to administer the medication – see below for further details)
- Information on any allergies accompanied by medical cert

Parents remain responsible for ensuring that the service has adequate supplies of the medication their child needs (prescription and non-prescription) and renewing any medication for chronic conditions.

A written consent of the child's GP must be obtained in all cases and brought into school with the medication. Both prescription and non-prescription medicines (such as Paracetamol) can only be administered where specific written consent has been obtained from the child's GP.

Teachers will discuss and agree the service's role in relation to meeting the child's medication needs with parents/guardians, in accordance with this policy when and where necessary.

Staff must be notified if any prescription and non-prescription medicines were administered prior arrival to the school. This is to avoid overdose risk.

In respect of those children who have long-term medical needs such as chronic conditions (e.g. asthma, epilepsy, diabetes, severe allergic reactions), written consent of parents/guardians must be updated when any change to the administration of the medication is made, and supported with a GP's written consent.

Any child who may require emergency medication will always be in the care of a staff member who has received the required specific training.

Staff members' responsibilities

Parents must be informed of the policy and procedures on the administration of medications in the service.

Where informed consent has been obtained for the administration of medicines from at least one of the child's parents/guardians then the following will apply:

- The child must have received the medication for at least 24 hours prior to it being given in the service.
- All medications will be administered by a staff member competent to do so.
- Staff will receive training, where required, regarding the expected response, contra-indications and possible side effects/adverse reactions of medications they are expected to administer. This may be from a professional (nurse, doctor, pharmacist) if necessary, to ensure their confidence and ability to store and administer medications safely.
- All medications will be stored safely away from children's reach and according to manufacturer's instructions.
- Staff members can only administer medication to a child that has been prescribed for that particular child.

Prescription medication administration procedures

Whenever possible, parents should ask their GP to prescribe medication in dose frequencies which enable it to be taken outside school hours. However, if parents wish the school to administer the medication, they should give prior written permission to the teacher accompanied with the GP's written instruction; detailing the illness or condition, date and time of administration, medication to be given, along with the frequency of dosage, who administered the dose and who witnessed the medication being administered. Oral instruction from the pupil/parent will not be acted upon. If required, the parents will be permitted to visit the school during the day to administer the medication themselves. If the administration of medication requires any special skills then the school will not be able to perform the task.

The parent must supply the medication in a suitable container clearly labelled with the:

- child's name
- name of the medicine
- method, dosage and timing of administration
- date of issue
- expiry date
- date and time of last dose

The medication should be packed and labelled professionally. Where possible, not more than one week's supply should be sent at one time. Each course of medicine will require written permission. Medicine will be stored in a locked cabinet or refrigerated if required. Medicines will be kept in a safe place, separate from the first aid box. It is important that an up-to-date record of the parent's home and work telephone numbers be kept so that they can be contacted at any time. The child's teacher is responsible for administering medication. A Medication Administration Record will be filled and shared with the person who collects the child on the particular day. Medicines no longer required will be handed back to the parent. If parents do not collect medicines after a reasonable period of time they will be given to a pharmacist for disposal.

Administering medication

Only staff members appropriately trained for the specific medications are authorised to administer medication. Our relevant staff member who has the competency to administer medication is Cait McCarey, our pre-school teacher and person in charge. The staff members may administer non-prescription medicines (including non-prescription ointments for rashes) supplied by the parents/guardians according to the written directions but, only with prior written consent from parents, supported by instruction from the child's GP. No antifebrile medications are given without the daily approval and notification of the child's parent/guardian unless not doing so would put the child's health at risk. When a child's body temperature rises beyond a safe limit (38°C or higher) it is important that appropriate measures are taken to reduce the child's temperature. This may include the administration of an antifebrile medication.

If staff are not able to reach the parents after 3 calls and the child's temperature remains above a safe limit (38°C or higher), the child may be administered emergency dosage of the antifebrile medication based on written consent. Staff members involved must keep records each time they administer medication using the Record of Medication Administration form.

'As needed' medications, for example, an inhaler, must be labelled with the child's name and in their original container labelled with the required information (see above for Storage of Medications). Training must also be provided on the proper use of equipment such as inhalers. Medication must not be used beyond the date of expiration on the container or beyond any expiration of the instructions provided by the health care professional.

All staff members should follow hygiene procedures, for example, hand washing and drying before administering medication. Before administration of medication a second staff member must be present when medications are administered. If there is any doubt about any of the procedures, the authorised member of staff should check with the principal, parents/guardians and/or a health professional before taking further action. Procedures for managing a medication emergency are outlined in our safety statement.

Sunscreen

Parental consent is required when a sunscreen supplied by the service is used. When providing consent, parents are informed of the exact brand and type of sunscreen used by the service. Sunscreen is labelled with the date it was first opened.

Sunscreen supplied by parents does not require consent. Sunscreen supplied by parents is labelled with the child's name and the date it was first opened, and is only used for that child.

Sunscreen is brought on outings as needed.

Review & updates

This policy will be reviewed annually or as required to ensure it remains aligned with legal requirements and best practices.

This policy was adopted by Ballybay Kindergarten CLG on this 15th day of August 2025.

Persons responsible: Jamie Macleod-Elliott

Designation: Director & Company Secretary

Signature: _____

Date: 17/08/2025

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