

Our Free Minds

Administering Medication Policy

If a child attending Our Free Minds requires medication of any kind, their parent or carer must complete a **Permission to administer medicine** form in advance.

Staff will not administer any medication without such prior written consent.

Ideally children should take their medication before arriving at the group. If this is not possible, children will be encouraged to take personal responsibility for taking their medication where appropriate.

If children carry their own medication (e.g. asthma inhalers), Our Free Minds staff will offer to keep the medication safe until it is required. Inhalers must be labelled with the child's name.

Our Free Minds staff will not give the first dose of a new medicine to a child. Parents should have already given at least one dose to ensure that the child does not have an adverse reaction to the medication. When a child is given a new medication, parents should watch closely for allergy or sensitivity symptoms. This good practice point would obviously not include emergency medication such as an adrenaline pen where the risk of not giving it could outweigh any adverse reaction.

Prescription medication

Our Free Minds staff will only administer medication that has been prescribed by a doctor, dentist, nurse or pharmacist. If a medicine contains aspirin we can only administer it if it has been prescribed by a doctor. All prescription medication provided must have the prescription sticker attached which includes the child's name, the date, the type of medicine and the dosage.

Procedure for administering medication

A designated staff member will be responsible for administering medication or for witnessing self-administration by the child.

Upon receipt of the medication the designated person will:

- 1) Record receipt of the medication on a **Medication Log**,
- 2) Check that the medication is properly labelled, in date and appropriate for use
- 3) Ensure that it is stored securely and appropriately (eg in the fridge if needed) during the session. If medication does require refrigeration the medicine will

be stored in a labelled, lidded container such as a tupperware box, individually marked for that specific child. If more than one child requires refrigerated medicines, they will have separate labelled boxes.

Before administering the medication the designated staff member will:

- 1) Check that the Group has received written consent before giving medicine
- 2) Ask another member of staff to witness that the correct dosage is given

When the medication has been administered, the designated person must:

- 1) Record all relevant details on the **Record of Medication Given** form
- 2) Ask the child's parent or carer to sign the form to acknowledge that the medication has been given.
- 3) When the medication is returned to the child's parent or carer, the designated person will record this on the **Medication Log**.

If a child refuses to take their medication, staff will not force them to do so. The manager and the child's parent or carer will be notified, and the incident recorded on the **Record of Medication Given**.

Specialist training

Certain medications require specialist training before use, eg Epi Pens. If a child requires such medication the manager will arrange appropriate training as soon as possible. It may be necessary to absent the child until such training has been undertaken. Where specialist training is required, only appropriately trained staff may administer the medication, unless in case of emergency.

Changes to medication

A child's parent or carer must complete a new **Permission to Administer Medication** form if there are any changes to a child's medication (including change of dosage or frequency).

Long term conditions

If a child suffers from a long term medical condition we will ask the child's parents to provide a medical care plan from their doctor, to clarify exactly what the symptoms and treatment are so that Our Free Minds has a clear statement of the child's medical requirements.

In the event of an error

It is extremely unlikely that the wrong dosage will be given or that the wrong medication would be administered. However, it is important that in the event of an error such as this staff will inform the parents of any affected child and call 111 where appropriate.

This policy is to be used in conjunction with:

- 1) Permission to administer medicine form
- 2) Medication Log
- 3) Record of Medication Given form

This policy has been written with reference to the Care Inspectorate Hub:

<https://hub.careinspectorate.com/media/1549/management-of-medication-in-daycare-of-children-and-childminding.pdf>

This policy was adopted by: Our Free Minds	Last reviewed and signed by:
Date of last review: 21.08.2023 To be reviewed: 30.08.2026	<ul style="list-style-type: none">- Katie Kotting, Chair of the Board of Trustees- Clea Sambrook, Trustee for Safeguarding- Poppy De Witt, Trustee