



Medication Administering and Recording

Policy statement

Procedures

All medication is stored in a lockable medicine cabinet in the kitchen (or in the fridge if needed) along with copies of Health Care Plans.

Medication administered before arrival

- Parents are to advise the member of staff on registration if the child has had any medication before arriving at Tiggers
- This will be logged in the medication folder in case of emergency.

Long Term Medication (including eczema creams and lotions)

- Tiggers is happy to administer Long Term medication.
- A Health Care Plan will be written by SENCO and the Parent along with a risk assessment for control measures.
- The Health Care Plan will state when staff are to administer medication and the dose.
- One member of staff will be named as responsible for administering the medication so that over doses do not occur.
- Parents must provide written consent to the administration of the medication
- Parents must provide instruction on how medication should be stored
- Parents must advise Tiggers if the child has already had medication at home stating time and dose. This must be recorded on the child's medication log
- The child's medication log will be filled in when they are given the medication during session. It will state date, time, dose and signed by staff who administered medication. The dose will be witnessed by another member of staff This will be signed by the parent at the end of the session

Oral Medication (includes asthma inhalers)

- A Health Care Plan will be written by SENCO and the Parent, along with a risk assessment for control measures.
- Any oral medication to be administered by staff must be prescribed by a GP. Tiggers may at its discretion request parents to provide a copy of the prescription.
- Tiggers must be provided with clear written instructions on how and when to administer such medication and this will be written on the Health Care Plan.
- Parents must provide instruction on how medication should be stored
- Parents must provide written consent to the administration of the medication.
- The child will have a medication log which will be filled in when they are given the medication, stating date, time and dose. The dose will be witnessed by another member of staff This will be signed by the parent at the end of the session.

Life saving medication & invasive treatments

- (Adrenaline injections (Epipen) for anaphylactic shock reactions (caused by allergies to nuts, eggs etc) or invasive treatments such as rectal administration of Diazepam (for epilepsy).)
- Tiggers must have a letter from the child's GP/consultant stating the child's condition and what medication is to be administered and written consent from the parents allowing staff to administer medication. Parents will be responsible for ensuring that staff at Tiggers have appropriate training in the administration of any such medications (staff will make themselves available to medical professional for such training on request).
- Parents must provide written consent to the administration of the medication
- The child will have a medication log which will be filled in when they are given the medication, stating date, time and dose.
- With the case of Life saving medication a policy will be created, following the individuals protocol and needs

Short term medication

- Tiggers will not administer paracetamol (calpol, nurophen) unless prescribed by the doctor as a long term medication.
- If a child needs paracetamol for a headache, fever, then Tiggers believe that the child should remain at home
- If for any other reason the child needs paracetamol then it should be administered before the session enabling the child to take the second dose of the day when returning home at the end .
- Antibiotics should be administered before the session enabling the child to take the second dose of the day when returning home at the end. If this is not possible Tiggers will administer antibiotics.
- If a child has new medication, there must be at least four hours between the first dose and attending Tiggers to ensure there is no allergic reaction.
- One member of staff will be named as responsible for administering the medication so that over doses do not occur.
- Parents must provide written consent to the administration of the medication
- Parents must provide instruction on how medication should be stored
- Parents must advise Tiggers if the child has already had medication at home stating time and dose. This must be recorded on the child's medication log
- The child's medication log will be filled in when they are given the medication during session. It will state date, time, dose and signed by staff who administered medication . The dose will be witnessed by another member of staff. This will be signed by the parent at the end of the session.
-
- **Further guidance**

Medicines Act (1968)

Health and Safety (First Aid) Regulations (1981)

