

# ADMINISTERING MEDICATION POLICY



If a child attending Fusion requires **Prescription Medication** of any kind, their parent/carer must complete a **Permission to Administer Medication** form in advance (See attached). Staff at Fusion will not administer any medication without such prior written consent. Ideally children should take their medication before arrival. If this is not possible, children will be encouraged to take personal responsibility for their medication, where this is appropriate.

Fusion will only administer medication that has been prescribed by a Doctor. To ensure that this is the case all medication provided must be in the original packaging, have the prescription sticker attached, which includes the child's name, the date, the type of medicine, the dosage. Two members of staff will be responsible for administering medication or for witnessing self-administration by the child. The Manager/first aid trained member of staff will record receipt of the medication and will check that the medication is properly labelled, and will ensure that it is stored securely during the session.

## Before any medication is given, a First Aider will:

- Check that Fusion has received written consent via Permission to Administer Medication
- Check medicine for labelling
- Ask another member of staff to witness that the correct dosage is given.

## When the medication has been administered, First Aiders must:

- Record all relevant details on the **Permission to Administer Form** and both staff sign.
- Hand medication back to parent if necessary.

If a child refuses to take their medication, staff will not force them to do so. The Manager will contact the child's parent/carer to notify them and the incident will be recorded on the **Permission to Administer Form**.

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

If a child suffers from a long term medical condition and requires daily medication, Fusion will require children to have a set of their medication at Fusion, ie Epi-Pen, insulin pens. It is the parent/carer's responsibility to ensure that medication is in date and new medication is provided when necessary. Fusion will implement a person Medical Care Plan for each individual child and a meeting with the family will be arranged. Any child/ren that has regular medication at Fusion will have it kept in the staff cupboards in a clear container with the child's photo on. The box will contain:

- The prescribed medication in the original packaging, correctly labelled.
- Medical Care Plan
- Any GP correspondence to clarify exactly what the symptoms and treatment are so that Fusion has a clear statement of the child's medical requirements. Any change of dosage must be communicated by the parent via email/text to Fusion.
- **Permission to Administer Form**

Certain medications require specialist training before use, e.g. Epi Pens, insulin injections. If a child requires such medication the Manager will arrange appropriate training as soon as possible, but it may be necessary to absent the child until such training has been undertaken.

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Where specialist training is required, only appropriately trained staff may administer the medication. If certain medication, ie an epi-pen is unable to be provided for Fusion, we will require written consent from the parents that they understand the consequences and do not hold Fusion liable. Additionally, if dosage of regular medication changes, it is the parent/carer's responsibility to give Fusion written consent via email/text.

Adopted on: 04.01.2012  
Last Reviewed on: 01.04.17  
Reviewed on: 01.04.18  
Next review due: April 2019

Signed.....  
FUSION CHILDCARE SERVICES

*Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2017):  
Safeguarding and Welfare Requirements: Health [3.44-3.46].*

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## Permission to Administer Medication Form

<b>Child's Name:</b>		<b>Date of Birth:</b>	
<b>Child's Address:</b>			
<b>Parent's Contact No:</b>			
<b>Doctor's Name:</b>		<b>Doctor's Contact No:</b>	
<b>Address:</b>			
<b>Reason for Medication:</b>			
<b>Will the child Self-Administer: YES / NO</b>			
<b>Name of Medication:</b>			
<b>Dosage:</b>			
<b>Storage Requirements:</b>			
<b>Time to be Administered:</b>			
<b>Date (continue on new sheet if needed)</b>	<b>Time</b>	<b>Dosage</b>	<b>Administered by and witness by</b>

Staff at Fusion Childcare Services will only be permitted to administer medication to your child if you complete and return this form. Under No circumstances will members of Staff administer medication against the will of a child. If you have any concerns, please contact us immediately. I give my permission for medication to be administered in accordance with the details supplied above and in line with Fusion's **Administering Medication Policy**.

Parent/Carer's Name and Signature:

Date medication was given to Fusion:

Member of staff who received the medication:

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