SCAMPS+ SCHOLARS

Killorglin Community Childcare Centre CLG

ADMINISTRATION OF MEDICATION (EARLY YEARS) POLICY

POLICY NO.: CCP No.18 REV. NO.: 8 REV. DATE: 01.04.2025

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	Board of Directors	-

POLICY STATEMENT

Scamps and Scholars is committed to supporting each child's health and well-being.

Scamps and Scholars will work in consultation with parents/guardians to ensure the safe storage and administration of medication if:

- a child is taking prescribed medication, with the prior written permission of their parent(s) or guardian(s).
- a child is taking non-prescribed medication, with the prior written permission of their parent(s) or guardian(s).
- a child becomes unwell while attending the setting and, only with the prior written permission of their parent(s)/guardian(s), is given pain relief or temperature reducing medication and the service will implement where necessary the services measures for managing cases where symptoms of Covid-19 (or other likely pandemic illnesses) are exhibited

This policy has been updated in line with current guidance the HSPC Infection Prevention and Control guidance for services providing childcare during the COVID-19 Pandemic, the DCYA's Return to Work Safely Protocol and Tusla's Children Services Regulations Guidance Document for Early Years Services: COVID-19

We are committed to:

- Storing medication safely and appropriately.
- Implementing a procedure to ensure that the right child receives the right medication, dosage, route and timing by authorised staff.
- Documenting the administration of medication accurately.
- Providing a copy of the administration of medication policy to all parents/guardians and recording that parents/guardians have reviewed the policy.
- Incorporating staff feedback into future policy development.

ADMINISTERING MEDICATION/ PARENT CONSENT

Parental Consent:

- Written parental permission for temperature reducing/anti-febrile medication administration in the event of a child's high temperature will be obtained on enrolment. This permission will be reviewed annually.
- The medical history of each child will be sought when a child begins in Scamps and Scholars. This will be updated as needed.

Procedure for Children's Prescription Medication:

- Prescription medication is administered only if required. Only staff that have the required competency (knowledge, skills and training) will administer prescription medication to children.
- Medication (prescription or non-prescription) will never be administered without written permission from parent(s)/guardian(s). Parents/guardians must complete the required consent form if prescription medication is to be administered.
- The child must have received the prescription medication for at least 24 hours prior to it being given in Scamps and Scholars.
- Where a child has a chronic/ongoing condition, which requires regular prescription medication, the written parental consent and a written care and administration plan will be obtained on enrolment and be reviewed regularly (as necessary).
- Scamps and Scholars will seek training from medical professionals as needed for the administration of prescription medication.
- Parental consent must be updated when there is any change to prescription medication required by a child
- Children on a recurring prescription medication within a period of one week from the end of a previous prescription medication can attend the centre as normal if well enough to do so.
- All prescription medications received by the service will be stored safely and appropriately in line with instructions provided (e.g. in the fridge).
- Prescription medication provided to the service must always be in date.
- Prescription medication received, administered and returned to the parent/guardian is always recorded by the service.
- All prescription medication must be appropriately labelled with the child's name and required dosage.

In particular circumstances, the manager or deputy manager may take medication consent over the phone and record same on a specific form. This form must be signed by the parent/guardian as soon as possible thereafter.

Medication Administration Procedure:

- Medication is only administered by staff who have been authorised by the manager to do so and who
 are (and where appropriate if necessary) appropriately trained.
- Non-prescription medications will be given as per the manufacturers' instructions unless a health care professional provides written instructions otherwise.
- Staff will always read and understand the leaflet enclosed with the medication before administering the medication.
- Medications are accepted for use only when they are within their expiration period. The medication must be labelled with the child's name and in their original container.
- Medication is not added to a child's bottle or food unless a medical professional has directed in writing that this is how it should be administered. Staff are aware of how the medication reacts with food/fluids/other medications.
- Ointments for nappy rash are not applied unless for treatment purposes and where a health care
 professional has directed their use for the child on whom they are being used.

Before Administration of Medication:

There will always be two staff members present for administration of medication. Before medication is administered the following is checked:

- Consent has been received from parent/guardian to administer medication.
- The child's ID.
- Recipient's name.
- Prescribed dose.
- Expiry date of medication.
- Written instructions of prescriber.
- Any possible side effects.
- Date and time the medication was last given.

Staff can only administer medication that has been prescribed for a particular child. Staff are aware of the contraindications relating to medication being administered.

When administering medication:

- The appropriate equipment is used to administer the medication, e.g. dosing spoon/oral dropper. Measuring devices are thoroughly cleaned after each use.
- The child's dignity and privacy are ensured as appropriate, e.g. if the method of administering the medication is not orally.
- If there is any doubt about any of the procedures, the member of staff will check with parents/guardians or a health professional before taking further action.

After administration of medication:

- Staff involved will keep records each time they administer medication This record is signed by both staff members administering the medication.
- A record of the outcome of the administration of medication is maintained. For example, were there any adverse effects/did the temperature come down?
- The medication is returned to its appropriate storage.

Incidents involving medication:

- If a child refuses to take medication parents/guardians are informed straight away.
- If there is a mistake when administering medication, the parent(s)/guardian(s) and a doctor, if necessary will be called immediately.

Emergency numbers including the national poison line are readily available at: -

Poisons Information Centre of Ireland +353 (1) 809 2166.

Emergency Medication:

- An individual care plan is in place for each child in the service who has an allergy/asthma/a condition that requires emergency medication. Parents/guardians are responsible for ensuring that emergency medication is supplied to Scamps and Scholars and replenished when necessary.
- If a child requires emergency medication in an anaphylaxis/asthma emergency, the emergency services and the child's parents/guardians are notified as soon as possible.

Individual Care Plans:

- All children with medical conditions enrolled in Scamps and Scholars must have an individual care plan
 that outlines any medication needs they have. Individual care plans are prepared in line with the child's
 doctor's advice.
- If a child has an individual care plan, the plan is available to all staff caring for the child. The plan is stored confidentially usually in the child's file and is only shared with staff on a need-to-know basis.

Medication administration records:

- The authorised person giving the medication will ensure that they document the medication administration times and dosage precisely and have the process witnessed and signed by another authorised member of staff. Any administration of medication will be documented in a record book or relevant form and signed by parents/carers.
- The following will be documented by the staff member administering medication:
 - o Child's name.
 - Check that consent was received.
 - o Check of child's ID before medication administration.
 - Check that medication is within expiry date.

- Check of administration instructions.
- The date and time the medication was administered.
- o Route and dose of medication.
- Signature of person who administered medication and signature of witness.
- o Any side-effects or adverse reactions are recorded.
- A record will also be kept of the date and time the parent was contacted before the administration of medication in the case of anti-febrile or pain-relieving medicines.

Procedure for the Storage of Medications:

- All medications brought into the childcare setting should have child-proof caps and will be stored:
 - a. At the proper temperature (according to the label).
 - b. Away from food.
 - c. Out of the reach of children.
 - d. In accordance with the manufacturer's instructions.
 - e. With the child's full name and expiry date on the medication container.
- Medications requiring refrigeration will be clearly marked and separated from food in an airtight container marked 'Medications'. Access to the fridge will be restricted to authorized staff only.
- Inhalers will be stored in a safe location in a manner that allows them to be accessed quickly in case of emergency. They will be labelled with the child's name.
- Epi-pens will be stored in an accessible, safe location known to staff and labelled with the child's name. A copy of parent/guardian consent and the emergency care plan are stored with the epi-pen.
- Emergency medication is stored in a safe and accessible location that is known to all staff.
- All medication brought in to Scamps and Scholars will be labelled with the child's name.
- Medicines, creams and ointments are not stored in the first aid box. Medications that are applied to skin are kept separate from medications that are injected into the body or taken by mouth.
- The manufacturer's instructions are followed at all times for the safe storage of medication.

Anti-febrile (temperature reducing) medication:

- Following on from the COVID-19 Pandemic, children with fevers should not attend this service, and if a child develops a fever whilst in our care we will follow the procedure for suspected COVID-19 cases as outlined in our Infection Control Policy and Pandemic policy and will only administer anti-febrile medications upon medical advice to do so.
- Scamps and Scholars has a supply of anti-febrile medication (such as Paracetamol or Ibuprofen for Children) in liquid suspension form, in child-proof containers and with the appropriate measuring devices. These medications are stored in accordance with manufacturer's instructions in a safe location that is not accessible to children.
- Anti-febrile medications (Paracetamol/ibuprofen) will be given as per HSE guidelines taking into account the child's weight as well as their age to provide a more accurate dose of medication. See table at end of policy.
- Antihistamine (e.g. Zirtek) will only be given to a child in the event of an emergency in agreement with the child's parent/guarding and the centre manager.
- Paralink suppositories will need a core plan signed off on by the child's doctor/medical professional.
- The date the medication is opened will be clearly labelled on the container.
- Medications with illegible labels or medications which have been opened over 6 months ago will be discarded.
- Medication in tablet form will never be administered to children under 5 years of age.
- Parents/guardians provide written consent on enrolment for anti-febrile medication to be given to their child in the event of a high temperature.
- Parents will be contacted by telephone before these medications are administered, to ensure that the correct time frame is adhered to between doses.
- If a child has a suspected temperature, their temperature will be taken using an infrared or other noncontact thermometer. The child's temperature will be recorded and if the body temperature of the

child rises beyond a safe limit (38°C or higher), an anti-febrile medication will be administered by staff

- A weighing scales can be used to determine the correct dosage of Calpol/Nurofen to be given to the child as determined by their weigh See Attachment.
- The child's record form will be checked before administration of anti-febrile medication to ensure that there is parental consent and there are no recorded allergies to anti-febrile medication for the child.
- There is a system in place to identify children who regularly require anti-febrile medication.

A health care professional such as a GP can write a standing order for a commonly used non-prescription medication that defines when the medication should be used for any child in the service. For example, "With parent's/guardian's consent, children who are older than four months of age may receive Calpol when their body temperature exceeds 38°C, (101°F), as per the dose schedule and instructions provided by the manufacturer"

It is imperative that any high temperature associated with a child is not masked by the taking of Nurofen or Calpol but rather reported or that the child's temperature is assessed by a staff member so that an assessment can be made to determine how safe it is or is not to allow that child to attend the service in that state.

Emergency contact details:

- Parents/guardians must provide contact details to Scamps and Scholars when their child is enrolled.
- Parents/guardians will be requested to notify Scamps and Scholars if their emergency contact details change. Emergency contact details for parents/guardians of all children in the service will be kept on file and updated as needed.
- The phone number of the Poison Line, local GP, Pharmacist and Public Health Nurse are readily
 available in the centre. Emergency contact numbers 999 or 112 are available to staff and there is always
 a working phone on the premises.
- In the event of an emergency an ambulance will be called. The parents/guardians of a child will be informed immediately.

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 Scamps and Scholars.
- Application of sunscreen must be consented by signing the appropriate section of the Childs Registration Form at the start of the school year. Sunscreen supplied by parents is labelled with the child's name and is only used for that child.
- A record of when sunscreen is applied is kept for all children.
- Sunscreen is stored out of children's reach and labelled with the date it was first opened and used within 12 months of opening.
- Sunscreen is brought on outings as needed.
- Scamps and Scholars will hold a small supply of generic brand sun-cream and will apply to the child, with parental permission, if absolutely necessary, but not on an ongoing basis.
- Sunscreen will be applied every 2 hours or as required.
- Children will not go outside if the temperatures exceed 22°C.

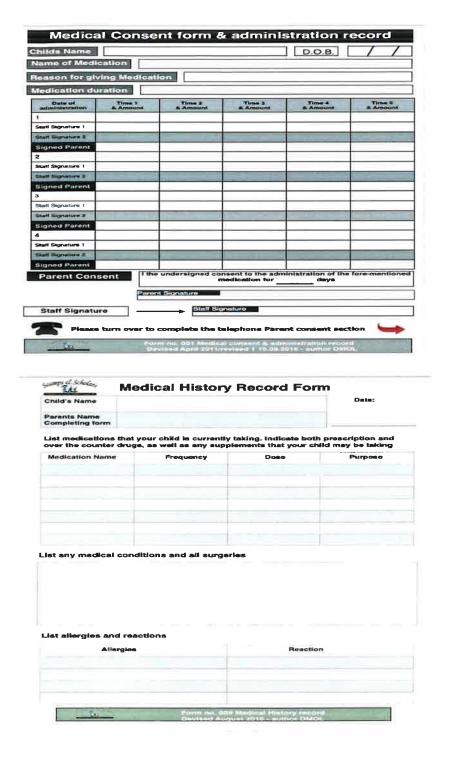
Medical Consent Form - via telephone:

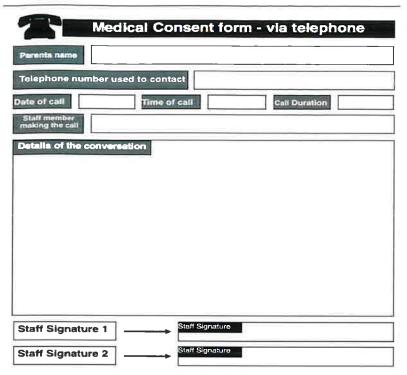
Should an unplanned medication intervention be required, it is possible for a parent to give consent to administer a medication over the phone. In this instance, a phone call will be made to the parent which will, where possible be monitored by 2 staff members who will complete a Medical consent form – via telephone.

The full medical consent form should be completed in full once the parent has presented themselves at the centre.

Where it is possible, we will insist that medications are taken at home before attending the centre and again on their return home in the evening. If it is necessary, we will administer a mid-day dose of medication but only if it is absolutely necessary.

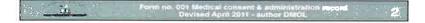
Forms are detailed as follows:





This side of the form should be completed when parental consent to administer medication is required and can only be acquired over the phone, Side one of the form should be completed in full when the parent / Guardian returns to the centre the same evening to collect their child/children

Ptease complete in full and place completed form in the file of the child / children in question





In the event of medical assistance being required for a child (or a staff member) the following steps should be followed:

REGULAR SITUATION

Should medical assistance be required for a child or staff member the most immediate supervisor/manager should be notified.

A brief assessment should be made by the supervisor/manager or person in charge to ascertain whether a doctor or an ambulance or both are required.

In the situation of a child, the child's parents should be notified immediately.

Where it is deemed essential the supervisor/manager/person in charge should contact the medical service(s) (doctor/ambulance) required or delegate this task. However, confirmation must be received that this call has been made with an estimated time of arrival for the service.

Instructions from the medical assistance (doctor/ambulance service) should be followed thereafter.

EMERGENCY SITUATION

All the same points above should be followed. It may be possible or necessary to bring the child to the medical service/centre. If so, 2 choices are available: the casualty can access the docotr or hospital with their own transport (for staff) or a colleagues transport (for staff or child) or an ambulance may be called. This process will be determined by whether you are accessing a local doctor or accessing Kerry County Hospital.

LOCAL DOCTORS

Killorglin Medical Centre: 066 97 61014 Dr. Edmund Prendiville: 066 97 61072 Dr. Noel Mulligan: 066 97 61253 Dr. Martin Flynn: 066 97 62586

EMERGENCY NUMBERS

Ambulance Service: 999 / 112 Killorglin Health Centre: 066 97 61284 National Poisons Centre: 01 809 2166



Weight-based Dosing of Paracetamol in Children: A Guide for Prescribers



The intended audience for this document is prescribers.

The table below has been adapted from the 2021 ICGP Quick Reference Guide for Antipyretic Prescribing. Weight-based dosing chart for paracetamol (based on 15mg/kg/dose) may be useful for doctors to use in certain circumstances. The weight-based dosing guidance below may be different to the dosing information in the product packaging. Note the volumes below may not be measurable with the oral syringes provided with the product, and if not followed correctly, may lead to over/under doxing, hence healthcare professional guidance is necessary.

Weight (kg)	Paracetamol (2 months - 6 years) 120mg / Smls	Paracetamol (6 years =) 250mg / 5mls
	Each single data below can be doted	
4kg	2 5/11/5	
5kg	3 Imis	
6kg	3. 3ml/s	
7kg	4 Am/s	
842	5m/s	
919	5 Smrs	
10kg	5.3m/s	
11kg	5.30%	
12·g	7.5m/s	
13tg	3 Ims	The second secon
14kg	8 Bm/s	
15×4	3.4ms	
16iu	10mls	
17kg	10,6mls	
18kg	11.3mls	
19kg	11.Smls	
20kg	12 Sents	
21log	13 tests	6.dm s
22kg	la sels	5 Sm S
23kg	14.4%ft	6.9m's
24kg	15mls	7.2ms
25kg	15 6mls	75ms
26kg	16.2 mls	7.9m s
27kg	16.9mls	8 Ir s
28kg	1/ Smls	8/3015
29kg	18-1mh	3.7m z
30kg	18.8 m/s	9ms
31kg	19.4mls	9.3m/s
32kg	20m/s	9.6m/s
32kg	ži śmis	9.3m/s
34kg	21.3mls	10.2mls
35kg	21.9mls	10.5mls
36kg	4-271112	10.8mls
37kg		11 1mb
38kg		11.4mb
39kg		11.7796
40kg		12mls
41kg		12 Jmls
41kg		12.6mls
43kg		12.5mls
44kg		13.2mls
45kg		13.5mls
		13.5mls
46kg		14.1mls
47kg		14. umis 14.4 mls
48kg		
49kg		14.7mls
50kg		15 mis

Weight-based dosing table for Paracetamol in Children, A Guide for Prescribers, www.antibioticprescribing.e. V1.7 March 2074 The intended guolence for this document is prescribers

