

### **SAMPLE POLICY STATEMENT**

**Scamps & Scholars** is committed to supporting each school aged child's health and well-being. **Scamps & Scholars** will work in consultation with parents/guardians to ensure the safe storage and administration of medication if:

- a school aged child is taking prescribed medication, with the prior written permission of their parent(s) or guardian(s)
- a school aged child is taking non-prescribed medication, with the prior written permission of their parent(s) or guardian (s)
- a school aged child becomes unwell while attending the setting and, only with the prior written permission of their parent(s) or guardian(s), is given pain relief or temperature reducing medication.

### **Principle**

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

*This policy is available to all our service users. It will be communicated through our website and also through the parental information disk that contains all our policies & procedures. There is also a copy of this policy in the reception area of our service and also on display (child friendly version) in the school age service rooms.*

### **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.
- Supporting school aged children to administer their own medication where appropriate and with staff supervision.
- Documenting the administration of medication accurately.
- Providing a copy of the administration of medication policy to all parents/guardians and school aged children and recording that parents/guardians and school aged children have reviewed the policy.
- Incorporating staff feedback in to future policy development.

### **Parents/Families' needs**

To be confident that procedures are in place in the service that ensure that the service is a safe place for their child and their child's medication needs will be properly met.

To clearly understand the service's role and responsibilities regarding administration and storage of medication including the need for sharing information.

To clearly understand their own role and responsibilities in relation to the administration of medication for their child, including the need for sharing information.

To know that should any incident relating to the administration of medication involving their child occur in the service, they will be contacted at the earliest possible time and appropriate action will be taken by staff to ensure their child's wellbeing, for example calling the emergency services if required.

To know that, following any investigation, all relevant information will be shared with them.

### **Parental consent:**

- It is the duty of parents to inform **Scamps & Scholars** of any medical needs that their school aged child has. The medical history of each school aged child will be sought when a child begins in the service. This initial information will be sought by the completion of a new Registration Form. This will be updated as needed.
- Medications that need to be administered while the school aged child is attending **Scamps & Scholars** are only administered (or the self-administration supervised), with the consent of Parents – On Going Medication Consent Form (attached appendix).
- Parents must complete a specific written consent form to authorise **Scamps & Scholars** to administer medication to their child – the Registration Form and Ongoing Medical Consent Form (appendix).
- Written parental permission for temperature reducing/anti-febrile medication administration in the event of a school aged child's high temperature will be obtained on enrolment. This permission will be reviewed annually – Registration Form.
- If a school aged child is permitted to self-administer their own medication, the parent must provide written details of the medication, what it is for and how often/when it is required. This information will be held in the child's file.

### **Procedure for school aged 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 or support children with the administration of their own medication.
- Staff will be trained by a medical professional in the administration of medication. This ordinarily will be a part of first aid training.
- Medication (prescription or non-prescription) will **never** be administered in Scamps & Scholars without written permission from parent(s) or guardian(s). Parents/guardians must complete the required consent form if prescription medication is to be administered.
- The school aged child must have received the prescription medication for at least 24 hours prior to it being given in Scamps & Scholars.
- Where a school aged 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). The ongoing Medication Form will also be utilised in such circumstances (attached appendix).
- Scamps & 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 school aged child. The care and administration plan will ordinarily be administered by the staff working in the room the child is in.
- This plan will denote if a staff member will administer the medication to the child or if the child will administer the medication themselves under the supervision of the staff member.

- All prescription medications received by Scamps & Scholars will be stored safely and appropriately (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 school aged child's name.
- All medication to be held in Scamps & Scholars must be given directly to staff in the service by the child's parent/guardian.
- If a school aged child is carrying their own medication e.g. inhaler, this must be outlined on the child's medical record form.
- If a school aged child is carrying their own medication, the parent is responsible for ensuring that the medication is stored correctly and is in date.

### **Managing Administration of Medication**

- If a school aged child is capable of administering their own medication e.g. inhaler, this must be documented in writing by the child's parent/guardian. Clear instructions regarding the administration of the medication must be provided by the parent.
- A risk assessment will be completed if necessary.
- If a school aged child is administering their own medication, they must be supervised by a staff member and the medication administration must be recorded by the staff member. School aged children must notify staff if they are administering the medication e.g. inhaler.
- A school aged child that brings their own medication should inform staff if they have taken the medication earlier in the day. For example, if they have taken medication in school.
- Staff will be trained in the administration of medication by attending a FAR aid training.

### **Medication Administration Procedure:**

- Medication administration or supervision is only conducted by staff who have been authorised by the manager to do so and who are 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 administration in the service 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 food unless a medical professional has directed that this is how it should be administered. Staff are aware of how the medication reacts with food/fluids/other medications.
- There is a named person responsible for administration of medication in the service. In Scamps & Scholars this oversight is provided by the Deputy Manager. There is a second named person who checks medication and the dosage when it is administered. This second person will be a Supervisor or Team Leader, normally associated with the child's room.

### **Before Administration of Medication:**

In Scamps & Scholars there must always be two staff members present for staff administering medication to a child.

In the case of a school aged child administering their own medication there is always 1 staff member present.

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 in general, are aware of the contra indications 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 school aged 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 management, parents/guardians or a health professional before taking further action.

After administration of medication:

- Staff involved will keep records each time they administer medication or witness medication administration (This record is signed by both staff members administering the medication).
- A record of the outcome of the admin of medication, where appropriate is maintained. For example, were there any adverse effects/did the temperature come down? This information will be recorded in the room pass-over book.
- The medication is returned to its appropriate storage.

**Incidents involving medication:**

- If a school aged child refuses to take or administer their own medication – parents/guardians are informed straight away.
- If there is a mistake when administering medication, a doctor will be called immediately. The parents/guardians will be notified immediately.
- Emergency numbers including the national poison line are readily available.

**Emergency medication:**

- An individual care plan is in place for each school aged child in the service who has an allergy/asthma/medical condition requiring emergency medication. Parents/guardians are responsible for ensuring that emergency medication is supplied to the service/is always available to the child and replenished when necessary. This is usually in the format of information requested in our registration form but may be supplemented with additional information/correspondence as required.
- If a school aged child requires emergency medication anaphylaxis/asthma emergency, the emergency services and the child's parents/guardians are notified as soon as possible.

### **Individual care plans:**

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

### **Medication administration records:**

- The authorised person giving or supervising the medication administration 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 if necessary. Any administration of medication will be documented in a record book and signed by parents.
- The following will be documented by the staff member administering medication:
  - Child's name
  - Check that consent was received
  - Check of child's ID before medication administration
  - Check that medication within expiry date
  - Check of administration instructions
  - The date and time the medication was administered
  - Route and dose of medication
  - Signature of person who administered medication and signature of witness
  - Any side-effects or adverse reactions are recorded
- In the case of a school aged child administering their own medication, a record of time and dose is recorded by a staff member.
- 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 Scamps & Scholars to be held on the premises 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

f. In accordance with the child's individual care plan

- 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 stored in Scamps & Scholars 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.
- All medication brought in to Scamps & 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.
- All out of date medication is disposed of. Out of date medication is returned to the parent or disposed of safely at a pharmacy.

#### **Anti-febrile (temperature reducing) medication:**

- Scamps & Scholars has a supply of anti-febrile medication (such as Calpol or Nurofen 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.
- 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 (registration form) for anti-febrile medication to be given to their child in the event of a high temperature.
- Parents may be contacted by telephone before these medications are administered, to ensure that the correct time frame is adhered to between doses.
- A health care professional such as a GP can write a standing order for a commonly used non-prescription medication (such as Calpol) 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), per the dose schedule and instructions provided by the manufacturer".
- If a child has a suspected temperature, their temperature will be taken using a clean thermometer or infra-red thermometer. The school aged child's temperature will be recorded (pass-over book) and if the body temperature of the child rises beyond a safe limit (38 degrees Celsius or higher), an anti-febrile medication will be administered by staff.
- The school aged 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 school aged children who regularly require anti-febrile medication – registration form and ongoing medication form.

#### **Emergency contact details:**

- Parents/guardians provide contact details to Scamps & Scholars when their school aged child is enrolled – registration form.
- Parents/guardians will be requested to notify Scamps & Scholars if their emergency contact details change. Emergency contact details for parents/guardians of all children in Scamps & Scholars will be kept on file and updated as needed – registration form.
- The phone number of the Poison Line, local GP, Pharmacist and Public Health Nurse are readily available to all staff. 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 Scamps & Scholars is used. When providing consent parents are informed of the exact brand and type of sunscreen used by the school aged childcare service.
- Sunscreen supplied by parents does not require consent. Sunscreen supplied by parents is labelled with the child’s name and is only used for that child.
- Sunscreen is labelled with the date it was first opened.
- Sunscreen is brought on outings as needed.
- School aged children are responsible for applying their own sunscreen and staff supervise.

**This policy links with our**

- Risk management Policy
- Policy on infection control
- Outings policy

**Contact person:**

Name: \_\_\_\_\_ Phone number/email: \_\_\_\_\_

**Date implemented:** \_\_\_\_\_

**Document approved by:** \_\_\_\_\_

**Signed by:** \_\_\_\_\_  
**On behalf of Management (Manager, Owner, Chairperson)**

**Appendix :**

## Ongoing Medical Consent form & administration record

This form should be completed when ongoing medication is to be administered regularly for an ongoing condition that the child may present with e.g. Asthma and the administering of an inhaler for same.

This consent form is seeking parental/guardian consent to administer medium to longterm medication for their child for a period of 60 days. All details should be completed in full. A new form must be completed after 60 days.

<b>Childs Name</b>	<input style="width: 95%;" type="text"/>	<b>D.O.B.</b>	<input style="width: 95%;" type="text"/>	<b>Name of Medication</b>	<input style="width: 95%;" type="text"/>
<b>Medication dose</b>	<input style="width: 95%;" type="text"/>	<b>Type of Medication</b>	<input style="width: 95%;" type="text"/>		
<b>Medication duration</b>	<input style="width: 95%;" type="text"/>	<b>How is the Medication to be given</b>	<input style="width: 95%;" type="text"/>		

I the undersigned give permission to the management and staff of Scamps & Scholars to administer the above listed medication in the manner detailed above for a period of up to 20 days. I understand that should this situation change at any time in the future it is incumbent upon me to inform Scamps & Scholars in writing of any such changes in the medication or the administration of same. At the end of 20 days a new form is to be completed

<b>Parent/Guardian Signature</b>	<input style="width: 95%;" type="text"/>	<b>Parent/Guardian Print name</b>	<input style="width: 95%;" type="text"/>
<b>Staff signature</b>	<input style="width: 95%;" type="text"/>	<b>Date</b>	<input style="width: 95%;" type="text"/>

Time of administration	Date 1	Date 2	Date 3	Date 4	Date 5	Date 6	Date 7	Date 8	Date 9	Date 10
1										
Staff Signature 1										
Staff Signature 2										
2										
Staff Signature 1										
Staff Signature 2										
3										
Staff Signature 1										
Staff Signature 2										
4										
Staff Signature 1										
Staff Signature 2										
5										
Staff Signature 1										
Staff Signature 2										
Parents signature										



## Medical Consent form & administration record - School Age

**Childs Name**

**D.O.B.**  /  /

**Name of Medication**

**Reason for giving Medication**

**Medication duration**

Date of administration	Time 1 & Amount	Time 2 & Amount	Time 3 & Amount	Time 4 & Amount	Time 5 & Amount
1					
Staff Signature 1					
Staff Signature 2					
<b>Signed Parent</b>					
2					
Staff Signature 1					
Staff Signature 2					
<b>Signed Parent</b>					
3					
Staff Signature 1					
Staff Signature 2					
<b>Signed Parent</b>					
4					
Staff Signature 1					
Staff Signature 2					
<b>Signed Parent</b>					

**Parent Consent**

I the undersigned consent to the staff of Scamps & Scholars to administer the fore-mentioned medication for \_\_\_\_\_ days

I the undersigned consent to my child administering the fore-mentioned medication for \_\_\_\_\_ days under the supervision of Scamps staff members

Parent Signature

**Please tick the appropriate box to indicate your choice**

**Staff Signature**



**Staff Signature**



**Please turn over to complete the telephone Parent consent section**





## Medical Consent form - via telephone

Parents name	
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Telephone number used to contact	
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Date of call		Time of call		Call Duration	
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Staff member making the call	
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<b>Details of the conversation</b>

<b>Staff Signature 1</b>	→	<b>Staff Signature</b>
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<b>Staff Signature 2</b>	→	<b>Staff Signature</b>
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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

Please 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 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 must be notified immediately.

Where it is deemed essential, the supervisor / manager 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 as above should be followed  
It may be possible or necessary to bring the child to the medical service. If so 2 choices are available: the casualty can access the doctor or hospital with their own (staff) or a colleagues transport (staff/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.

#### **Doctor's**

**Dr. Ann Cronin - 066 97 61014**

**Dr. Edmund Prenderville - 066 9761072**

**Dr. Noel Mulligan - 066 9761253**

**Dr. Eugene Cotter/Dr. Martin Flynn - (066) 97 62 586**

#### **Additional emergency numbers**

**Ambulance Service - 999 / 112**

**Killorglin Health Centre, Killorglin - 066 9761284**

**National Poisons Centre (01) 809 2166**