

## Guidance on Treatment and Administration of Medicines within Step by Step

### Principle Statement

Children's health needs are met and their welfare is safeguarded by the nursery policies and procedures for administering medicines and providing treatment.

### Key Principles

- First aid, minor illness treatment and administration of medication will only be given by designated competent staff.
- All staff will follow the nursery medication procedure and the guidelines for completing the necessary written records.
- Parents' consent to medical treatment must be sought. Staff must ensure that a copy of the consent is on file.
- There shall be no administering of aspirin or aspirin products to children under the age of 12 years expect on medical advice.
- All medicines must be kept in a locked cabinet and no child shall be allowed access to this cabinet. Emergency Medication should be carried by the designated worker, on their person, in a securely zipped waist bag. This enables prompt medical intervention in the event of a seizure. The young person's protocol must be followed.
- Staff are to ensure that any medication given to a child is taken at the correct time and witnessed by another member of staff. Any refusal to take prescribed medication must be recorded and parents / informed.
- Staff will receive training in administering medication and either basic First Aid or qualified First Aider, sufficient to meet the needs of the group. Any Peg feeding, staff would be trained by a qualified nurse before administering.
- Staff administering medication will have another staff witness the amount and them administering it. They will also counter sign the form along with the other staff and parent to say the child had the medication.
- Medication should be in the correct bottle with the child's name and the dose of the medication. If the amount changes from the bottle, due to health needs parents should sign a new form to say dose has changed.
- Medication must be given covertly only when the ability of the child to give informed consent results in this being the least harmful option for them. There must be a multi-

disciplinary rationale on the child's file when they take medication which is concealed in food and drink.

- For some children, especially those with Autism, the taste or the texture of medication could cause discomfort, so it may be necessary to give it in their food or drink. As above, the medication must be given covertly only when the ability of the child to give informed consent results in this being the least harmful option for them. There must be a multi-disciplinary rationale on the child's file when they take medication which is concealed in food and drink; which should include method of administration.

Controlled drugs are classed as being harmful, legally, if misused.

- There are some medications which may be classed as 'controlled'. These include Ritalin and Rectal Paraldehyde and Epistatis and Prenisolone and others not mentioned. The procedure described below meets the requirements for the storage and administration of these controlled drugs.
- The parents of some children will have given permission for them to take medication as and when required which are 'controlled'. This will be prescribed by the G.P. when the parent comes in. the drug will be signed in by the parent and a member of staff. it will mention the amount in tabs, ml if pre filled or you may have to weigh the drug in. it will be then locked away.
- It is not permissible for a stock of medication to be kept at St Elisabeths, so individual children will bring this in with them if their parents feel it may be necessary. Before administering any medication, wherever possible, staff should discuss this with a child's parents and they must check the history of previous doses to ensure that recommended timescales are being adhered to.
- The medication will then be signed out by both parent and staff and amount noted.
- If a medication mistake or omission occurs, the child's parents must be informed. Staff must also contact the Step by Step Manager or deputy manager. Additionally, it may be necessary to seek medical advice from the child's G.P. or NHS Direct. The order of these calls will depend on each individual case, but the parents and a manager must be contacted as soon as possible after the mistake / omission is identified.