

Administering Medication Procedure

The staff member administering medication will be paediatric first aid trained. They will verify the details on the medication permission form, as well as checking for the child's name on the medication itself. The staff member will complete a medication record, recording the dosage, date and time, then they will sign the form.

The child's parent/carer will be informed of doses of medication given, when they pick up their child. They will then be asked to counter sign the form to acknowledge that they have been informed.

Usually, forms will be signed on the same day, but when this is not possible (for example, if another adult collects the child), they will be signed as soon as possible afterwards.

Parents will be required to provide details about how many times/days the medication is to be administered for.

Written permission must show:

- »Child's full name and date of birth
- »Name of the medication
- »Whether the medicine is prescription or non-prescription
- »Dosage amount and frequency (must match label)
- »Today's date
- »Reason for requiring the medication
- »Details of any special storage
- »Time of previous dose
- »Signature of parent/carer
- »Doses given by the setting (date, time, dosage, signature of practitioner and parent/carer)

What if my child refuses to take the medication at the childcare setting?

- If a child refuses a medication or it is causing them considerable distress, I will contact a parent/carer and they will be required to administer the medication instead. The only exception to this is in a medical emergency.

It is vital that you inform me of any medication you have given to your child in the 48 hours before they arrive at the setting. Depending on the type of medication and the reason it has been given, you may be asked to keep your child at home. Particularly for new medications and antibiotics, it may also be necessary for you to monitor their condition to ensure no adverse reaction.

What if my child needs medication on an outing?

- All essential medications (inhalers, antihistamines, allergy pens etc.) will be taken with us if we leave the setting.
- Other/non-essential medications will be kept at the setting, unless they need administering while we are away.

What if my child needs medication on an outing?

- New allergies and reactions can develop over time and each course of medicine should be treated as a new medication.
- If a child is given a new medication, they are required to take it for at least twice at home before attending the setting, even if they have had it previously.
- If a child has an extreme adverse reaction, I will call for immediate medical help and have the medication and its instruction leaflet ready to show the medical professional.
- For milder reactions, believed to be medication side effects, I will contact parents/carers and the child may need to be taken home and/or seek medical advice.