



## Medication Policy and Procedures

This policy is written in conjunction with the Wellness Policy.

We are happy to give minded children non-prescribed medication, such as cough mixture, Calpol, teething gel etc, but only if parents have signed a parental permission form for us to do so and they have provided the medicine themselves. This must be clearly labelled with the child's name.

A medical form will be completed by parents at the initial meeting and will list all the medicines they permit me to give to their child. This form will be regularly reviewed to ensure that there are no changes, for example a child may no longer be able to take some medication or may need an additional form. This form must also be used for short and long-term medication such as eczema cream or an asthma pump.

Even though parents may have signed a form, we will still try and contact them by telephone to check that we can administer this medication. It is vital that parents inform me of any medication they may have given their child before they arrive into our care. We need to know what medicine they have had, the dose and time given.

We will ensure that all medication given to me will be stored correctly and we will check that it is still within its expiry date,

If any child has acute allergies and carries/needs an epi-pen or a child takes regular medication, parents are asked to please discuss the matter with me. We have had epi-pen and asthma training but may need additional training before we can look after your child.

If a child needs to take medication prescribed by a doctor, parents are asked to discuss this with me. We will need them to sign an additional permission form before we can administer this medication to their child.

In some cases, a child on antibiotics may be asked not to attend for 2-3 days, in case they react to the medication and to prevent the spread of an infection to others. We will follow the guidance set out by Public Health Wales where they detail the most common infectious diseases and the recommended periods for which children should be kept away from school or nursery, but also as stated in our Wellness Policy would need children who have raised temperatures, infectious symptoms of influenza (flu) or had sickness or diarrhea in the past 48 hours to remain at home in order that we may protect more vulnerable members of our community with low immunity.

All medicine given to use to administer must be in its original bottle/container and not decanted. It must have the manufacturer's guidelines on it and if a prescription medication the details from the Doctor/Pharmacy/Dentist or Health Professional.

We will record the course of medication along with the date and time each dose was administered to a child into our Medication Folder and request a parental signature at the end of the course of medication.

If a child has a self-held medication parents are asked to obtain an additional one for us to be kept in the Welcome Shelter in a secure/appropriate storage. Older children can easily forget to bring an inhaler. What could be a simple puff of Ventolin then turns into a major incident and a trip to the hospital.

We will keep a written record of a child's need for medication and ask parents to update regularly.

We will keep written records of all medicines administered to children in our care.

We will inform parents when a medicine has been administered including the time and dosage.

We will store all medicines safely out of reach of children and strictly in accordance with the product instructions (which may require refrigeration in a sealed container away from food) and in the original container in which it was dispensed.

We will never administer medicines containing aspirin to a child under the age of 16 unless they have been prescribed by a doctor.

In an emergency, if we do not administer the medicine whilst the child is in our care we will inform parents of who will be responsible for the administration of medicines to their child. (Emergency back-up cover). If a dose is missed this will be recorded and the parents informed. Children cannot be forced to take medication so in the event of a refusal this will be recorded and parents will be contacted.

If we have a child in our care with long-term medical needs then we will ensure that we have sufficient information about the child's medical condition and will work in partnership with parents and any other health professionals to assist the administration of any prescribed medication and the management of any other health needs such as a gastrostomy tube. We have in the past been trained to administer insulin and Epilepsy Medication according to the individual care plans as well as feed children who are fed using alternative methods, we are willing to undertake additional training as required to cover any children, to ensure that no one's attendance is hindered by a lack of appropriately trained staff.

When outside Emergency Medications and other required medications will be kept in a specific, secured bag along with the first aid kit.

### Medical and dietary forms – adults

All staff and adults on site will complete the Adult Medical and Dietary form in the appendices. This form is a basic form to ensure that the Lead Facilitator and staff are aware of any medical conditions that could affect the provision of First Aid if required. Completed forms will be held securely to ensure confidentiality. (for further information on the storage of personal information, please see section on GDPR) (see Appendices for forms)

### Medical and Dietary forms – children

Parents are required to complete the Children's Medical and Dietary Forms in the Appendices. Completed forms will be held securely to ensure confidentiality. (see Appendices for forms)



## Wellness Policy

We have children at the project that have low immune conditions, for this reason we would like a robust wellness policy.

If your child has had any of the following symptoms please notify the Facilitator and keep your child at home

- A raised temperature
- Infectious symptoms of flu
- Sickness and diarrhoea in the past 48 hours

## Vaccinations

Because of the potential risk of vaccine shedding please inform the Facilitator if your child has had a vaccine as we can then let low immune kids families know and they can then choose not to bring their kids in.

## Wi-fi

We are choosing to have the project wifi free, we ask that all devices and phones are left at home. There will be cable internet when needed

## Trust

The Lead facilitator and core group cannot police this policy, it is the families responsibility to not bring in poorly kids and keep the community as well as possible.

<https://www.nhs.uk/Livewell/Yourchildatschool/Pages/Illness.aspx>