

Management of Medicines Policy

Rationale We believe that children with long - term medical needs have the same rights of admission to the provision as other children. We will work with staff, parents, child and relevant healthcare professionals to enable this to happen whilst ensuring the safety of staff and children and recognising that there may be circumstances in which this is unable to occur eg. with complex medical procedures.

Aim To enable children with long – term and emergency medical needs to access the provision. To minimise the need to administer medicines for short – term medical needs. To be clear on the responsibilities of parents, management and staff. To provide a safe and robust procedure for staff to follow.

Policy

Prescription Medicines Medicines will only be administered when it is essential: that is where it would be detrimental to a child's health if the medicine were not administered during the provisions hours. Medicines must be provided in the original container as dispensed by the pharmacist and include the prescriber's instructions of administration and information leaflet. Staff will not accept medication that has been taken out of the container or make changes to dosages or times on parental instruction.

Non – Prescription Medicines We will generally not administer non-prescription medicines to children. Parent/carers will need to discuss individual circumstances with the Manager. We will never administer non-prescription medication that contains aspirin.

Short – Term Medical Needs Many children may need to take medicines for a short period of time, for example finishing a course of medicines such as antibiotics or applying a lotion. We will generally not administer medicines for short – term needs and parent/carers should do this outside of the provisions opening times. If this is unable to happen, the parent/carers need to discuss the issue in advance with the Manager and their decision will be final.

Long – Term Medical Needs Some children may have long – term medical needs and may require medicines on a long – term basis to keep them well, for example children with well – controlled epilepsy or cystic fibrosis. It is important to have sufficient information about the

medical condition of any child with long – term medical needs. Parents will need to meet with the Manager in advance and discuss the issues involved. The Manager worker will follow the Long-Term needs and Emergency Medication Procedure. We will aim to meet the need dependent on staff training, supervision needs, staff confidence and insurance cover.