Faenol Playgroup CIC

Policy Reference Number: 06

Medication Policy and Procedures

***Faenol Playgroup CIC* does not accept children who are unwell at the time of arrival at the provision.**

This policy relates to:

- Children who become unwell while attending *Faenol Playgroup CIC* and the health care policy.
- The medication management for children in specific circumstances and links with the contract for parents/carers, admissions policy and equality and inclusion policy.

It is the policy of *Faenol Playgroup CIC* to support any child who becomes unwell during their time in our care; and to welcome children who require prescribed medication to be administered to maintain their wellbeing while attending this provision, in line with the equality and inclusion policy.

We do this by operating the following procedure:

- In the event of a child becoming unwell, their needs are assessed and met as far as practicable, and the health care policy is implemented.
- Parents/carers complete the contract and registration form at admission and provide information about any changes to their child's health needs as soon as is practicable.
- Medication administered can be prescribed by the child's doctor, and oral paracetamol can be administered by Faenol Playgroup CIC. Please read carefully, below the conditions in place regarding the administration of oral liquid paracetamol under the updated NMS standard 11.

Liquid Paracetamol refers to individual 5mL sachets of paracetamol sugar free oral suspension each containing 120mg of paracetamol per 5mL, only.

Conditions relating to each occasion Liquid Paracetamol is administered

In situations where a child becomes unwell whilst at the registered setting, it is most appropriate for the child to be collected by a parent or carer. However, in circumstances where:

a) there may be a delay in the parent or carer collecting the child or arranging collection by someone else; or

b) the parent or carer is not immediately contactable,

It is appropriate for the child to be given a single (age appropriate) dose of Liquid Paracetamol whilst the child waits to be collected if:

1. the child's parent or carer has given prior consent to their child being

given Liquid Paracetamol;

and either

2. the child's parent or carer has been contacted;
3. the child's parent or carer has given consent for the dose of paracetamol to be given;
4. a period of at least 4 hours has passed since the last dose of paracetamol was given to the child; and
5. the parent or carer has undertaken to collect the child from the registered setting as soon as is practicable;

or

6. the registered setting has attempted to contact the child's parent or carer, but they cannot be contacted;
7. the registered setting has contacted NHS111;
8. a healthcare professional (at NHS111) has advised that it would be appropriate for a dose of Liquid Paracetamol to be given; and
9. the registered setting subsequently makes contact with the child's parent or carer to arrange for the child to be collected from the registered setting at the earliest opportunity/as soon as is practicable.

- Parents'/carers' written permission is obtained before any medication is administered.
- Written information relating to the child's individual medication is given to the provision including any possible side effects of the medication.
- *Faenol Playgroup CIC* checks that any medication given conforms to the provision's insurance policy requirements.
- All adults in *Faenol Playgroup CIC* know who is responsible for administering medication at any time.
- In circumstances where technical or medical knowledge is required for specific medication to be administered to a child *Faenol Playgroup CIC* may arrange for a nominated person to be trained by a qualified health professional, prior to the admission of the child, and update the training as needed
- Medicines are stored in their original container, with the original label intact and clearly displayed.
- Medicines are stored at the correct temperature, temperatures checked, and records kept.
- Medicines are returned to parents/carers after the prescribed period of treatment.
- All medication is inaccessible to children at all times and kept in a cabinet/fridge within a key padded door (immediate access is enabled as necessary).
- Medication that is found to be out-of-date is not administered.
- Written information about when the medication was last administered is obtained from the parent/carer.
- Medication is administered to a child only by a delegated and trained adult.

- The time and dosage of medicine given is recorded and witnessed by another designated adult/member of staff in the provision.
- The parent/carer is required to sign the record of administration of medication on the same day when they collect the child.
- Records relating to medication administered are kept in line with *Faenol Playgroup CIC*'s confidentiality policy and retained in line with regulatory and insurance company requirements.

Asthma and other ongoing medical conditions

Asthma is a long-term condition that can cause a cough, wheezing and breathlessness. The severity of the symptoms varies from person to person. Asthma can be controlled well in most people most of the time. In the UK, 5.4 million people are currently receiving treatment for asthma. That is 1 in every 12 adults and 1 in every 11 children.

Asthma is caused by inflammation of the airways. This makes it difficult to breathe and causes wheezing and coughing. It may also make the chest feel tight.
(http://www.nhs.uk/conditions/asthma/Pages/Introduction.aspx)

It is the policy of *Faenol Playgroup CIC* to promote an effective partnership between all concerned to promote the safety, welfare and best interests of any child with any ongoing long term condition in our care.

We do this by operating the following procedure:

- Discussing each child's individual needs with their parents and agreeing how we can best support their child while in our care
- Encouraging and supporting all children to participate fully in activities
- Providing guidance, and where needed, training for staff which best supports the child while in the setting and ensures the child's welfare in the event of an emergency
- Any training to administer specific medication will be delivered by the appropriate health professional
- Ensuring that written records are kept clearly detailing information of what medicine is to be taken, when and how often
- Informing parents that:
  - Medication must not have passed its expiry date
  - A record is kept each time it is used
  - Any on-going medication left in the setting must be checked regularly, labelled clearly with the child's name and parents informed if replacements are needed
- Keeping and using emergency contact details for next of kin but in the case of an emergency dial 999 (in line with our registration form)
- Making sure the person collecting the child is informed if the child has had to take their medication.
- medicines and to sign the form (in line with our medication policy)
- Parents are also referred to our admissions and equality and inclusion policies and
- procedures.

Exclusion Periods

If a child or member of staff becomes ill outside of operational hours, they should notify the setting as soon as possible. The minimum exclusion periods in the attached document and available on the link below will then come into operation:
http://www.wales.nhs.uk/sitesplus/documents/888/PHW%20HPT%20Recommended%20Time%20%20to%20Keep%20Individuals%20Away%20from%20Settings%202019%20v3%20ENGLISH.pdf

This **Medication Policy** was passed for use in *Faenol Playgroup CIC*

On: 5/11/19

By: Catherine Lloyd Signature: C A Lloyd

Position: Person in Charge/ Director

Date of planned review: Autumn term 2024

Amendments made inline with the NMS standard 11, by CALloyd 16/1/2025