

Updated Medication Policy – Extract from SASCS Policy Documents

FIRST AID

The first aid trolley is located within SASCS office, stocked at all times with items as per the separate sheet; this is the responsibility of SASCS Management Team.

MEDICATION

Children and young people with medical needs have the same rights of admission to an establishment as other children.

Most children and young people will at some time have short term medical needs, perhaps entailing finishing a course of medication such as antibiotics.

Some however will have longer term medical needs and may require medicines or health care support on a long term basis to keep them well, for example children with epilepsy / cystic fibrosis. Others may require medicines in particular circumstances such as children with severe allergies who may need an adrenaline injection.

This policy has been developed to meet current requirements of the Care Inspectorate (SCSWIS).

In the event a child requires ANY medication to be administered during there time at SASCS parents will be required to attend SASCS and complete a MEDICATION RECORD.

MEDICATION

- a) ALL medication provided for children must be prescribed by a G. P. / Dentist / Pharmacist.
- b) All medication provided should be in the original container.
- c) All medication should be clearly labelled with the child's name.
- d) The information leaflet should accompany the medication.
- e) Parents should provide appropriate advance notice of medication
 - o to allow the child's record of needs to be completed
 - o Appropriate training (if necessary) for staff in relation to specific medication such as epipen, insulin.
- f) A time limit of 28 days applies to all medication, after this period a review is required. (We understand and appreciate how difficult this may be and will where possible try to be flexible to meet the needs of the child and the parent, whilst also meeting our own legislative obligations).
- g) A signature from parents, each day will ensure they are aware of medication administered to their child during there time at SASCS.
- h) SELF MEDICATION-Please see APPENDIX 1.
- i) In the event TOO MUCH MEDICATION is administered to a child-Please see APPENDIX 2.
- j) In the event a child refuses to take there medication-Please see APPENDIX 3.
- k) SASCS should NOT give the first dose of new medication to a child. Parents should have already given at least one dose to ensure that the child does not have an adverse reaction to the medication, such as an allergy to an antibiotic. To meet this requirement parents will be asked to sign a disclaimer.

- l) In the event a child experiences an adverse reaction to medication during attendance at SASCS please see APPENDIX 4.
- m) This process will be completed by the return of the child's medication to parents, and will require a signature from parents to confirm receipt.

To ensure regular monitoring of all children's medication requirements, a monthly audit will be carried out. This will be the responsibility of SASCS Management Team.

Appendix 1

Older children and young people with long-term conditions should, whenever possible, assume complete responsibility under the supervision of SASCS Staff for self-administration. Children and young people develop at different rates and so the ability to take responsibility for their own medicines varies. This should be borne in mind when making a decision about transferring responsibility to a child or young person. There is no set age when this transition should be made. There may be circumstances where it is not appropriate for a child of any age to self-manage. Health professional need to assess, with parents/carers and the young person, the appropriate time to make this transition. This will be used to inform SASCS procedures.

Appendix 2

The following procedures are aimed at preventing too much medication being administered to a child:

- Two staff members must administer medication to a child (one must be from the Management Team).
- The medication record for a child should be read and understood before administering medication to a child.
- Liaison with the school will assist this process.

Appendix 3

If a child or young person refuses to take medicine, staff should not force them to take it. Parents/carers should be informed of the refusal immediately. If a refusal to take medicines results in an emergency staff must contact emergency services.

Appendix 4

The following procedures aim to reduce the likelihood of a child experiencing adverse reactions to medication administered:

- Parents/carers will be asked to read and sign a declaration that states they have administered the first dose of any medication, without any adverse reaction.
- SASCS will only administer medication which has been prescribed.
- Staff must read the information leaflet accompanying any medication to ensure awareness of any side effects which may be encountered.

References

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