

MANAGING MEDICINES

Prescribed medicines will not be accepted without complete written and signed instructions from the parent.

Staff will not give non-prescribed medicine to a child unless there is specific. Prior written permission from the parent.

Each item of medication must be delivered to the 1-2-3 club, in normal circumstances by the parent, in a secure and labelled container as originally dispensed or purchased. Each item of medication must be clearly labelled with the following information:

- . Childs name
- . Name of medication
- . Dosage
- . Frequency of administration
- . Date of dispensing
- . Storage requirements
- . Expiry date

Items of medication in unlabelled containers will not be accepted.

All medicines are stored securely in a locked container which is inaccessible to children and in accordance with manufacturer's instructions.

A personal medication record is maintained for each child which will be available for parents to view. Such records are constructed, completed and maintained in such a manner so as to ensure a clear audit trail with names, signatures, dates and times and include :

- . Medicines prescribed or requested
- . Medicines administered
- . Medicines refused
- . Medicines returned to parents for disposal

Medicines are administered as follows :

- . Medicines which have been prescribed by a GP are only administered to the child for whom they are prescribed and in accordance with the prescribers instructions
- . Non- prescribed medicines are only administered on the written request of a parent in accordance with the manufacturers instructions

Staff will not make changes to dosages on parental instructions

Before a medicine is administered to a child, the following practices are followed :

- . The child's personal medication record is consulted to identify the medicine, dosage instructions required and to confirm when medicine was last administered.
- . The medicine pack is checked to confirm it is labelled with the child's name, dosage instructions and expiry date has not passed.
- . Medicine doses are prepared immediately prior to their administration from their container.
- . The correct dose is administered at correct time.
- . 2 members of staff are present, one being designated member of staff.
- . When medicine is administered the medication record is completed immediately

- . Any refusal by child is recorded and reported to parent
- . Parents are informed daily of medicines administered and asked to sign records to acknowledge

It is responsibility of parent to notify 1-2-3 club in writing if child's need for medicine has ceased.

Staff will not dispose of medicines. Date expired medicines or those no longer required will be returned to parent for transfer to a community pharmacy for safe disposal

Administration of Medication Form

Date _____

Name of child _____

Date of birth _____

Name/type of medication administered _____

Dosage _____

Date of administration _____

Time of administration _____

Name of staff member who administered medication _____

Reason for administering medication _____

Witness 1. _____

Witness 2 _____

Time of notifying parents _____

Parent signature _____

Date _____ Time _____

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