



TradeWinds Academy Administering Medication Policy

Policy Aim

Tradewinds members of teaching staff can safely administer any medication as necessary to children with the written authority of the child's parents. It is important to follow strict procedures to promote the health and wellbeing of each child at TradeWinds Academy.

This policy will cover

1. Implementation
2. Prescribed medication
3. Non-prescribed medication
4. Acceptance of medication
5. Administering medication
6. Medical procedures
7. Enrolment/ Continued Enrolment of a Child Requiring Medical Procedures
8. Administering medical procedures
9. Emergency medication
10. Emergency Involving Anaphylaxis or Asthma

1. Implementation

- 1.1 The service will ensure that written consent is completed for each child using the service who requires medication. Pre-existing medical conditions must be declared as part of the enrolment and registration process.
- 1.2. TradeWinds permits children, who are capable, to self-administer medication. In this instance, staff will ensure that a record is completed for each child who self-administers medication. All self-administration of medical will be overseen by a member of staff. A separate entry must be completed for each medication if more than one is required.
- 1.3 Medication may only be administered by the service, or self-administered while at TradeWinds Academy, with written authority signed by the child's parent or other responsible person named in the child's enrolment record that is authorised by the child's parent / guardian to make decisions about the administration of medication.
- 1.4 No prescription medication will be administered to a child, or be self-administered while at the service (by school aged children only), unless prescribed by a Registered Medical Practitioner. If the medication is an over the counter drug (see below for examples of non-prescribed medications), it must be accompanied with written consent from the child's parent/guardian stating the child's name, the dose required and the period for which this dose will be required.
- 1.5 Medication, including medication that will be self-administered (by school aged children only), must be provided by the child's parent / guardian including the following -



- i. Original container. Medication will only be administered from the original container.
- ii. Original label that is clearly readable.
- iii. Child's name clearly on the label.
- iv. Any instructions attached to the medication or related to the use of the medication.
- v. Any written instructions provided by the child's registered medical practitioner.

1.6. Any person delivering a child to the service must not leave medications in the child's bag. Medication must be given directly to a member staff for appropriate storage upon arrival.

2. Prescribed Medications

2.1 These may include:

- i. Antibiotics
- ii. Creams for external body surfaces.
- iii. Nebulisers, inhalants, turbuhaler for asthma
- iv. Ear drops, nose drops and eye drops

3. Non Prescribed Medications

3.1 These may include:

- a. Paracetamol products
- b. Creams or lotions for external body surfaces such as nappy rash or sunscreen.
- c. Lotions for internal body surfaces i.e. teething treatments.

4. Acceptance of Medication by TradeWinds Academy – including medication to be self-administered

- 4.1 The Parent/Guardian(s) are to inform the class teacher if their child requires medication whilst at TradeWinds Academy. Written consent is to be completed by the Parent/Guardian and given to the class teacher.
- 4.3 The class teacher will ensure that the Parent/Guardian has provided written consent and that the class teacher has signed and accepted responsibility for accepting the medication.
- 4.4 The class teacher must check the currency of the use by date of the medication. They must also check that the medication is in the original container.
- 4.5 Class teachers must ensure that the child's name for whom the medication has been prescribed, appears on the chemist label and matches the child's name on the written consent provided by the Parent/Guardian.
- 4.6 Class teachers are to check that the details on the medication correspond with the information on the written consent.



- 4.7 The class teacher must pass all medication to a member of office staff for it to be stored out of reach of children in a non-child accessible space. Refrigerated medication will be stored in a restricted area.
- 4.8 Any member of staff that receives the medication must follow the proper procedure and communication to ensure that the appropriate child's teacher administers the medication, or oversees the administration of the medication.

5. Administering Medication

- 5.1 The nominated individual administering the medication must wash his/her hands immediately before and after administering the medication
- 5.2 Re-check the dosage and details of the medication immediately before the medication is administered to the child. Complete the details of the medication administered to the child on the *Medication Administration Record* after the medication has been administered.
- 5.3 If the child suffers from a reaction to the medication, an ambulance must be called. When calling an ambulance it must be specified that the child is suffering a reaction to a substance. This is to ensure that the appropriate ambulance officer may be dispatched to treat the child.
- 5.4 When it is necessary for the medication to be taken home, it is the responsibility of the child's parent/guardian to ensure that medication has been collected.

6. Medical Procedures (Trained Staff Only)

- 6.1 Medical Procedures encompass procedures or administration of medication outside of oral administration of medication. These would include procedures which a Parent/Guardian or staff member can perform, having received appropriate training.
- 6.2 Due to the more serious nature and possible legal implications of this type of medical procedure, TradeWinds Academy requires that educators seek all permission and directions from the child's Parent/Guardian as opposed to any other caregiver who is responsible for a child on a daily basis.
- 6.3 For TradeWinds Academy, appropriate training means that staff members will:
 - a. Be the holder of a current Red Cross Basic First Aid Certificate and
 - b. Have received training from a qualified health professional that is relevant to the child's individual condition.
- 6.4 Self-administration of medical **procedures** is not permitted regardless of the age of the child. A member of staff with appropriate training is required to administer medical procedures.



7. Procedure for the Enrolment/ Continued Enrolment of a Child Requiring Medical Procedures

- 7.1 When enrolling a child who requires a Medical Procedure, or when a medical condition requiring a medical procedure for an enrolled child becomes known to TradeWinds Academy, the Nominated Supervisor must meet with the Parent/Guardian, to take part in a case conference to ascertain the extent of the child's needs. E.g. Diabetes, tube feeding, other injections.
- 7.2 The Nominated Supervisor will need to seek written authorisation from the Parent/Guardian to obtain explicit medical information.
- 7.3 Once the medical information has been returned, the Nominated Supervisor will arrange a meeting with a Senior Staff member and the child's class teacher to discuss the information provided and decide on the ability of the school to respond to the child's needs.
- 7.4 Consideration will be given to the availability and willingness of teachers to be trained in the correct implementation of the necessary procedures.
- 7.5 The child's enrolment cannot be undertaken until members of staff have completed the necessary training.
- 7.6 An action plan should be developed to discuss possible changes required in the service routine to best meet the needs of the children and to minimise the child's risk.

8. Procedure for the Administration of Medical Procedures

- 8.1 Parents/Guardians are to inform an educator if their child requires medication or a medical procedure whilst at the service. Written consent is to be provided by the Parents/Guardians.
- 8.2 The Parents/Guardians are to give the medication and/or medical equipment and the above written consent to an educator who will:
 - a. Check that the medication is in the original container, bearing the child's name, dosage and frequency.
 - b. Check the currency of the use by date of the medication.
 - c. Ensure that the name of the child for whom the medication has been prescribed, appears on the chemist label and matches the child's name on the form.
 - d. Check that the details on the medication correspond with the information on the *Administration for Authorised Medication Record* and after checking, signing the form.
 - e. Ensure that the administration instructions are written by the child's Medical Practitioner or Specialist.
- 8.3 The nominated individual will store the medication and medical equipment safely in a secure cupboard, drawer or box. If the medication needs to be refrigerated it will be held in a restricted area.
- 8.4 The medical procedure must only be administered by a staff member who is suitably trained as outlined above.



8.5 If the child suffers from a reaction to the medication, an ambulance must be called. When calling an ambulance it must be specified that the child is suffering a reaction to a substance. This is to ensure that the appropriate ambulance officer may be dispatched to treat the child.

9. Emergency Administration of Medication –

When a child requires medication and no plan is in place and the child's condition is not known to the service.

- 9.1 In the event of an emergency and where the administration of medication must occur, the service must attempt to receive verbal authorisation by a parent of the child named in the child's Enrolment Form who is authorised to consent to the administration of medication.
- 9.2 If a parent of a child cannot be contacted, the service must attempt to receive verbal authorisation from an emergency contact of the child named in the child's enrolment form who is authorised to consent for the administration of medication.
- 9.3 If none of the child's nominated contacts can be reasonably reached, the service must contact a registered medical practitioner or an emergency service.
- 9.4 In the event of an emergency and where the administration of medication must occur, written notice must be provided to a parent of the child or other emergency contact person listed on the child's Enrolment Form.

10. Emergency Involving Anaphylaxis or Asthma -

When a child requires medication, no plan is in place and the child's condition is not known to the service.

- 10.1 For anaphylaxis or asthma emergencies, medication may be administered to a child without an authorisation following the information listed above under Emergency Administration of Medication.
- 10.2 The service must contact the following as soon as practicably possible-
 - a. Emergency services.
 - b. A parent, guardian or emergency contact for the child.
- 10.3 The child will be positively reassured, calmed and removed to a quiet area under the direct supervision of a suitably experienced and trained educator.