

This policy was adopted on	Signed on behalf of BASK	Date for next review
19 August 2021	Andy McEwing	August 2025

BASK Administration of Medication Policy

At **BASK** we promote the good health of children and take necessary steps to prevent the spread of infection (see Infection Control policy). If a child requires to have medicine during their sessions at BASK, we will obtain information about the child's needs prior to agreeing to store/administer medication, and will ensure this information is kept up to date.

We follow the Care Inspectorate guidance on the management of medication in the day care of children and childminding services. When dealing with medication of any kind in BASK, staff follow the procedure set out below.

Medication prescribed by a doctor, dentist, nurse or pharmacist

(Medicines containing aspirin will only be given if prescribed by a doctor)

- Prescription medicine will only be given to the person named on the bottle for the dosage stated
- **Staff should not give the first dose of a 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**
- Medicines must be in their original containers and where possible early staff should always read and retain the information which is supplied with the medicine
- Those with parental responsibility for any child requiring prescription medication should hand over the medication to the most appropriate member of staff who will then note the details of the administration on the Medication Form (see appendix 1) and another member of staff will check these details
- Those with parental responsibility must give prior written permission for the administration of each and every medication. However, we will accept written permission once for a whole course of medication or for the ongoing use of a particular medication under the following circumstances:
 1. The written permission is only acceptable for that brand name of medication and cannot be used for similar types of medication, e.g. if the course of antibiotics changes, a new form will need to be completed
 2. The dosage on the written permission is the only dosage that will be administered. We will not give a different dose unless a new form is completed
 3. Parents must notify us IMMEDIATELY if the child's circumstances change, e.g. a dose has been given at home, or a change in strength/dose needs to be given
- BASK will not administer a dosage that exceeds the recommended dose on the instructions unless accompanied by written instructions from a relevant health professional such as a letter from a doctor or dentist
- The parent must be asked when the child has last been given the medication before coming to BASK; and the staff member must record this information on the medication form. Similarly, when the child is picked up, the parent or guardian must be given precise details of the times and dosage given throughout the day. The parent's signature must be obtained at both times

- At the time of administering the medicine, the manager or most senior member of staff will ask the child to take the medicine, or offer it in a manner acceptable to the child at the prescribed time and in the prescribed form. (It is important to note that staff working with children are not legally obliged to administer medication)
- If the child refuses to take the appropriate medication or spits it out, then a note will be made on the form and parents told
- Where medication is 'essential' or may have side effects, discussion with the parent will take place to establish the appropriate response.

Non-prescription medication

- BASK staff will not administer any medication unless prior written consent is given for each and every medicine.
- BASK staff will not administer any non-prescription medication containing aspirin
- BASK staff will only administer non-prescription medication for a short initial period, dependent on the medication or the condition of the child. After this time medical attention should be sought
- If BASK staff feels the child would benefit from medical attention rather than non-prescription medication, we reserve the right to refuse BASK care until the child is seen by a medical practitioner
- If a child needs liquid paracetamol or similar medication during their time at BASK, such medication will be treated as prescription medication with the onus being on the parent to provide the medicine.
- We do not keep an emergency communal BASK supply of fever relief and anti-histamines on site (following Care Inspectorate guidance). If a child does exhibit the symptoms that would require non-prescription medication during the day, e.g. a high temperature, BASK staff will make every attempt to contact the child's parents. Where parents cannot be contacted then BASK manager will help to reduce the child's temperature, contact the child's emergency contact and seek further medical advice if the child shows other signs of being unwell.
- For any non-prescription cream for skin conditions, prior written permission must be obtained from the parent and the onus is on the parent to provide the cream which should be clearly labelled with the child's name
- If any child is brought to BASK in a condition in which he/she may require medication sometime during the day, the manager will decide if the child is fit to be left at BASK. If the child is to attend, the parent must be asked if any kind of medication has already been given, at what time and in what dosage and this must be stated on the medication form
- As with any kind of medication, staff will ensure that the parent is informed of any non-prescription medicines given to the child whilst at BASK, together with the times and dosage given

Injections, pessaries, suppositories

As the administration of injections, pessaries and suppositories represents intrusive nursing, we will not administer these without appropriate medical training for every member of staff caring for this child. This training is specific for every child and not generic. BASK will do all it can to make any reasonable adjustments including

working with parents and other professionals to arrange for appropriate health officials to train staff in administering the medication.

Storage

All medication for children must have the child's name clearly written on the original container and kept in a closed box, which is out of reach of all children.

Emergency medication, such as inhalers and EpiPens, will be within easy reach of staff in case of an immediate need, but will remain out of children's reach.

Any antibiotics requiring refrigeration must be kept in a fridge inaccessible to children.

All medications must be in their original containers, labels must be legible and not tampered with or they will not be given. All prescription medications should have the pharmacist's details and notes attached to show the dosage needed and the date the prescription was issued. This will all be checked, along with expiry dates, before staff agree to administer medication.

Staff medication

All BASK staff have a responsibility to work with children only where they are fit to do so. Staff must not work with children where they are infectious or too unwell to meet children's needs. This includes circumstances where any medication taken affects their ability to care for children, for example, where it makes a person drowsy. If any staff member believes that their condition, including any condition caused by taking medication, is affecting their ability they must inform the manager and seek medical advice. The manager will decide if a staff member is fit to work, including circumstances where other staff members notice changes in behaviour suggesting a person may be under the influence of medication. This decision will include any medical advice obtained by the individual or from an occupational health assessment.

Where staff may occasionally or regularly need medication, any such medication must be kept in the BASK staff room. In all cases, it must be stored out of reach of the children. It must not be kept in the first aid box and should be labelled with the name of the member of staff.

Name		Date of birth		
School/Class				
Reason for medication				
Prescribed by				
Name of medication (including brand if non-prescription)				
Exact dosage required (checked against instructions on medication)				
Any specific requirements (e.g. before/after food, known side effects)				
Prior parental permission				
Date of medication required (or dates if multiple)				
Mon	Tues	Wed	Thurs	Fri
Time(s) of medication required				
Mon	Tues	Wed	Thurs	Fri
Time (and date) of last dose				
Mon	Tues	Wed	Thurs	Fri
Given by				
Mon	Tues	Wed	Thurs	Fri
Witnessed by				
Mon	Tues	Wed	Thurs	Fri
Parental signature				
Mon	Tues	Wed	Thurs	Fri

Times given (attach separate numbered sheet and if long-term medication required)	
---	--