

The Hollies Childcare Facility Medication Policy

Authoriser: Lynnette Collins

Responsible Individuals: Sarah Murray and Lynnette Collins

Registered Charity Number: 1196324

Revision History

Issue/Draft	Date	Comment/Reason for Change
Draft	1 st February 2018	Initial release for comment.
Issue 1	15 th February 2018	Comments received from management committee
Issue 2	1 st February 2019	Annual Document review
Issue 3	13 th May 2021	Annual document Review
Issue 4	19 th October 2021	Amendment to include change of name of setting and Registered Charity Number
Issue 5	26 th September 2022	Annual Document Review
Issue 6	15 th September 2023	Annual Document Review
Issue 7	10 th September 2024	Annual Document Review
Issue 8	11 th September 2025	Annual Document Review
Issue 9	12 th February 2026	Amendment to include the administration of liquid paracetamol

Gossary

Term	Definition
The Hollies	Refers to the Hollies Childcare Facility
CAO	Chief Administration Officer

Contents

1.0	Overview	Page 3
2.0	Medication Procedure	Page 3
Appendix A	Medication Permission Form (Parent/Carer)	Page 5
Appendix B	Record of Medication Administered	Page 6
Appendix C	Medication procedure Checklist	Page 7

1.0 Overview

Prescribed medicines provided in their original container will only be administered with the written agreement of the parent and with all possible side effects listed. In order for your child to receive prescribed medication whilst at The Hollies, you must give your written consent by completing and signing the '**Medication Permission Form**' (see Appendix A) and sign the '**Record of Medication Administration Form**' (see Appendix B) on every day the medication needs to be administered.

2.0 Medication Procedure

Medicines will not usually be administered unless they have been prescribed for that child by a doctor.

In such cases written agreement and all the necessary information from the parent/carer and written agreement from The Hollies Leader must be provided in advance. The registered person will confirm that the administration of medication conforms to the settings insurance cover.

If medication is to be given, the following procedure will be followed:

- The Hollies Leader will confirm that the administration of medication conforms to The Hollies insurance cover.
- If medication is administered to a child it is with the written agreement of the parent/carer and with an understanding of the possible side-effects of the medication.
- Any new medication to be administered to a child will have the first dose given by the parent/carer.
- If medication is self-administered by the child, this is in line with the written guidance from the parent/carer and with an understanding of the possible side effects of this medication.
- The parent/carer gives written permission before any medication is given. Parents/carers are to administer the first dose during the day. Written details of the exact time the medication was last administered to the child will be obtained from the parent/carer.
- Medicines must be provided in their original containers, within the expiry date listed on the container and clearly labelled with the child's name.
- Checks will be made to ensure that any medication The Hollies staff are asked to administer is not out of date.
- Medication to be administered for a prolonged period of time will be subject to regular reviews and consultation with the parent/carer.
- Medicines will be stored in original containers and will be inaccessible to children.
- Written details of the exact time medication were last administered to the child

- will be obtained from the parent/carer.
- If the administration of prescription medicines requires technical or medical knowledge then it is the responsibility of the parent/carer to inform the Settings Leader (or senior staff member in the absence of the PIC) of this before the child starts at the setting. Until individual training can be provided for staff from a qualified health professional, arrangements may be made for a parent/carer or health professional to join the session in order to administer medication to the child, though this request must be placed in writing and approved by the management committee/CAO and Setting Leader.
- Written records will be kept of all medicines administered to children. This requires a second member of staff to witness the medicine being administered. Parents/carers must sign the record book to acknowledge the entry.
- Each child being given medicine will have their own recording form in order to maintain confidentiality.
- Where necessary, The Hollies staff will liaise with school staff to monitor the administration of medicine and the child's needs on a daily basis.

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 **parents have given prior written consent** and they are not able to collect their child immediately the following options would be appropriate:

Option 1: the child's parent or carer has been contacted but there is going to be a delay in collection:

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

Or

Option 2: the registered setting has attempted to contact the child's parent or carer, but they cannot be contacted:

- the registered setting must contact NHS 111 and a healthcare professional (at NHS 111) has advised that it would be appropriate for a dose of Liquid Paracetamol to be given.
- the registered setting should subsequently contact 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.

Appendix A Medication Permission Form (Parent/Carer)

Full name of parent/carers completing form.	
Full name of child taking medication	
Date of birth of child (named above)	
Full name of medication to be administered	
Expiry date of medication	
Dates to be administered	From: Until:
Required dose (and frequency)	
Storage instructions	
Other Information/possible side effects	
Purpose of medication	
Does the administration of medicine require technical or medical knowledge	Yes No If yes please give details below
<p>Signature of parent / Carer : _____</p> <p>Date: _____</p>	
<p>The Settings Leader name and signature to confirm medication conforms to The Hollies insurance and the Hollies Assistants have received suitable training from a qualified health professional.</p>	
<p>Name: (Please Print): _____</p> <p>Signature of The Hollies Leader: _____</p> <p>Date: _____</p>	

Appendix B Record of Medication Administered.

Name of child:			
Date last dose given:	Time last dose given:	Date of next dose:	Time of next dose:
Date and time administered:			
Administered By			
Name: (please print)			
Signature:			
Observed by Hollies Staff Member			
Name: (please print)			
Signature:			
Signed by Parent/Carer			
Name: (please print)			
Signature:			
Date:			

Appendix C Medication Procedure Checklist

- Medication administered conforms to The Hollies Insurance
- Permission is received from The Hollies Leader permitting administration
- Technical/medical knowledge is either not required to administer the medication or training has been provided for staff from a qualified health professional
- Medicine is provided in original container
- Medicine is clearly labelled with child's name
- Medicine has not exceeded the expiry date
- Special storage requirements noted above are adhered to
- Possible side effects have been provided
- All details are completed above including the signature of a fellow staff member witnessing the administration and the parent signs to acknowledge dose administered
- Written records will be kept of all medicines administered to children. This requires a second member of staff to witness the medicine being administered
- Parents/carers must sign the record book to acknowledge the entry

Signed by The Hollies Leader:

Date: