

Medication

As an organisation, Stramash recognises that there may be instances where a child requires medication to be stored on site and administered by a staff member. For many, this will be short-term, perhaps finishing a course of prescribed or non-prescribed medication. Other children may have medical conditions such as asthma that require regular medication which they might need to take while they are at Stramash. Some children have conditions which require emergency treatment, for example, severe allergic conditions or seizures.

Any requests for medication to be administered during nursery sessions should be handled by trained staff only.

Seeking consent

As per the guidance given by the Care Inspectorate in the document ***Management of medication in daycare of children and childminding services*** (2014)¹, Stramash operates a system of gathering consent from parents or primary caregivers for administering medication during nursery sessions. **Stramash will not accept consent from non-primary caregivers** such as Grandparents or Childminders.

This consent is given through a Medication Form, which is signed by the parent/caregiver. The medication form gives details of the name of the medication, prescription notes, the dosage required, expiry dates, when required and for what reason the medication is being given. **Stramash staff will not administer medicine without signed consent.**

When a child is collected, the parent or caregiver is to sign the form to acknowledge the dosages given throughout the session.

Consent to administer each medication is time limited.

- Non-prescription medication consent is done on a day by day basis;
- Prescription medication consent should follow the advice on the prescription label but should last no longer than 7 days;

For more long term medical conditions which require storage of medication, and the possibility of administering the medication (ie for severe allergies, asthma etc) - consent can be given for a longer period of time - typically a term. This time period

¹ [Management of medication in daycare of children and childminding services \(2014\)](#)

extends until **two weeks prior to the expiry date** on the medication as to allow for a refill to be collected and replaced by the parent or caregiver.

Stramash staff will not administer prescription medication if it is labelled as the wrong individual, misdated or unlabelled - the prescription must be dated and named for the child's current illness.

Storage of Medication

All Stramash sites have a designated storage space for medications. This storage area where possible should be a cool area (below 25C) that is away from play and communal areas - typically the location of storage may be an office.

According to the guidance given in the Care Inspectorate document *Management of medication in daycare of children and childminding services (2014)*, for medication that needs to be stored in a fridge, Stramash, as a small provider, will store chilled medicine in a plastic labelled container in a domestic fridge - clearly labelled with the child's name and date of birth. If off site or unable to meet the storage needs for medication (ie no fridge), this information will be fed back to the parent or caregiver to make a decision - either to provide an alternative medicine, arrange to administer it themselves or to take the child home.

When medication is not stored correctly, there is a higher risk of toxic reactions - In circumstances where medication has been stored incorrectly, medication will not be administered under any circumstances.

Administering Medicine

In order to promote the safety and well-being of any child in our care, only first aid trained staff are permitted to administer medicine. In all circumstances where medicine is being administered, this sequence shall be observed and verified by another trained individual - typically a Team Leader or Senior Practitioner.

When administering medicine, Stramash staff will adhere strictly to the Administering Medicine procedure.

Epi-pens/inhalers

For children who require potentially life-saving medication such as an epi-pen and or use of an inhaler, Stramash staff will liaise with parents/carers and appropriate medical professionals to ensure that all relevant Stramash staff are aware of the individual child's medical emergency procedure.

These potentially life-saving medications and their corresponding procedures will be kept in a first aid bag/box that is with the group in a dedicated location that all staff are made aware of - typically the same location each day.

Recorded Dosages & Refusal

For any administering of medication given within Stramash's nursery sessions, a record shall be kept of the dosage, time and individual who administered the medication. This record will be fed back to parents or caregivers at pick up time to give a clear picture of the child's medicinal intake that day. It is vital these records are kept up to date and accurate.

For any reason that a dosage was delayed or the medication has not been administered as planned (child refused, spat it out or medicine was unavailable) - this should be recorded and fed back to the parent or caregiver.

If administering medication that is kept for "when required", Stramash staff will record the reasons for administering it as according to the symptoms stored on the child's care plan on the long term medication form.

These records shall be signed off by the Team Leader and stored for future reference in accordance to GDPR guidelines.

Controlled Drugs

For instances where Stramash staff administer controlled drugs, such as methylphenidate (Ritalin), the same process shall be applied however these shall be kept in a locked receptacle which can only be opened by Team Leaders. This medication's quantity will be tracked before and after administration.

Staff Medication

Stramash acknowledges staff may have personal medications in their own bags (ie paracetamol, inhalers). Under no circumstances should these medications be accessible to children - staff bags must be stored in areas where children have no independent access (ie office) or in personal vehicles. Staff are responsible for ensuring their own medications are stored safely.