



ADMINISTRATION OF MEDICATION POLICY

(BP)

Mandatory – Quality Area 5

CSRegPart4-Div4

PURPOSE

The aim of this policy is to:

- Ensure that the child requiring administration of medication has the medication administered in accordance with the documented recordings outlined in the medication book.
- To ensure that staff and parents comply with the recorded requirements stated in Children's Services Regulation's 2009.
- To clearly state the role and responsibility of all staff caring for a child that is required to have medication administered whilst at the centre.
- To ensure that all staff caring for a child requiring the administration of medication whilst in care at the centre manage and store the medication in accordance with the prescribing Doctors and manufacturers label.
- To ensure that each staff member caring for a child requiring medication whilst in the centres care holds a current first aid certificate.

SCOPE

This policy applies when a child enrolled at Outlets Co-operative Neighbourhood House Ltd requires the administration of medication whilst in care.

This policy applies to the Licensee, staff, parents/guardians and Committee of Management who are involved in the care of the child requiring medication enrolled.

BACKGROUND AND RELEVANT LEGISLATION

- The Licensee, staff, parents/guardians and all of the mentioned in the above scope and who it applies recognize that regulations and various procedures are to be followed to ensure the safe administration of medication to children whilst in the centres care.
- All parents/guardians need to be made aware that medication will not be administered if the correct protocols are not followed as outlined in regulation 36 of the Children's Service Regulation's 2009.
- Decisions about medical treatment of child are significant and can only be made by the person who has sole or joint responsibility for the day to day care and control of the child. In most cases this is the parent/guardian of the child. The person cannot authorize another person to consent to the medical treatment of the child.

Children's Services Regulation's 32/2020

Children's Services Act 1996

Health Act 1958

Health Records Act 2001

Occupational Health and Safety Act 2004



PROCEDURE

The licensee shall ensure the following:

- Ensure that staff is aware of the requirements in documentation of information required in the medication folder.
- Ensure that the staff member administering the medication holds a current first aid certificate.
- Provide access on request of this policy to all parents/guardians and assure they are aware of the policy.
- Comply with procedures outlined in Schedule 1 of the Children's Service Regulations 2009.

(b). The staff responsible for the care of the child requiring the administration of medication shall ensure the following:

- That the medication is stored in a safe place in accordance with the original package and label, out of reach of children.
- Prior to administering medication, the childcare staff shall ensure written consent is given by the parent/guardian of the child for staff to administer medication in the medication book which is situated in the crèche.
- The following information must be recorded in the medication book:
 1. The child's name in full
 2. Permission by parent/guardian to have medication administered
 3. The name of the medication to be given
 4. The time and date the medication was last administered
 5. The time and date, or the circumstances under which, the medication should next be given
 6. The dosage of the medication to be administered
- Prior to the parent/guardian leaving the centre the staff member that is present whilst the above is recorded shall also ensure that:
- The person requesting the Authorisation to administer medication to a child is the person recorded in the child's enrolment form as being authorized to do so.
- That the medication is in its original packaging/container with the original label and instructions and is also still with expiry date or use by date.
- That the staff member that receives and records the medication to be given notifies the qualified staff member of the request and also records the time the medication is to be administered on the white board in the creche.
- That the medication dosage to be administered to the child is administered by the qualified staff member (level 3 or above) and checked by another staff member other than the staff member administering the medication at all times.
- The staff member that administered the medication shall ensure that they record the following in the medication book on completion of administering the medication to the child:
 1. The dosage that was administered.
 2. The time and date that the medication was administered.
 3. The full name and signature of the person that administered the medication.
 4. The full name and signature of the person who checked the dosage administered.
 5. That the dosage is marked as given on the white board in the creche.



(c). *Parents/Guardians of the children shall ensure that:*

- They comply with procedures outlined in the enrolment procedure.
- They comply with all relevant policies in the centre.
- They request to view any policy they would like to view
- Complete the medication book and document all required information.
- Hand the medication directly to a staff member in its original packaging.
- Comply with the centre policy that medication shall not be administered if the correct authoritative procedure is not followed.

3. Related Documents and Policies.

- Child enrolment procedure
- Parent Information Handbook
- Illness and emergency, asthma, anaphylaxis

ATTACHMENTS (NIL)

AUTHORISATION

This policy was adopted by the Approved Provider of Outlets Co-operative Neighbourhood House LTD on 21/07/2020

REVIEW DATE: 20/05/2023