Little Disciples Childcare

Medication Policy/Procedure

"Caring for children, supporting parents, and sparking imaginations – where quality, affordability, and excitement meet!"

Document Title:	Healthy Eating, Food & Snack Policy
Owner:	Little Disciples Childcare
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Distribution List:	Committee, Management Team, Staff & Parents
Responsible Individual Signature:	
Responsible Individual Signature:	

Version	Date	Changes Made	Author	Approved By	Next Review Date
1.0	September 2023	Initial Release for Provider changes	S. Gocher	A. Stephens	Annually – September 2024
2.0	December 2024	Policy Review	S. Gocher	A. Stephens	Annually – December 2025
3.0	January 2025	Policy Review inline with NMS Update – Standard 11: Medication	S. Gocher	A. Stephens	Annually – December 2025
3.1	January 2025	Minor amendments – Pg numbers and Document Control	S. Gocher	A. Stephens	Annually – December 2025
3.1	December 2025	Policy review, no changes	S. Gocher	A. Stephens	Annually – December 2026

Policy Statement
At Little Disciples Childcare, we are committed to providing a seamless and cohesive approach to childcare across all our services. This policy and procedure apply equally to both our Nursery Plus provision and our Breakfast, Afterschool, and Holiday Club services. This integrated framework ensures consistent standards of care, safety, and quality across all aspects of our provision, fostering a supportive and nurturing environment for every child in our care.

Medication Policy

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Purpose

Little Disciples Childcare prioritises the health, safety, and well-being of all children in our care. This policy outlines the procedures for administering medication, including prescribed and non-prescribed medication such as Liquid Paracetamol, in compliance with the National Minimum Standards and the latest Welsh Government guidance.

Scope

This policy applies to all staff, parents, carers, and children attending Little Disciples Childcare. It defines conditions for administering medication, storage protocols, and record-keeping requirements to ensure children receive appropriate and safe care.

Key Principles

- Prescribed Medication: Medicines will only be administered if prescribed for the specific child by a doctor, with the necessary written agreements in place.
- Non-Prescribed Medication: Liquid Paracetamol may be administered in urgent situations, subject to strict conditions outlined below.
- Parental Consent: Written parental consent is mandatory for administering any medication.
- Trained Staff: Medication will only be administered by trained staff members, with a second staff member witnessing the administration.
-Individual Healthcare Plan: A child may require one of these if medication is related to an ongoing medical condition.
- Documentation: Comprehensive and accurate records will be maintained for all medication administered.

Procedures

1. Parental Consent and Written Agreements

Parents must complete a Medication Authorisation Form in advance for any prescribed or non-prescribed medication. Written agreements must include:

- Child's name and date of birth.
- Medication name, dosage, administration instructions, and timing.
- Potential side effects and time of the last dose given.
- Acknowledgment of the setting's procedures for urgent administration of Liquid Paracetamol

2. Prescribed Medication

Medicines must:

- Be in their original container, labelled with the child's name, dosage, and expiry date.
- Be checked for expiration before each administration.

Written permission from the parent and management approval is required for each new prescription.

3. Non-Prescribed Medication (Liquid Paracetamol)

Liquid Paracetamol (sugar-free oral suspension sachets) may be administered in urgent situations under the following conditions:

- The parent/carer has given prior written consent for its administration in the Medication Authorisation Form.
- A single (age-appropriate) dose may be given if:
  - The child becomes unwell and parents/carers cannot immediately collect them.
  - The child's parent/carer has been contacted, and consent has been given for administration.
  - At least four hours have passed since the last dose.

- Parents undertake to collect the child as soon as possible.
- If the parent/carer cannot be contacted:
  - Staff contact NHS 111 for advice from a healthcare professional.
  - NHS 111 confirms administration of Liquid Paracetamol is appropriate.
  - Parents are informed immediately after contact is made.

4. Administration of Medication

Only trained staff will administer medication, following these steps:
- Confirm the child's identity and medication details.
- Administer medication in the presence of a second staff member.
- Record all details in the Medication Administration Record.

Parents must sign the record upon collection of the child to acknowledge administration.

5. Storage of Medication

Prescribed and non-prescribed medication must be stored:
- In its original container, out of children's reach, and in a secure, locked cupboard or fridge if required.
- Sachets of Liquid Paracetamol must be stored securely and checked for expiration every three months.

All stored medication must be clearly labelled with the child's name.

6. Technical or Medical Knowledge

If a medication requires technical or medical knowledge to administer:
- Parents must inform the Manager in writing before the child starts at the setting.
- Staff will receive appropriate training from a qualified health professional before administering such medication.
- Where training is pending, parents or health professionals may attend the setting to administer medication.

7. Illness and Exclusion

In accordance with NMS Standard 10.2, no child will be admitted if they appear unwell.
- If a child becomes unwell during the session:
  - Parents will be notified immediately to collect the child.
  - If there is a delay in collection, a single dose of Liquid Paracetamol may be administered following the procedure outlined above.
  - It must not be assumed that the child is better after receiving Liquid Paracetamol; they must be collected as soon as possible.

Record-Keeping

All doses of medication administered will be recorded, including:
- Date, time, and dosage.
- Child's name and details.
- Name and signature of administering and witnessing staff.

Each child will have their own confidential record form.

Staff Training and Responsibilities

Authorised staff will:
- Receive training in specialist medication administration e.g. Diabetic training, including recognising symptoms and administering Liquid Paracetamol.
- Maintain accurate records and communicate with parents promptly.

The Manager will oversee compliance with this policy and ensure staff are trained in line with updated guidance.

Policy Review and Updates

This policy will be reviewed annually or as required in response to changes in legislation or guidance. Updates will be communicated to all parents and staff.

References

- National Minimum Standards for Regulated Childcare (Standard 11: Medication).
- Welsh Government Guidance on the Administration of Liquid Paracetamol (November 2023).
- Little Disciples Childcare Health and Safety Policy.

Appendix 1

Little Disciples Childcare

MEDICATION FORMS

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. For your child to receive prescribed medication whilst at the setting, you must give your written consent by completing and signing the **'Medication Form'** and sign the **'Record of Medication Administration Form'** on every day the medication needs to be administered.

MEDICATION PERMISSION FORM (Parent/Carer)	
1.Full name of parent/carer completing form:	
2.Full name of child taking medication:	
3.Date of birth of child (named above):	
4. Full name of medication to be administered:	
5. Expiry date of medication	
6.Dates to be administered	(duration e.g. 1st-14 April 2011)
7.Required dose	
8.Storage instructions	
9.Other information/possible side effects:	
10.Purpose of medication:	
11.Does the administration of medication require technical or medical knowledge?	Yes No If yes, provide details:
Signature of Parent/Carer: …….. **Date:……..**	
Management committee/manager name and signature to confirm medication conforms to setting's insurance and the Setting playworkers have received suitable training from a qualified health professional.	
Management committee/manager name:	
Signature:	**Date:**

Appendix 2

Who Administered the medication?	**Dosage administered**	**Time of administration**	**Staff Signature** (Person Administering Medication)	**Witness Signature**