



SIMPLY PENDOYLAN

Administering Medication Policy

This policy outlines the procedures for the safe administration of medication within the setting, in line with the requirements of the Care Inspectorate Wales (CIW) and the National Minimum Standards for Regulated Childcare.

Parental Consent

If a child requires medication, parents or carers must complete a *Permission to Administer Medication* form prior to attendance. No medication will be administered without prior written consent.

This applies to all medication brought into the setting, including medication handed over by another provider (e.g. school). Staff will confirm with the parent, carer, or responsible adult when the last dose was administered.

Parents must not place medication in children's bags without informing staff.

General Principles

- Wherever possible, medication should be administered at home.
- The first dose of any new medication must be given by the parent/carer.
- Children prescribed antibiotics should not attend the setting for at least 24 hours after the first dose.
- Children may take responsibility for their own medication where appropriate and agreed.
- Medication such as inhalers must be clearly labelled with the child's name and readily accessible.

Prescription Medication

We will only administer prescribed medication when:

- It is in the original container
- It has a pharmacy label with the child's name
- Clear dosage instructions are provided

Medication containing aspirin will only be administered if prescribed by a doctor.

Non-Prescription Medication

Non-prescription medication (e.g. paracetamol, ibuprofen, creams, sun protection) will only be administered with prior written consent from a parent or carer.

Emergency Administration of Paracetamol

If a child becomes unwell while in our care (for example, develops a high temperature), a single dose of liquid paracetamol may be administered if:

- Prior written consent has been obtained
- Parents/carers are contacted and give verbal consent
- At least 4 hours have passed since the last dose
- Parents/carers agree to collect the child as soon as possible

If parents cannot be contacted, advice will be sought from NHS 111 Wales. If advised by a healthcare professional, a single dose may be administered.

Children who become unwell must be collected promptly.

Storage and Safety

- Medication will be stored securely and out of reach of children, unless it needs to be readily accessible (e.g. inhalers, EpiPens).
- Medication will be stored according to instructions (e.g. refrigeration if required).
- Expiry dates will be checked regularly and before administration.

Administration Procedures

A designated member of staff will be responsible for administering medication.

Before administering medication:

- Written consent must be confirmed
- The correct dosage must be checked
- Where possible, a second member of staff will witness the administration

After administering medication:

- Details will be recorded in the medication record, including date, time, dosage, and staff signature
- Parents/carers will be informed and asked to sign the record

Self-Administration

Children may self-administer medication if:

- This is agreed with parents/carers
- Staff have assessed that it is appropriate
- Clear written instructions are provided

Staff will supervise self-administration to ensure safety.

Refusal of Medication

If a child refuses medication:

- Staff will not force them
- Parents/carers will be informed immediately
- The refusal will be recorded

Specialist Medication and Training

Some medication requires specialist training (e.g. EpiPens).

- Training will be arranged through a qualified healthcare professional
- Training will be specific to the individual child where required
- Only trained staff will administer such medication
- Risk assessments will be in place

Changes to Medication

Parents/carers must complete a new consent form if there are any changes to:

- Medication type
- Dosage
- Frequency

Long-Term Medical Needs

For children with ongoing medical conditions, parents/carers must provide a written healthcare plan from a healthcare professional outlining:

- The child's condition
- Symptoms
- Required treatment
- Emergency procedures

Record Keeping

Accurate records will be maintained of:

- Medication received
- Medication administered
- Any refusals or incidents

Records will be stored in line with data protection requirements.

Compliance

This policy supports the setting's responsibilities under CIW regulations and aligns with the National Minimum Standards for Regulated Childcare in Wales.