



## Medication Policy

Last Update: June 2019

### Why does Immersive Minds need a medication Policy?

We are committed to the well-being of each and every individual attending our events and providing a safe and healthy environment for everyone. In order to support us in achieving this, clear guidance needs to be available for staff to follow in all aspects of the recording, administration and safe storage of medication.

We recognise that some children may, at some point, need to take medication while attending our events. Some of this medication will be short term but for others could be long term, for example, inhalers for asthma. Immersive Minds also recognises that some children have conditions that will require emergency treatment such as in the case of severe allergic reactions or seizures.

We will work hard to ensure each individual child's needs are met and medication is administered according to instructions.

Immersive Minds follows guidance as set out in [\*The Management of Medication in Daycare of Children and Childminding Services, Care Inspectorate \(2017\)\*](#).

### Administration of medication

- The first dose of any new medicine must be given by a parent/carer. This is to ensure the child does not have an adverse reaction to the medication whilst under our supervision;
- Where possible, staff should read and retain the information leaflet accompanying the medication provided;
- Immersive Minds will **not** buy medication for general use within the group for children, for example Calpol or cough syrups
- All medication must be supplied by parents/carers for child's individual use and labelled appropriately.

**Staff must not administer medication if they do not know what it is or what it is for.**

**Paracetamol is the most commonly used drug to treat children. In June 2011, new age specific guidance on exact doses of liquid paracetamol that should be administered to children were set out instead of ranged doses previously used.**

### **Storage of Medication**

- Medication will be stored in a locked cupboard or container out of the reach of children
- Medication will be stored in an area not exceeding 25 degrees centigrade
- Medication that requires refrigeration will be stored in a fridge at a temperature between 2 - 8 degrees centigrade. Temperature will be recorded regularly
- Each individual child's medication will be labelled with name and date and stored separately
- Medicine spoons and syringes will be cleaned and stored with child's medication
- Adaptors for inhalers should be cleaned in accordance with product information
- Controlled drugs will be locked away and only accessed by authorised people
- Inhalers and adrenaline injections will not be locked away but stored in an easily accessible location for staff to reach quickly but out of reach of children
- All staff will be aware of children requiring medication and how to access and administer their medication. Relevant training will be undertaken to administer medication.

### **Consent to treatment**

- Written parental consent is needed before staff can administer medication to a child - see [Medication Parent Permission Form](#)
- Consent to administer medication will be time limited in accordance to each condition

### **Record Keeping**

An accurate and up to date record of all medications the care service administers to a child or keeps within the setting will be kept securely in a locked filing cabinet within the facility. This will include:

- Name of medicine
- Strength of medicine
- Form of medicine (capsule, tablet, liquid)
- Quantity of medicine
- Dosage instructions
- Date of record
- Time of administration
- Any reactions by child to medications
- Reasons for regular medication not being given as prescribed (Parent will be notified)
- Signature and name of person making the record

## **Fever Management**

In children, a temperature of over 37.5 degrees centigrade is a fever. If a child has a fever the following procedures will be followed

- Cool water will be given to the child to keep hydrated
- Children will be kept in a cool room (approx 18 degrees centigrade)
- Outer clothing will be removed if needed to help cool the child down
- Medical advice will be sought urgently and parents contacted if child's temperature continues to rise or they become floppy, drowsy or unresponsive

Febrile seizures can sometimes occur in children with a fever as a result of infection or inflammation. These usually occur in children aged from about 6 months to 5 years. Although they can look and feel very frightening, they do not cause serious damage and look much worse than they are. If a child suffers a seizure due to fever, medical guidance will be immediately sought and parents informed as soon as possible.