**MUNTERCONNAUGHT COMMUNITY DEVELOPMENT**

**ASSOCIATION CLG**

**SUPERKIDS**

**MEDICATION & SAFE SLEEP**

**POLICY & PROCEDURES**

**February 2024**

**Policy Statement:**

SuperKids Preschool, has a duty of care to ensure that all children are provided with the highest level of safety and protection during the hours of the service’s operation when they are in attendance. SuperKids is committed to supporting each child’s well-being.

SuperKids will work in consultation with parents to ensure the safe storage of medication if:

* a child is taking prescribed medication, with the prior written permission of their parent(s) or guardian(s); and/or
* a child becomes unwell while attending SuperKids and is given, but only with the agreement of a parent/guardian, pain relief or temperature reducing medication.

This support will only take place after demonstration and guidelines are given by the parent and documentation is signed by both parent and staff concerned.

In the event of a child needing sleep or rest in this service, a ‘Safe Sleep’ policy is in place. We everyone concerned to remember that SuperKids is responsible for each child in its care and will always recommend safe practice.

**Administration of Medication**

**Administering medication to a child is considered a high- risk practice. Consent must be obtained from a parent, legal guardian and/or a carer before childcare staff administer any medication (whether it is prescribed or non-prescribed).**

**Medication Guidelines:**

***Storage:***

Children's prescribed drugs are stored in their original containers, clearly labelled and inaccessible to children in a locked or high medicine cupboard in the kitchen of the childcare facility.

***Administration:***

Two qualified staff members; a senior staff member who is familiar with the child and another staff member will administer medicine. Students/volunteers on placement within SuperKids may not administer medicine to children.

The service’s Medication Policy reflects the following principles:

* safe principles and practices in the administration of medication;
* effective hygiene practices;
* acute attention to detail;
* the maintenance of accurate records to be signed off by parents and staff;
* all medicines are labelled with the child’s name and stored according to instructions outlined;
* two members of staff always check that the correct medicine is being given to the correct child;
* up-to-date professional development knowledge of administering techniques is required;
* up-to-date first aid qualifications are necessary;
* legislative requirements are adhered to;
* recommended advice and practices from a medical source is strictly followed;
* open communication between childcare staff, families and children is maintained; and
* written consent is held on file from parents/guardians to administer medication to their child.

**The Policy Includes the ‘’Five Rights’’ of Medication Administration**

**The ‘’Five Rights’’ is a procedure which will be followed before the administration of medication. It is set out as follows; ‘’Right medication, right child, right dosage, right form, right time’’.**

**A staff member will administer medication based on the following principles:**

* the right child;
* the right medication checked by a second staff member;
* the right dosage checked by a second staff member;
* the right method checked by a second staff member;
* the right date and time checked by a second staff member;

Medication can only be administered when the service consent form has been completed and signed by the child’s parent, legal guardian or carer.

At SuperKids medication is administered to a child by the Manager or person in charge together with another member of staff

SuperKids will ensure that childcare staff are witnessed by a second staff member when administering medication to children and that the witness will sign to show they have seen the medication being administered to the child.

Staff administering medication will keep a record on the child’s Medicine Record Form. It will list the child's name, age, name of medicine, the dosage administered, the date and time, name of the staff member who it was administered by and the name of the staff member who witnessed the administration.

The staff member will ensure that a parent/guardian/carer's signature is obtained before the child leaves SuperKids at the end of the day to make the parent/guardian/carer aware of medicines received by the child during the day.

The Medical Record Form will then be stored in the child’s file in the file cabinet.

All staff are informed of the policies and procedures for the storage, administration and recording of children's medication.

This Medication Policy will be reviewed and updated regularly at staff/committee meetings.

**It is understood by childcare staff, children and families that there is a shared responsibility between the service and parents/guardians/carers and other stakeholders that the Medication Policy and Procedures are accepted as a high priority.**

**Medication Authorisation Form:**

A medication administration form must be completed by parents/guardians who wish for their child to receive medication when attending the service.

This form must include the following:

* child’s name who requires the medication;
* child’s parent or guardian’s name and signature;
* name of the medication;
* dose required;
* method of administration, for example oral, eye, ear, inhaled;
* time and date of administration;
* expiry date of the medication and
* special instructions, such as medication that needs to be administered an hour before a meal or before a child falls asleep.

**Parents must sign and complete a medication form before any medication is administered.**

**Prescribed medication must clearly state child’s name, dosage, date and expiry date.**

**Temperature Reducing Medication (Anti- Febrile Agent)**

SuperKids will only administer Calpol (Paracetamol) or Nurofen (Ibuprofen) if a child becomes unwell and has high temperature of over 38°C. Medication request forms giving permission in advance for staff to administer temperature reducing medication must be completed by the parent/guardian. If a child has a high temperature the parent will be contacted before the administration of the temperature reducing medication and they will be asked to pick up his/her child.

**Other Methods to Reduce Temperatures**

**T**he child will be offered plenty of fluids and chilled foods, such as ice pops and yogurt, to help cool the body from the inside out and to keep them hydrated.

The following procedures will be adopted:

* layers of clothing will be removed so the child can lose heat more easily through his/her skin. The child will be dressed in one light layer. If he/she is shivering, he/she will be given a light blanket until he/she is warm again;
* a staff member will stay in a cool place with the child - if outside, in the shade; and/or

No matter what the child's age, the doctor will be called if he/she has a fever along with other serious symptoms, like difficulty breathing or purple spots on her skin. These can be a sign of a serious bacterial infection.

**HEALTH CARE PLAN**

If any child is prescribed medication for a condition such as asthma management, this service will develop a care plan in partnership with the parents and health professionals involved with the child (if necessary). Health care plans will be developed prior to the child starting the service. If management think it is required, staff will attend training prior to the child starting the service to ensure, that staff meet the needs of the child’s care appropriately and provide the level of support required. Every individual health plan will be reviewed with staff, parents and when needed health professionals involved with the child every three months.

**Parental Responsibilities**

Prior to a child commencing his/her attendance at the service parent/guardians must complete a child’s profile form. Parents/guardians must provide details if their child has any medical condition, emergency contact numbers, child’s doctor’s details, information on allergies and special dietary needs. Parents/guardians must keep the service up to date on their child’s medical needs.

**Staff responsibilities:**

Staff administering medicine must:

* ensure parents/guardians to complete and sign an administration of medicine form;
* check medicine clearly so it shows the child’s name, prescribed dose, date and expiry date;
* have evidence of the time the last dose was given;
* adhere to all health and safety procedures for example, wash hands before and after administering medicine; and
* have a staff member present to witness the medicine being administered and counter sign to indicate that he/she has witnessed the administration.

**Storage and Disposal of Medication:**

SuperKids will ensure that medication is stored and disposed of, in a safe way. The service will consider the following:

* SuperKids will provide a high or lockable cupboard, out of reach from children, where medication will be stored; self-administered medications are also stored in the same way;
* if medication must be refrigerated, the fridge will have a lock, to prevent children accessing the medication or the medication will be stored in a fridge in a room which is not accessible to children; and
* unused medication will be returned to the parent to dispose of in a suitable manner.

When medication is handed over to the service, we will always ensure it has the child’s name on it and check the expiry date. For non-prescribed medication, we make sure it is labelled and in its original packaging.

**PROCEDURE for SAFE SLEEP**

As regards safe sleep the following procedures will be adopted:

* Child will be assessed by staff for illness/injury as to why they may be tired.
* Temperature will be taken.
* Parents/carer/ medical assistant will be contacted if required.
* Child will be given a choice to lie down on a sleep mat made available.
* Shoes and outdoor clothing will be removed. Clothing will be checked for strings etc.
* A blanket will be available for the child also.
* Bed mat will be placed in a safe position in the room NOT beside a heater, curtains, blinds or anywhere in which the child can endanger themselves.
* Visual checks by a member of staff will be made every 5-10 minutes and recorded.
* The child will never be left alone in the room.
* Linen will be laundered after each use.
* Lighting will be subdued appropriately.