



Administering Medications Policy

This policy helps to ensure that the individual needs and good health of each child is promoted; this includes administering medication when asked to do so by parents and/or carers and only if there is an accepted health reason to do so.

Parents/carers are encouraged to ask the child's doctor to prescribe medication which can be administered outside *Flying Fish studio's* hours wherever possible, for example, asthma *preventer* inhalers, anticonvulsant medication and antibiotics.

Please note that there is no legal duty that requires anyone at *Flying Fish studio* to administer medicines. If *Flying Fish studio* does agree to administer medication, parents/carers must provide a written request detailing all appropriate information before Hannah Lord is expected to administer the medicine to the child. Please complete, and return to Hannah Lord, the 'Permission to administer medication' form, which can be found on our website. Hannah Lord, who is to be responsible for administering the medication, will keep this. Verbal instructions are not acceptable.

It is the parents'/carers' responsibility to provide Hannah Lord with the medication required. The medication should be as dispensed and must be clearly labelled with:

- Name of child
- Name of medication
- Dosage information
- Reason for medicine
- Any other instructions e.g. storage requirements of medication

Please note: The label "To be taken as directed" does not provide sufficient information. Precise information must be supplied.

I can only administer prescription medication if a doctor, dentist, nurse or pharmacist has prescribed it for the child in question. Please note that I can only administer medication that contains aspirin if prescribed by a *doctor*. If medication for your child contains aspirin, it is your responsibility to inform me of this and ensure that a doctor has prescribed that medicine for your child.

It is the parent's/carer's responsibility to make sure that medication is replenished when needed. It is also the parent's/carer's responsibility to inform me of any medication that has been given to their child before they arrive in my care. I need to know what medicine they have had, the dose and the time given.

Parents/carers must ensure that their child understands their responsibility if they carry their own medication, for example an asthma inhaler.

I will record all medication that I administer, including time of administration and dosage. This will be shown to the child's parents/carers at the end of each day (parental signature is required).

I, of course, have your child's best interests at heart, but this sometimes means that I feel unable to administer medication. If the administering of medication involves technical knowledge or training, I will not administer the medication until training has been received. In these cases, the parent/carer will need to come to the studio themselves in order to administer the medicine for their child. Please arrange this with Hannah Lord beforehand if possible.

Examples of specific needs and medications

Asthma: If a child suffers from asthma and uses an inhaler, their asthma *reliever* inhaler must be readily available at all times. This is the responsibility of their parent/carer. Whenever possible, children should be responsible for their own inhalers, but when this is not possible the inhaler should be kept in an easily accessible place, known to staff at *Flying Fish studio*. The need for a child to have ready access to their inhaler should override any concerns about misuse by others. Parents/carers must provide Hannah Lord with details of:

- What asthma medications their child takes
- When their child takes these medications
- What triggers the child's asthma, how to recognise if the child's asthma is getting worse and what to do if their child's asthma gets worse.

Diabetes: Children who have diabetes must have an emergency supplies kit available at all times. This is the responsibility of their parent/carer. This kit should include a quick acting glucose in the form of glucose sweets or drinks. Most children will also have a concentrated glucose gel preparation e.g. Glucogel. These are used to treat low blood sugar levels (hypoglycaemia). The kit should also contain a form of longer acting carbohydrate (such as biscuits).

I am committed to reviewing our policy and good practice annually.

Signed: 