PRESCRIBED MEDICATION

1. Rainbow’s End Montessori School is only able to administer medication prescribed by the child’s doctor.
2. Parents agree to this in the Terms & Conditions of Registration.
3. Prescribed medication must have a pharmacy label with the child’s name, date of birth and date of prescription.
4. Prescribed oral medicines (such as antibiotics) should be initially administered at home in case of an allergic reaction.
5. The child should not attend for the first 24 hours after beginning a prescribed oral medicine.

NON-PRESCRIBED (over-the-counter) MEDICATION

1. Rainbow’s End Montessori School is only able to administer medication prescribed by the child’s doctor.
2. Parents agree to this in the Terms & Conditions of Registration.
3. The child must not attend if they have been given pain relieving or temperature reducing medication eg Calpol within 4 hours prior to the start of their session.
4. The only exception to the above will be:

a) if pain relieving medication is being given on the advice of a medical professional and the medical professional advises that the child is well enough to attend. In these circumstances there would be a risk assessment in place for the child. eg child with a broken or fractured bone.

b) Where a child suffers from a chronic condition or severe allergy medical professionals may recommend administration of non-prescribed medications in certain circumstances. For example, temperature reducing medication (eg Calpol) to be administered to a child who is prone to febrile convulsions whilst the child awaits collection. In these circumstances there would be a care plan in place for the child and the parent will complete a Long Term Medication Form for the non-prescribed medication

1. The child must not attend for the first 24 hours after beginning a non-prescribed oral medication in case of an allergic reaction.

SHORT TERM MEDICATION

1. Each child has their own Medication Record which is filed with their registration form.
2. When short term medication is to be administered at the setting the parent completes & signs their child’s Medication Record*,* stating the date/s medication is required, name of medication, dose required, time the dse is to be administered.
3. Staff member checks the medication to ensure that it has been prescribed by a doctor for the child concerned.
4. The medication is stored in the Medication Cabinet, which is located on the wall in the children’s toilets is marked with a red cross. Where medication needs to be stored in the fridge, it is kept on the top shelf of the teachers’ fridge (located in the staff room).
5. Staff member makes an entry in the diary that the medication is to be administered. A similar entry is made on all days which the child will attend when the medication will be required.
6. Staff member informs the senior staff member on duty that the child requires medication to be administered that day.
7. Senior staff member informs all members of staff that the child requires medication to be administered that day, and at what time/s.
8. The medication is administered at the appropriate time, according to the instructions given by the parent on the child’sMedication Record.
9. The staff member administering the medication enters the time the medication was administered on the child’s Medication Record and signs.
10. The Medication Record is signed by a second staff member who has witnessed the medication being administered.
11. Medication must be administered by a qualified member of staff, but can be witnessed by an unqualified staff member or apprentice.
12. The staff member administering the medication attaches the Medication Record to the messages board and makes a note on the messages board that the form needs to be signed when the child is collected.
13. When the child is collected, the person collecting signs the child’s Medication Recordto confirm that they have been informed that the medication has been administered.

LONG TERM MEDICATION/MEDICAL TREATMENT

1. Long Term Administration of Medicine or Medical Treatment forms are filed with the child’s registration form.
2. When a child requires long term medication or medical treatment to be administered by staff at the setting the parent completes & signs a Long Term Administration of Medicine or Medical Treatment form*,* stating the child’s name, name of medication, medication issue date, medication expiry date, dose required, and the time or circumstances in which the dose is to be administered. The parent also fills in any special instructions regarding administration of the medication or medical treatment.
3. Training may be required for staff to administer some medicines or medical treatments. If training is required this is indicated on the form. On the form is recorded the name & signature of the person giving the training, and the dates that training is updated. The names of staff who have been trained to administer the medication or medical treatment are noted on the form.
4. The form is signed by the parent completing the form and by a senior staff member.
5. A date is entered for the information on the form to be reviewed. (This should be at least once a term, or more frequently if the nature of the treatment requires).
6. If training is required, the medication or medical treatment is only administered by staff who have received training.
7. When the medication or medical treatment is administered the staff member records this on the child’s Medication Record.
8. The staff member fills in the date the medication or medical treatment was administered, the name of the medication, the illness the medication is treating, and the dosage.
9. Under ‘Parental permission to administer medication. Signature’ the staff member writes ‘LTM’ (standing for **L**ong **T**erm **M**edication’) to indicate that parental permission has been given on the Long Term Administration of Medicine or Medical Treatment form.
10. The staff member records on the child’s Medication Record the time the medication or medical treatment was administered.
11. The staff member signs the Medication Record.
12. The Medication Record is signed by a second member of staff who has witnessed the medication or medical treatment being administered.
13. The staff member administering the medication attaches the Medication record to the messages board and makes a note on the messages board that the form needs to be signed when the child is collected.
14. When the child is collected, the person collecting signs the child’s Medication Recordto confirm that they have been informed that the medication has been administered.