

Caban Y Faenol CYF

Administration of Emergency Medication – Liquid Paracetamol

Aim

Caban Y Faenol is committed to ensuring that there are procedures in place to enable the child to receive the medication needed, in accordance with **Standard 11**, and **Standard 10.2** of the National Minimum Standards for Childcare that is regulated for children up to 12 years old (2016).

Caban Y Faenol tries to ensure that they do not accept a child if he/she appears to be ill when they arrive at the setting. If children become unwell during their time in the childcare or play setting, care is taken to prevent possible infection of other children and parents are notified as soon as possible.

Caban Y Faenol recognises that occasions may arise when it is necessary to give medication to a child whilst in the setting. However, there are now a large number of children who have a long term condition such as asthma, epilepsy and diabetes or have allergies such as nut allergies and need to have access to medication at all times.

Although Caban Y Faenol does not recommend giving medication to a child while he/she is at the setting unless it is medically prescribed, we acknowledge that parents/ carers /guardians may ask the us to administer **Liquid Paracetamol** e.g. *Calpol* in certain situations, e.g. when a child is teething.

The Rights of the Child

This policy is part of ensuring that the Caban Y Faenol maintains the Rights of the Child as stated in the United Nations Convention on the Rights of the Child, specifically:

- Article 3 : All organisations concerned with children should work towards what is best for each child.
- Article 16: Children have a right to privacy. The law should protect them from attacks against their way of life, their good name, their families and their homes.
- Article 19: Governments should ensure that children are properly cared for, and protect them from violence, abuse and neglect by their parents or anyone else who looks after them.
- Article 23: Children who have any kind of disability should have special care and support so that they can lead full and independent lives.
- Article 24: Children have the right to good quality health care and to clean water, nutritious food and a clean environment so that they will stay healthy.

Caban Y Faenol CYF

At Caban Y Faenol we understand that children's health must be protected at all times as laid out in the United Convention on the Rights of the Child specifically;

Therefore, children should be able to receive prompt treatment for the relief of pain or high temperature whilst attending the setting, in accordance with the manufacturer's instructions for the administration of **Liquid Paracetamol** and subject to the consent of the child's parent/carer.

This policy describes situations in which the administration **non prescribed Liquid Paracetamol** is considered acceptable and supplements the current **Standard 11: Medication** in the National Minimum Standards (NMS) for Regulated Childcare of children up to 12 years published November 2023.

For the purpose of this policy Liquid Paracetamol refers to individual 5ml sachets of oral sugar free suspension each containing 120mg of paracetamol per 5ml only.

General Conditions

Caban Y Faenol will administer non prescribed liquid paracetamol if the following symptoms should occur:

- High temperature
- Obvious pain – teething, headache etc.

We will administer a single dose of age appropriate non prescribed liquid paracetamol under the following conditions:

- If there may be a delay in the parent/carer collecting the child
- The parent/carer is not immediately/not contactable
- If we have been given prior consent by the parent/carer
- A period of at least 4 hours has passed since the last dose of paracetamol was given to the child
- The parent/carer has undertaken to collect the child from the setting as soon as practicable.
- A healthcare professional (NHS 111) has advised it would be appropriate for a dose of liquid paracetamol to be given

Caban Y Faenol will:

- Ensure that there is a definite need for liquid paracetamol to be administered

Caban Y Faenol CYF

- Contact parents/carers and ensure that permission has given prior to the liquid paracetamol being administered
- Contact NHS 111 for professional advise should we be unable to contact parents/carers.
- Contact parents/carers immediately after liquid paracetamol has been given (if unable to make contact beforehand) and arrange for the child to be collected from Caban at the earliest possible opportunity/as soon as is practicable.
- Ask the parents to sign a medication form detailing dosage and time given on collection

Code of Practice

For Liquid Paracetamol provided by parents / carers for use in specific circumstances (e.g. teething), Caban Y Faenol will:

- ensure they have the parent's written consent for any medicines to be given to the child e.g. by completing a medication form.
- ensure they receive a written consent before giving any medication e.g. By completing a medication form.
- ensure that staff are aware of any possible side-affects which might arise from any medication to be given to a child. It should be noted that staff can only be expected to undertake treatment that parents without a medical qualification would give themselves.
- ensure that medicine is kept in the original container (bottle/box), and is clearly labelled with the child's name, name of the medicine, dosage, frequency and method of administration.
- store all medication in an appropriate place, following the instructions provided with the medication.
- ensure that children cannot reach the medicine. Ideally, medicine should be kept under lock and key or in an airtight box, clearly labelled and not in the First Aid box. All emergency medication such as asthma pumps and epi-pens are kept in an area which is easily accessible to all staff. In the top cupboard in the kitchen. Caban Y Faenol will ensure that ALL staff know where emergency medication is kept and that there is access to it at all times e.g. during trips outside the setting.
- keep an accurate, timed, written record of every medicine administered to any child during the session. Ensuring that the time of the last dose given to the child is recorded on the medication form.
- share the written record with parents, and ask them to sign to acknowledge that they have received the information, e.g. by noting the time any medicine was administered on the medication form.
- ensure that pain relief, which has been provided by the parents/guardians/carers, is only used for that specific child.
- ensure that any staff member willing to administer medication receives full guidance on the correct method of administering it from the

Caban Y Faenol CYF

parent/carer/guardian. No member of staff can be forced to administer medication to any child if they do not wish to do so.

- ensure that any medicine received by and administered at Caban Y Faenol is not out of date, by recording the expiry date on the medication form. When medication is kept in the setting for an extended period, our arrangements for checking expiry dates are to conduct **monthly expiry date checks of any medication that is kept at the setting.**
- obtain replacement medication instead of used/dated medication by **e-mailing parents / carers / guardians to inform them that the medication is out of date / has been used.**
- ask parents where appropriate if the child has an individual health plan and keep a copy of this plan at the setting.
- ask the person that brings the child to the setting when the last dose of medication was administered, and keep a written record of this information on the medication form.
- ensure that Caban Y Faenol's procedures for administering medication are approved by our insurers.
- Medication kept at Caban Y Faenol for extended periods e.g epi-pens, or asthma pumps. Staff will not dispose of medication. Parents/guardians are responsible for ensuring that expired medication is returned to the pharmacy to be disposed of safely. Parents should also collect all medication from the cylch at the end of each term. If parents do not collect all medication, we will take the medication to a local pharmacy for safe disposal and record this on the medication form.
- ensure that sharps boxes are used to dispose of any needles or pens e.g. epi pens that are used at the setting.
- keep a written record of the reason/circumstances, the individual's name, the manner it was destroyed/disposed of, and the date of destruction or disposal of any medicine.

Further conditions

- No child is to be received into the setting if he/she appears unwell.
- If children become unwell during their time at the setting, care is taken to prevent possible infection of other children and staff
- All efforts should be made for the child to be collected as soon as practicable after the child becomes unwell
- Parents should be made aware of any exclusion periods following illness.
- It must NOT be assumed that a child is better after receiving liquid paracetamol and in ALL cases the child MUST be collected as soon as possible after receiving liquid paracetamol.

Storage, Administration & Record Keeping

Caban Y Faenol will purchase and store individual sachets of paracetamol sugar free oral suspension each containing 120mg of paracetamol in each 5ml sachet.

Caban Y Faenol CYF

The liquid paracetamol will be stored in the kitchen in a high cupboard which is NOT accessible to children.

Dates will be checked regularly and before it is administered. Any out of date liquid paracetamol will be disposed of appropriately and immediately to prevent accidental use.

Medication forms will be completed upon the administration of the liquid paracetamol stating dosage and time given along with a reason as to why it was administered. This will then be signed by the member of staff who administered the paracetamol, counter signed by a senior member of staff and then signed again by the parent/carer to ensure they are fully informed.

The administration of liquid paracetamol is reserved for urgent situations in which its impracticable for a child's parent/carers to collect the child promptly and only where such administration is in accordance with this policy.

Associated Policies

Medication Policy

Illness, infectious diseases & accidents policy