



## Creative Kids Early Learning Centre

### Medication policy

**Creative Kids Early Learning Centre** has a Full time DHA Registered School Nurse onboard and has a dedicated DHA registered Clinic in the setting. We also have designated spaces for First aid boxes and medicines.

The medicines are stacked as per the guidelines laid down by the **Dubai Health Authority's "Nursery Pharmacy Contents Manual"**.

Medicines should only be taken to (school or) settings when essential; that is, where it would be detrimental to a child's health if the medicine were not administered during the (school or) setting day'.

- Medication prescribed by a treating doctor
- Medication required during emergency.

### Prescribed medication

- Medicine should be handed over to the nurse.
- It should have the child's name and dosage on the bottle.
- Medicine must be in their original containers.
- A form must be filled for parental consent stating dose, frequency and duration of the medicine.
- The center will not administer a dosage that is more or less than the recommended one on instructions unless accompanied a doctor's confirmation.

Policy Reviewed by Centre Nurse CKELC Br/ Medical Director  
Sept 2018

- Antibiotics should be administered by the parent/care giver in the first 24 hours, and the child is recommended to stay at home during that time and can only come to school the following day if ruled out to be not infectious by the doctor or center nurse.
- The parent must bring a copy of the prescription of the medicine to be given.

### **Non prescribed medicines**

- The centre will not administer any medication that has not been prescribed for more 3 days.
- Antibiotics will not be administered unless prescribed by doctor
- A form must be filled for parental consent stating dose, frequency and duration.
- The parents should provide information on any medical known allergy, reactions, contra indication to any medicine to the staff.

### **Emergency medication**

2) Medication that may be administered in an emergency situation is limited to the following:

- ❖ Epinephrine for acute allergic reaction (anaphylactic shock),
- ❖ Paracetamol
- ❖ Administration of metered dose inhalers
- ❖ Antihistamine cream
- ❖ Parents' consent should be obtained for their children receiving medication during emergency conditions; a form should be filled and kept on record.

### **Oral Paracetamol administration**

- If a child experiences a high temperature whilst at the center, staff will attempt to cool the child naturally i.e. try to bring down the temperature by using other means other than medication e.g. tepid sponging, removing excess clothes and applying fever cool plasters.

- If the staff still cannot reduce the high temperature, parents will be contacted and informed and verbal consent for paracetamol administration obtained, prior consent for emergency medicine administration should have been obtained during registration.
- Staff will record medication administered.
- Once paracetamol has been administered parents will be required to collect the child to monitor at home or for further medical advice.

### **Important To Note:**

- Medicines must not usually be administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist (medicines containing aspirin should only be given if prescribed by a doctor).
- Medicine (both prescription and non-prescription) must only be administered to a child where written permission for that particular medicine has been obtained from the child's parent. You must only give this medication when requested to do so by a parent and where there is an accepted health risk to do so. This medication should not be given routinely, and blanket consent should not be given by a parent to cover all non-prescription medication.
- Keep a written record each time a medicine is administered to a child, and inform the child's parents and/or carers on the same day, or as soon as reasonably practicable. Insure you record the following when administering medication:
  1. Prior written permission from parents.
  2. Name of the child
  3. Date of birth of the child.
  4. The date.
  5. The name of the medicine.
  6. The time and frequency of administration.
  7. Member of staff's signature.
  8. The dosage.
  9. Parental acknowledgement

- It is good practice to have the dosage and administration of medication witnessed by a second adult. Staff must not usually give a non-prescribed medicine to a child unless there is specific prior written permission from the parent.
- Medicines should be stored in their original containers, clearly labeled and inaccessible to children. Consider that some medicines need to be refrigerated.
- Staff should not dispose of medicines. Parents are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal.