



## CYLCH MEITHRIN PWLL COCH

### POLISI MEDDYGINIAETH



### Nod

Mae'r Cylch Meithrin yn cydnabod y gall achosion godi pan ei fod yn angenrheidiol i roi meddyginiaeth i blentyn tra'i bod yn y Cylch Meithrin. Mae gan nifer o blant gyflyrau hir dymor fel asthma, epilepsi a diabetes, neu alergeddau fel alergedd i gnau ac felly mae angen iddynt fod yn gallu cael meddyginiaeth ar bob adeg pan fo'i hangen.

Er nad ydy'r Cylch Meithrin yn argymhell rhoi meddyginiaeth i blentyn tra'i fod yn y lleoliad oni bai ei fod yn feddyginiaeth ar bresgripsiwn, mae'r Cylch Meithrin yn cydnabod gall rhieni/gofalwyr/gwarcheidwaid gofyn i'r Cylch Meithrin weinyddu poen laddwr (*pain killer*) e.e. *Calpol* mewn sefyllfaoedd penodol e.e. pan mae plentyn yn torri dant.

Mae'r Cylch Meithrin yn ymrwymo i sicrhau bod yna gweithdrefnau yn eu lle sydd yn galluogi'r plentyn i dderbyn y feddyginiaeth sydd eu hangen arnynt, yn unol â Safon 11 y Safonau Gofynnol Cenedlaethol ar gyfer Gofal Plant a Reoleiddir ar gyfer plant hyd at 12 oed (2016)<sup>1</sup>.

### Hawliau Plant

Mae'r polisi hwn yn rhan o sicrhau fod y Cylch Meithrin yn parchu hawliau plant sydd yng Nghonfensiwn y Cenhedloedd Unedig ar Hawliau Plant, yn benodol:

- Erthygl 3: Dylai pob sefydliad sy'n ymwneud â phlant weithio at yr hyn sydd orau i bob plentyn.
- Erthygl 16: Mae gan blant yr hawl i breifatrwydd. Dylai'r gyfraith eu cadw rhag ymosodiadau ar eu ffordd o fyw, eu henw da, eu teuluoedd a'u cartrefi.
- Erthygl 19: Dylai llywodraethau ofalu bod plant yn cael y gofal priodol, a'u cadw rhag trais, camdriniaeth ac esgeulustod gan eu rhieni neu unrhyw un arall sy'n edrych ar eu hôl.
- Erthygl 23: Dylai plant sydd ag anabledd o unrhyw fath gael gofal arbennig a chefnogaeth fel y gallant fyw bywyd llawn ac annibynnol.
- Erthygl 24: Mae gan blant yr hawl i ofal iechyd o ansawdd da ac i ddŵr glân, bwyd maethlon ac amgylchedd glân iddyn nhw gadw'n iach. Dylai gwledydd cyfoethog helpu gwledydd tlotach i gyflawni hyn.

---

<sup>1</sup> Safonau 11.1 – 11.8

## Cod Ymarfer

Bydd y Cylch Meithrin yn:

- sicrhau bod ganddynt ganiatâd ysgrifenedig rhiant ar gyfer unrhyw feddyginiaeth maent yn ei roi i blentyn e.e. drwy gwblhau ffurflen M1-17.
- sicrhau derbyn caniatâd ysgrifenedig cyn rhoi unrhyw feddyginiaeth i blentyn e.e. drwy gwblhau ffurflen M1-17.
- sicrhau bod y staff yn ymwybodol o unrhyw sgil-ffeithiau posibl o unrhyw feddyginiaeth maent yn ei rhoi i blentyn. Dylid cofio na ellir disgwyl i staff roi unrhyw driniaeth na fyddai rhieni heb gymhwyster meddygol yn gallu'i rhoi eu hunain.
- sicrhau bod meddyginiaeth yn cael ei storio yn y cynhwysydd (potel/blwch) gwreiddiol, wedi'i labeli'n glir gydag enw'r plentyn penodol a'i ddyddiad geni, natur y cynnwys, cyfarwyddiadau dos, a'r dull rhoi.
- storio pob meddyginiaeth mewn man addas, gan ddilyn y cyfarwyddiadau a ddarperir gyda'r feddyginiaeth.
- sicrhau na all plant gyrraedd y feddyginiaeth. Yn ddelfrydol, cedwir unrhyw feddyginiaeth dan glo neu mewn blwch aerdyn (*air tight*), wedi ei labeli'n glir, ac nid yn y blwch Cymorth Cyntaf.
- cadw cofnod ysgrifenedig i'r funud o bob meddyginiaeth a weinyddir i blentyn yn ystod y sesiwn.
- rhannu'r cofnod ysgrifenedig gyda'r rhieni, gan ofyn iddynt lofnodi i nodi eu bod wedi derbyn y manylion, e.e. drwy nodi'r amser a rhoddir unrhyw feddyginiaeth ar y ffurflen M1a-17.
- sicrhau bod meddyginiaeth presgripsiwn dim ond yn cael ei roi i'r plentyn os yw meddyg wedi'u rhagnodi ar gyfer y plentyn hwnnw.
- sicrhau mai dim ond poen laddwr ar gyfer y plentyn penodol, sydd wedi ei ddarparu gan y rhieni/gofalwyr/gwarcheidwaid sy'n cael ei ddefnyddio.
- sicrhau bod unrhyw aelod o staff sydd yn fodlon rhoi meddyginiaeth yn derbyn cyfarwyddyd llawn yn y dull cywir o'i weinyddu gan y rhieni/gofalwyr/gwarcheidwaid. Ni ellir mynnu bod aelod o staff yn rhoi meddyginiaeth i unrhyw blentyn, os nad yw'n dymuno gwneud hynny.
- sicrhau bod hyfforddiant pwrpasol yn cael ei roi gan weithiwr iechyd cymwys os yw gweinyddu meddyginiaeth presgripsiwn yn galw am wybodaeth dechnegol neu feddygol, a bod yr hyfforddiant yn benodol i'r plentyn dan sylw.
- cadw cofnod ysgrifenedig o unrhyw hyfforddiant pwrpasol, gan nodi enw'r hyfforddwr ac enw(au)'r staff sydd wedi derbyn yr hyfforddiant e.e. drwy ei nodi ar y ffurflen M1-17.
- sicrhau bod plentyn sydd yn rhoi meddyginiaeth iddo'i hun e.e. mewnanadlydd (*inhaler*), yn gwneud hynny yn unol â chanllawiau ysgrifenedig gan y rhiant e.e. drwy gwblhau ffurflen M1-17.
- sicrhau goruchwylio plentyn sydd yn rhoi meddyginiaeth iddo'i hun e.e. mewnanadlydd (*inhaler*).
- sicrhau nad yw unrhyw feddyginiaeth a dderbynnir ac a rhoddir yn y Cylch Meithrin yn hen (*out of date*).

- gofyn i'r person sy'n dod a'r plentyn i'r lleoliad pryd y rhoddwyd y ddôs diwethaf o unrhyw feddyginiaeth, gan gadw cofnod ysgrifenedig o'r wybodaeth ar y ffurflen M1a-17.
- sicrhau bod gweithdrefnau'r Cylch Meithrin parthed rhoi meddyginiaethau yn gymeradwy gan yswirwyr y Cylch Meithrin.
- gofyn i rieni gasglu unrhyw feddyginiaeth sy'n cael ei adael yn y Cylch Meithrin ar ddiwedd pob tymor.
- sicrhau gwaredu neu ddinistrio meddyginiaethau mewn modd cyfrifol a diogel pan maent yn hen e.e. drwy fynd a meddyginiaethau i'r fferylllydd lleol i'w dinistrio.
- sicrhau defnyddio *sharps boxes* i waredu unrhyw nodwyddau neu binnau e.e. pennau epi sy'n cael eu defnyddio yn y lleoliad.
- cadw cofnod ysgrifenedig o'r amgylchiadau/rheswm, enw'r unigolyn, y modd o ddinistrio/gwaredu, a'r dyddiad wrth waredu neu ddinistrio unrhyw feddyginiaeth. Gweler ffurflen M1b-17.

### **Canllawiau ac Argymhellion**

Lle bo hynny'n bosibl, dylid gofyn i rieni rhoi meddyginiaeth yn y cartref er mwyn ceisio osgoi'r angen i roi'r feddyginiaeth i'r plentyn tra'i fod yn y lleoliad. Fodd bynnag, mae'n rhesymol disgwyl i'r lleoliad wneud trefniadau i roi meddyginiaeth os yw'r rhieni yn dymuno hynny, ar ôl ystyried yn fanwl natur y driniaeth a'r adnoddau sydd ar gael.

Dylai pob meddyginiaeth mewn argyfwng, megis mewnanadlyddion asthma a phennau adrenalin, fod yn gwbl hygyrch i staff.

Dylid gofyn i rieni arwyddo'r cofnod i'w gydnabod. Dylid cofnodi manylion yr union amser y rhoddwyd y feddyginiaeth gyfredol ddiweddaraf i'r plentyn.

### **Mathau o Feddyginiaeth**

Argymhellir y gall y lleoliad gytuno i roi'r mathau canlynol o feddyginiaethau, os dilynir y canllawiau uchod.

- hylif /surop.
- hufen trofannol / eli / golchdrwyth (*lotion*), gan gynnwys diferion llygad neu glust.
- teclyn mewnanadlu, heb neu gyda chymorth teclyn gwahanu neu atodyn mwgwd arbennig ar gyfer plant bach. Ceir gwybodaeth am y teclynnau mewnanadlu amrywiol, gan y 'National Asthma Campaign'.

Argymhellir na ddylai staff gytuno i roi'r mathau canlynol o feddyginiaethau, oni ellir gwneud trefniadau arbennig i sicrhau bod rhywun â chymhwyster nyrsio neu feddygol yn bresennol:

- tabledi / capsawlau
- pessariau a tawddgyffuriau (*suppositories*)
- pigladau.

Gall lleoliadau gael yswiriant i roi pennau epinephrine / epi os ydy'r staff wedi cael hyfforddiant i wneud hynny a'u bod yn dilyn protocol clir.

Mewn rhai amgylchiadau megis wrth roi diazepam trwy'r rectwm, mae'n hanfodol trefnu bod oedolyn arall yn dyst i'r ddos a'r weithred.

Os oes unrhyw amheuaeth ni ddylai'r staff roi unrhyw feddyginiaeth ond dylid gwirio gyda'r rhieni neu weithiwr iechyd proffesiynol cyn cymryd camau pellach.

### **Polisiau Cysylltiedig**

Polisi Amddiffyn Plant

Polisi Cyfrinachedd a Diogelu Data

Polisi Cyfle Cyfartal

Polisi Iechyd a Diogelwch

### **Cysylltiadau a Gwybodaeth Ddefnyddiol**

Awgrymir cyfeirio at y cyhoeddiadau a'r gwefannau isod am fwy o wybodaeth:

Dogfen Briffio Iechyd a Diogelwch yr NUT 'Administration of Medicines'

<https://www.teachers.org.uk/help-and-advice/health-and-safety/a/administration-medicines>

Asthma UK <https://www.asthma.org.uk/>

Dogfen Briffio Iechyd a Diogelwch yr NUT 'Asthma in Schools'

<https://www.teachers.org.uk/help-and-advice/health-and-safety/a/asthma-in-schools>

Dogfen Briffio Iechyd a Diogelwch yr NUT 'Epilepsy in Schools'

<https://www.teachers.org.uk/help-and-advice/health-and-safety/e/epilepsy-schools>

Diabetes UK 'Diabetes in schools - information for teachers & staff'

<https://www.diabetes.org.uk/Guide-to-diabetes/Your-child-and-diabetes/Schools/School-staff/>

Medicines for Children: gwybodaeth am amryw o feddyginiaeth sy'n cael eu rhagnodi i blant. Gwefan yn cael ei gynnal gan Royal College of Paediatrics and Child Health (RCPCH), the Neonatal and Paediatric Pharmacists Group (NPPG) and WellChild

<http://www.medicinesforchildren.org.uk/>

DfES & DoH 'Managing medicines in Schools and Early Years Settings (2005)'

<http://webarchive.nationalarchives.gov.uk/20130401151715/http://www.education.gov.uk/publications/eOrderingDownload/Managing%20Medicines%20Nov%2007%20version.pdf>



## **MEDICATION POLICY**

### **Aim**

The Cylch Meithrin recognises that occasions may arise when it is necessary to give medication to a child whilst in the Cylch Meithrin. 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 the Cylch Meithrin does not recommend giving medication to a child while he/she is at the Cylch Meithrin unless it is medically prescribed, the Cylch Meithrin acknowledges that parents/ carers /guardians may ask the Cylch Meithrin to administer a pain killer e.g. *Calpol* in certain situations, e.g. when a child is teething.

The Cylch Meithrin is committed to ensuring that there are procedures in place to enable the child to receive the medication needed, in accordance with Standard 11 of the National Minimum Standards for Childcare that is regulated for children up to 12 years old (2016)<sup>2</sup>.

### **The Rights of the Child**

This policy is part of ensuring that the Cylch Meithrin 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.

---

<sup>2</sup> Standards 11.1 – 11.8

## **Code of Practice**

The Cylch Meithrin will:

- ensure they have the parent's written consent for any medicines to be given to the child e.g. by completing form M1-17.
- ensure they receive a written consent before giving any medication e.g.. By completing an M1-17 form.
- ensure that staff are aware of any possible side-effects 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.
- keep an accurate written record of every medicine administered to any child during the session.
- 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 form M1a-17.
- ensure that prescribed medicine is only given to the child the doctor has prescribed it for that child.
- 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 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 individual training is provided by a qualified health professional if administration of prescription medication requires technical or medical knowledge, and that the training is specific to the individual child concerned.
- keep a written record of any specific training, noting the name of the trainer and the name(s) of the staff that have received the training e.g. by noting this on form M1-17.
- ensure that any child who self-administers medication e.g. an inhaler, does so following the written instructions of the parent e.g. noting this on form M1-17.
- ensure that any child who self-administers medication e.g. an inhaler does so under supervision.
- ensure that any medicine received by and administered at the Cylch Meithrin is not out of date

- 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 form M1a-17.
- ensure that the Cylch Meithrin's procedures for administering medication are approved by the Cylch Meithrin's insurers.
- ask the parents to collect any remaining medication from the Cylch Meithrin at the end of each term.
- ensure all out of date medication is disposed of or destroyed in a responsible and safe manner e.g. by taking the medicine to the local pharmacist for disposal.
- 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. See form M1b-17.

### **Guidance and Recommendations**

Whenever possible, parents should be asked to administer medication at home to avoid the need to give the child medication whilst at the setting. However, it is reasonable to expect the setting to make arrangements to administer medication if parents so wish, having considered carefully the nature of the treatment and resources available.

All emergency medicine such as asthma inhalers and adrenalin pens should be easily accessible for staff.

Parents should be asked to sign the entry to acknowledge it. Details of the exact time any current medication was administered to the child need to be recorded.

### **Types of Medicine**

It is recommended that settings can agree to administer the following types of medication, provided the guidelines above are followed.

- liquid/ syrup.
- topical cream / ointment / lotion, including eye or ear drops.
- inhaler device, with or without the help of a spacer or special mask attachment for young children. Information on the various inhaler devices available can be obtained from the 'National Asthma Campaign'.

It is recommended that staff do not agree to administer the following types of medicine, unless arrangements are made for someone with a nursing or medical qualification to be present:

- tablets / capsules
- pessaries or suppositories
- Injections.

Settings can be insured to administer epinephrine/epi pens if the staff have received training to do so and a clear protocol is followed.

In some circumstances such as the administration of rectal, it is essential to have the dosage and administration witnessed by a second adult.

If in doubt, staff should not administer any medicine but check with the parents or a health professional before taking further action.

### **Associated Policies**

Child Protection Policy

Confidentiality and Data Protection Policy

Equal Opportunities Policy

Health and Safety Policy.

### **Useful Information and Material**

The following publications and websites provide further useful information:

NUT's Health and Safety Briefing Document 'Administration of Medicines'

<https://www.teachers.org.uk/help-and-advice/health-and-safety/a/administration-medicines>

Asthma UK <https://www.asthma.org.uk/>

NUT's Health and Safety Briefing Document 'Asthma in Schools'

<https://www.teachers.org.uk/help-and-advice/health-and-safety/a/asthma-in-schools>

NUT's Health and Safety Briefing Document 'Epilepsy in Schools'

<https://www.teachers.org.uk/help-and-advice/health-and-safety/e/epilepsy-schools>

Diabetes UK 'Diabetes in schools - information for teachers & staff'

<https://www.diabetes.org.uk/Guide-to-diabetes/Your-child-and-diabetes/Schools/School-staff/>

Medicines for Children: information about various medicines that are prescribed for children. The website is provided by the Royal College of Paediatrics and Child Health (RCPCH), the Neonatal and Paediatric Pharmacists Group (NPPG) and WellChild

<http://www.medicinesforchildren.org.uk/>

DfES & DoH 'Managing medicines in Schools and Early Years Settings (2005)'

<http://webarchive.nationalarchives.gov.uk/20130401151715/http://www.education.gov.uk/publications/eOrderingDownload/Managing%20Medicines%20Nov%2007%20version.pdf>



**CAIS I ROI MEDDYGINIAETH I BLENTYN**

Enw'r lleoliad / <i>Setting Name:</i>	
Enw'r plentyn / <i>Child's Name:</i>	
Cyfeiriad / <i>Address:</i>	
Dyddiad geni / <i>Date of Birth:</i>	
Salwch neu gyflwr / <i>Illness or Condition:</i>	
Enw/math o feddyginiaeth (gweler y botel/blwch) / <i>Name/type of medication (see bottle or box):</i>	
Am ba hyd fydd eich plentyn ar y feddyginiaeth? / <i>For how long will your child be taking the medication?:</i>	
Dyddiad dechrau'r feddyginiaeth / <i>Date to begin taking the medication:</i>	
Cyfarwyddiadau / <i>Instructions:</i>	
Maint y ddos / <i>Dosage amount:</i>	
Amseriad / <i>Timings:</i>	
Dull o roi'r feddyginiaeth / <i>Method of administering the medication:</i>	
Gofynion arbennig / <i>Special requirements:</i>	
Sgîl effeithiau / <i>Side effects:</i>	
Trefniadau mewn sefyllfa o argyfwng / <i>Emergency procedures:</i>	
Enw, cyfeiriad a rhif ffôn person cyswllt mewn argyfwng / <i>Name, address and phone number of emergency contact:</i>	
Perthynas i'r plentyn / <i>Relationship to the child:</i>	
<p>Rwy'n rhoi caniatâd i aelod o staff <b>enw lleoliad</b> roi'r feddyginiaeth uchod i:</p> <p><i>I give permission for a member of <b>setting name</b> staff to administer the medication listed above to _____ (enw'r plentyn/child's name).</i></p>	
<p>Rwy'n deall y bydd yn rhaid i mi roi'r feddyginiaeth yn bersonol i <b>Rheolwr / Arweinydd</b>, gan roi gwybod ar unwaith os oes unrhyw newid yn yr wybodaeth uchod.</p> <p><i>I understand that the medication must be given directly to the <b>Manager / Leader</b>, and I will inform the staff immediately of any changes to the information provided.</i></p>	

(i'w llenwi gan y rhiant/gofalwr/gwarcheidwad)



Tystiaf fod / <i>I certify that</i> _____ (enw aelod o staff y lleoliad / <i>staff name</i> ) wedi derbyn cyfarwyddiadau/ hyfforddiant ar sut i roi'r feddyginiaeth i'r plentyn hwn. / <i>has received instructions / training on how to administer this medication to this child.</i>		
Manylion y rhiant/gofalwr/gwarcheidwad: <i>Parent/carer/guardian details:</i>	Enw: <i>Name:</i>	
	Llofnod: <i>Signature:</i>	
	Dyddiad: <i>Date:</i>	
Manylion yr aelod o staff: <i>Staff details:</i>	Enw: <i>Name:</i>	
	Llofnod: <i>Signature:</i>	
	Dyddiad: <i>Date:</i>	

Tystiaf fod / <i>I certify that</i> _____ (enw aelod o staff y lleoliad / <i>staff name</i> ) wedi derbyn cyfarwyddiadau/ hyfforddiant ar sut i roi'r feddyginiaeth i'r plentyn hwn. / <i>has received instructions / training on how to administer this medication to this child.</i>		
Manylion y rhiant/gofalwr/gwarcheidwad: <i>Parent/carer/guardian details:</i>	Enw: <i>Name:</i>	
	Llofnod: <i>Signature:</i>	
	Dyddiad: <i>Date:</i>	
Manylion yr aelod o staff: <i>Staff details:</i>	Enw: <i>Name:</i>	
	Llofnod: <i>Signature:</i>	
	Dyddiad: <i>Date:</i>	

**\*\* Nid oes rheidrwydd ar y lleoliad i ddarparu'r gwasanaeth hwn, ac ni all y lleoliad warantu cyfarfod gofynion y driniaeth pe bai amgylchiadau annisgwyl neu anawsterau'n codi, ac ni ellir ystyried y lleoliad yn atebol am unrhyw ffaeleddau yn y driniaeth \*\***

***\*\*The setting is not obliged to provide this service, and the setting cannot guarantee it can meet the treatment's requirements if unexpected circumstances prevail, and the setting cannot be held liable for any failings in the treatment \*\****

**ADRODDIAD AR WEINYDDU MEDDYGINIAETH**  
**REPORT ON ADMINISTERING MEDICATION**

\*\* Mae angen cadw'r ffurflen hon yn ddiogel yn y lleoliad gyda ffurflen M1-17 a'i chwblhau bob tro y rhoddir meddyginiaeth i'r plentyn a enwir isod \*\*

*\*\* This form should be kept safely in the setting with the M1-17 form and completed every time the child named below is given medication. \*\**

**Dylid cwblhau dau gopi o'r ffurflen hon, un i'w gadw yn y lleoliad a'r llall i'w drosglwyddo i'r rhieni ar ddiwedd y dydd**

***Two copies of this form should be completed, one to be kept in the setting and the other given to the parents at the end of the day***

Enw'r lleoliad / *Name of Setting* \_\_\_\_\_

Enw'r plentyn / *Child's name*: \_\_\_\_\_

Salwch neu gyflwr / *Illness or condition*: \_\_\_\_\_

Enw/math o feddyginiaeth (gweler y botel/blwch) / *Name or type of medication (see bottle/box)*:  
\_\_\_\_\_

Cyfarwyddiadau / *Instructions*:

Amser y rhoddwyd y ddos diweddf / *Time the last dose was given*: \_\_\_\_\_

Enw'r a llofnod y rhiant / *Parent's name and signature*: \_\_\_\_\_

Dyddiad / *Date*: \_\_\_\_\_



