



ADMINISTERING MEDICINES POLICY

Policy Statement

While it is not our policy to care for sick children, who should be at home until they are well enough to return to the setting, we will agree to administer prescribed medication as part of maintaining their health and well-being or when they are recovering from an illness. We ensure that where medicines are necessary to maintain the health of the child, they are given correctly and in accordance with legal requirements.

In many cases, it is possible for children's GPs to prescribe medicine that can be taken at home in the morning and evening. As far as possible, administering medicines will only be done where it would be detrimental to the child's health if not given in the setting. If a child has not had a medication before, it is advised that the parent keeps the child at home for the first 48 hours to ensure no adverse reaction as well as to give time for the medication to take effect.

The Pre-School Supervisor is responsible for ensuring all staff understand and follow these procedures.

Qualified members of staff with paediatric first aid training are responsible for the correct administration of medication to a child. The Pre-School Supervisor or Deputy ensures that a Medication Risk Assessment has been carried out, a Medication Consent Form has been completed by the parent or guardian, medicines are stored correctly and records are kept according to procedures.

Procedures

- Children taking prescribed medication must be well enough to attend the setting.
- Only medication prescribed by a doctor (or other medically qualified person such as a dentist, nurse or pharmacist) is administered. It must be in-date, prescribed for the child and prescribed for the current condition.
- Children's prescribed medicines are stored in their original containers, are clearly labelled and are inaccessible to the children.



ADMINISTERING MEDICINES POLICY (continued)

- The Pre-School Supervisor or Deputy completes a “Medication Risk Assessment Form” with the parents to determine the child’s need for the medicine and whether we are able to administer or keep the medication. To ensure this information is kept up to date, the Pre-School supervisor or Deputy adds a review date to this form.
- Parents must give prior written permission for the administration of medication. This is achieved by the Pre-School Supervisor or Deputy asking parents to complete our “Medication Consent Form” which is then kept on the child’s file. The consent form contains the following information. No medication may be given without these details being provided:
 - full name of child and date of birth;
 - name of medication and strength;
 - who prescribed it;
 - dosage and times to be given in the setting;
 - the method of administration;
 - how the medication should be stored, batch no and expiry date;
 - any possible side effects that may be expected should be noted;
 - date of medication risk assessment;
 - actions required from risk assessment;
 - signature, printed name of parent and date and;
 - signature, printed name of Pre-School Supervisor or Deputy and date.
- All staff are aware of a child’s medication requirements as the details are transcribed onto our “Medication List” which is displayed where all staff and volunteers can see it.
- The administration of medication is accurately recorded each time it is given and is signed by the qualified member of staff who administered it. Parents sign the record to acknowledge the administration of a medicine. The medication record keeps the following information:
 - name of child;
 - name and strength of medication;
 - the date and time of dose;
 - dose given and method; and is
 - signed by the qualified member of staff; and
 - is verified by parent signature on the same day.

ADMINISTERING MEDICINES POLICY (continued)

Storage of Medicines

- All medication is stored safely in a locked cupboard or refrigerated. Where the cupboard or refrigerator is not used solely for storing medicines, they are kept in a marked plastic box.
- The Pre-School Supervisor or Deputy ensures that medicine is handed back at the end of the day to the parent.
- For some conditions, medication may be kept in the setting. The Pre-School Supervisor checks that any medication held to administer on an as and when required basis, or on a regular basis, is in date and returns any out-of-date medication back to the parent.
- Training is provided for staff where the administration of prescribed medication requires medical or technical knowledge.
- When any medication is given, another member of staff must be present and co-signs the medication record.
- No child may self-administer. Where children are capable of understanding when they need medication, for example with asthma, they should be encouraged to tell their key person or another member of staff what they need. However, this does not replace staff vigilance in knowing and responding when a child requires medication.

Children who have Long Term Medical Conditions and who may require on On-going Medication

- A medication risk assessment is carried out for each child with long term medical conditions that require on-going medication. This is the responsibility of the Pre-School Supervisor or Deputy alongside the key person. Other medical or social care personnel may need to be involved in the risk assessment.
- Parents will also contribute to a risk assessment. They should be shown around the setting, understand the routines and activities and point out anything which they think may be a risk factor for their child.
- For some medical conditions, staff will need to have training in a basic understanding of the condition as well as how the medication is to be administered correctly. The training needs for staff is part of the risk assessment.
- The risk assessment includes vigorous activities and any other pre-school activity that may give cause for concern regarding an individual child's health needs.
- The risk assessment includes arrangements for taking medicines on outings and advice from the child's GP is sought if necessary where there are concerns.



ADMINISTERING MEDICINES POLICY (continued)

- A health care plan for the child is drawn up with the parent outlining the key person's role and what information must be shared with other staff who care for the child.
- The health care plan should include the measures to be taken in an emergency.
- The health care plan is reviewed every term or more if necessary. This includes reviewing the medication, e.g. changes to the medication or the dosage, any side effects noted etc.
- Parents receive a copy of the health care plan and each contributor, including the parent, signs it.

Managing Medicines on Trips and Outings

- If children are going on outings, staff accompanying the children must include the key person for the child with a risk assessment, or another member of staff who is fully informed about the child's needs and/or medication.
- Medication for a child is taken in a sealed plastic folder clearly labelled with the child's name and the name of the medication. Inside the folder is a copy of the Medication Consent Form to record when the medication has been administered, with the details as given above.
- If a child on medication has to be taken to hospital, the child's medication is taken in a sealed plastic folder clearly labelled with the child's name and the name of the medication. Inside the folder is a copy of the Medication Consent Form signed by the parent.
- This procedure is to read alongside our "Outings Policy".