



Spinney Pre-School Administering Medicines Policy

Statement of intent

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 medication as part of maintaining their health and well-being or when they are recovering from an illness.

In many cases, it is possible for children's GP's 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 your child is prescribed an antibiotic they have previously had, we ask you keep your child at home for 24 hours to make sure they have no adverse reaction to it.

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 effect as well as to give time for the medication to take effect.

If your child has had their Pre School booster/childhood inoculations, they are to remain at home for 24 hours in case of any adverse reactions.

In addition your child must be able to regulate their body temperature without the use of Paracetamol / Ibuprofen before they can return to Pre School.

These procedures are written in line with current guidance in 'Managing Medicines in Schools and Early Years Settings'; the Supervisor is responsible for ensuring all staff understand and follow these procedures.

Any member of staff maybe responsible for the correct administration of medication to children, with an additional member of staff to check. This includes ensuring that parent consent forms have been completed, that medicines are stored correctly and that records are kept according to procedures.

Procedures

- Children taking prescribed medication must be well enough to attend the setting. **(See above)**
- Only prescribed medication is by a Doctor or a Practise Nurse, is administered. It must be in-date 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.
- Parents give prior written permission for the administration of medication. The staff receiving the medication must ask the parent to sign a consent form stating the following information. No medication may be given without these details being provided:
 - full name of child and date of birth
 - date of medication
 - expiry date of medication
 - name of medication and strength
 - details of illness/need for medication
 - who prescribed it
 - dosage to be given and the times to be given in the setting
 - any possible side effects that may be expected should be noted
 - signature, printed name of parent and date.

The administration is recorded accurately each time it is given and is signed by staff. Parents sign the record sheet to acknowledge the administration of a medicine. The medication record sheet records:

- name of child
- date of birth
- name of medication
- expiry date of medication
- the date and time of dose
- dose given
- signed by the administrator of the medicine and a witness, verified by parent signature at the end of the day.

This information is kept in the child's file.

- The medication records are monitored to look at the frequency of medication being given. For example, a high incidence of antibiotics being prescribed for a number of children at similar times may indicate a need for better infection control.

Consent for administering medication

- Only a person with parental responsibility (PR), or a foster carer may give consent. A childminder, grandparent, parent's partner who does not have PR, cannot give consent.
- Staff who receive the medication, check it is in date and prescribed specifically for the current condition. It must be in the original container (not decanted into a separate bottle). It must be labelled with the child's name and original pharmacist's label.

Storage of medicines

- All medication is stored safely in the refrigerator or in a basket on top of the filing cabinet. Where the cupboard or refrigerator is not used solely for storing medicines, they are kept in a marked plastic box. E.g. Epipens.
- The adult on the door is responsible for ensuring medicine is handed back at the end of the day to the parent.
- For some conditions, medication may be kept in the setting. An administrator will check that any medication held to administer on an 'as and when required basis', or on a regular basis, is in date and return any out-of-date medication back to the parent.
- If the administration of prescribed medication requires medical knowledge, individual training is provided for all members of staff by a health professional.
- If rectal diazepam is given, another member of staff must be present and co-signs the record book
- 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 an adult/staff what they need. However, this does not replace staff vigilance in knowing and responding when a child requires medication.
- Parents do not access where medication is stored, to reduce the possibility of a mix-up with medication for another child, or staff not knowing there has been a change.

Children who have long term medical conditions and who may require on ongoing medication

- A risk assessment is carried out for each child with long term medical conditions that require ongoing medication. This is the responsibility of the Supervisor alongside the Key staff. Other medical or social care personnel may need to be involved in the risk assessment.
- Parents may 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 key 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 nursery activity that may give cause for concern regarding an individual child's health needs.
- An Individual Health Care Plan for the child is drawn up with the parent; outlining the key persons role and what information must be shared with other staff who care for the child.
- The Individual Health Care Plan should include the measures to be taken in an emergency.
- The Individual 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 Individual Health Care Plan and each contributor, including the parent, signs it. Copies of the risk assessment and IHCP will be stored in a green file in the filing cabinet.

Managing medicines on trips and outings

- Children are accompanied by a staff member who is fully informed about their needs and medication.
- Medication is taken in a plastic bag labelled with the child's name, name of medication, copy of the consent form and a form to record administration, with details as above, unless their Parent/Carer is accompanying then and then we give them the medication.
- The form will be signed at the end of the outing when the child's Parent/Carer has collected them and then placed back into their file.
- If a child on medication has to be taken to hospital, the child's medication is taken in a sealed plastic box clearly labelled as above.

Staff taking medication

- Staff taking medication must inform their Supervisor. The medication must be stored securely away from the children. The Supervisor must be made aware of any contra-indications for the medicine so that they can risk assess and take appropriate action as required.
- **Further guidance**
- Medication Administration Record (Early Years Alliance 2019)

This Policy was adopted at a meeting of the Pre-School held on (date) _____

Signed on behalf of the Pre-School _____