



Administering Medicines Policy

Pre-school Manager: Nicky Benson-Dare

This policy will be reviewed annually. It will also be revised following any concerns and/or updates to national and local guidance and procedures.

Statement

St Peter's Busy Bees Pre-School administers prescribed medication as part of maintaining an individual child's 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.

Non-prescription medication cannot be given in the setting unless it is detrimental to a child's health and development not to do so.

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

Parents are advised to keep their child at home for the first 48 hours to ensure the child does not experience any adverse effect from the prescribed medication.

Procedures

- Children taking medication must be well enough to attend the setting.
- The child's key person or a member of the management team is responsible for the correct administration of medication.
- Written parental consent must be completed and written instructions obtained prior to the child being left in the pre-school's care. It must include the following:
 - Full name of child and date of birth.
 - Name of medication and strength.
 - Professional it was prescribed by.
 - Dosage to be given in the setting.
 - How the medication should be stored and expiry date.
 - Any possible side effects that may be expected should be noted.
 - Signature, printed name of parent and date.
- All medicines are to be stored correctly as described on the medication packaging.
- Only medication prescribed by a doctor (or other medically qualified person) is to be administered.
- All medication must be within date and prescribed for the current condition as stated on the packaging.
- All medication must be stored in the original containers, clearly labeled and inaccessible to the children in the pre-school.

- Two staff members have to be present when administering medicine to check the correct dosage is given. They are to countersign the medication booklet record.
- The administration is to be recorded accurately each time it is given and is signed by two members of staff.
- Parents sign the record book to acknowledge the administration of a medicine.
- The medication record book records will include:
 - Name of child.
 - Name and strength of medication.
 - Date and time of dose.
 - Dosage given and method e.g. Spoon, syringe.
 - Signature of key person/setting manager.

This will be verified by the parent's signature at the end of the day. We use the Pre-school Learning Alliance medication book for recording administration of medicines and comply with the detailed procedures set out in that publication.

- For some conditions, medication may be kept in the setting. The key person will check that any medication we keep is in date.
- If the administering the prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.
- If a child requires an EpiPen, we ask that parents provide TWO, to be permanently stored in the setting.
- 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 the key person what they need. However, this does not replace staff vigilance in knowing and responding when a child requires medication as detailed by their parents.
- For children who have a long-term medical condition and who may require on ongoing medication:
 - A risk assessment is carried out for each child with a long-term condition that requires ongoing medication. This is the responsibility of the manager alongside the key person.
 - Other medical or social care personnel may need to be involved in the risk assessment.
 - Parents will also be asked to contribute to the risk assessment. They are to be shown around the setting, helped to understand the routines and activities, pointing out anything that 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. Training needs for staff form part of the risk assessment.
 - The risk assessment includes arrangements for taking medicines on outings and the child's GP's advice is sought if necessary where there are concerns.

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 six months or more frequently if necessary.
- Parents receive a copy of the health care plan and each contributor, including the parent, signs it.

Managing medicines on 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 box clearly labeled with the child's name, name of the medication, dosage details and how to administer it. Inside the box is a copy of the consent form and a card to record when it has been given, with the details as given above.
- On returning to the setting the card is stapled to the medicine record book and the parent countersigns it.
- If a child on medication has to be taken to hospital, the child's medication is taken in a sealed plastic box clearly labeled with the child's name. Inside the box is a copy of the consent form signed by the parent.