

Administering Medicines 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 are happy to administer prescribed medication as part of maintaining their health and wellbeing. However, if it is possible we would prefer parents to administer medicines at home. We also recommend that if a child has not had a medication before, to keep them at home for the first 24 hours in case they have an adverse reaction. The Pre-School Leader/Deputy Leader/Session Leader on the day is responsible for the correct administration of medication to children and for following the procedures laid out in this policy. This includes ensuring that parental consent forms have been completed, administration of the medicine is recorded and medicines are stored correctly.

Procedure

It is our usual policy to only administer medication prescribed by a doctor, but non-prescribed medication can be administered at the discretion of the Pre-School Leader. However, this is subject to the child having used the medication previously and with no adverse side effects. Children's medication must be in date, prescribed for the current condition, stored in its original container and clearly labelled with the child's name.

Medication Consent Form

Parents/carers must give prior written consent for the administration of medication. Staff must ask the parent/carer to sign a **Medication Consent** form stating the following:

Child's full name
Child's date of birth
Dosage to be given in the setting
How the medication should be stored
Expiry date of the medication
If the child has been prescribed this medication before
Signature
Printed name of parent/carer
Date

Administered Medicine Book

The Pre-School Leader/Deputy Leader/Session Leader administers the medication to the child, witnessed by another member of staff. The Pre-School Leader/Deputy Leader/Session Leader completes the **Administered Medicine Book** and both members of staff sign it. Parents/carers then sign the book to acknowledge the administration of a medicine when they collect their child.

The **Administered Medicine Book** records:

Child's name
Name and strength of medicine
Date and time of dose
Dose given and method
Signatures of Pre-School Leader/ Deputy Leader/Session Leader and another member of staff
Signature of parent/carer

Storage of Medication

All medication is stored safely in a high cupboard or the fridge within the kitchen, which is out of bounds to children. The Pre-School Leader/Deputy Leader/Session Leader is responsible for ensuring that any medication is handed back at the end of the day to the parent/carer if necessary.

Chronic Conditions

For some conditions, medication may be kept in the setting to administer as and when required or on a regular regime for long term conditions. For example, an inhaler for asthma or insulin for diabetes. This medication also requires a **Medication Consent Form** and the **Administered Medicine Book** to be completed. In addition, this information would be displayed on the medical cupboard in the kitchen. It is the Pre-School Leader's responsibility in consultation with the parent/carers to set a date for review and to check the date on any medication held. Any out of date medication must be returned to the parent/carer. Where children are capable of understanding when they need medication, for example with asthma, they should be encouraged to tell a member of staff what they need. However, this does not replace staff vigilance in knowing and responding when a child requires medication.

No child may self administer.

Risk Assessments and Health Care Plans

When a child joins the setting, who has a chronic condition it may be necessary to do a **risk assessment**. The risk assessment needs to consider any activity that may exacerbate the child's condition or health and wellbeing and assess the environment for possible hazards. The assessment also needs to consider the administration of the medication and management of the condition and this may reveal any training needs for staff. Training can be sourced for all staff by a health professional.

Health Care Plans

Once the risk assessment has been done then a **Health Care Plan** can be drawn up in consultation with the parents/carers.

The **Health Care Plan** explains:

the child's condition

their medication

the administration of their medication

the management of the child's condition

measures to be taken in the event of an emergency

It would also outline the key person's role and what information must be shared with other staff that care for that child. The **Health Care Plan** is signed by a member of staff and a parent/carer and both keep a copy. The **Health Care Plan** should be reviewed at least every 6 months.

Managing Medicines on Outings and Evacuations

Medication is taken in a sealed plastic bag clearly labelled with the child's name and the name of the medication. A copy of the **Medication Consent Form** must be placed in the **Emergency Medication Book**. If the medication is administered it must be recorded in the **Emergency Medication Book** with the details as given above in the **Administered Medicine Book** section. On outings, staff must be fully informed about any child's medical needs and/or medication, and carry out a risk assessment.

In the event of an emergency

If a child needs to go to hospital and they are currently taking medication then the medication, the **Medication Consent Form** and the **Administered Medicine Book**, or a photocopy, detailing the last dose, should travel with the child. Ideally this should be transported in a sealed plastic bag clearly labelled with the child's name.