

Administering Medication Policy

Aim:

While it is not our policy to care for sick children who should be at home until they are well enough to return to preschool, we will agree to administer medication as part of maintaining their health and wellbeing or when they are recovering from an illness.

In many cases, it is possible for a child's GP 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 effect as well as to give time for the medication to take effect.

These procedures are written in line with current guidance in 'Managing Medicines in Schools and Early Years Setting's'. The Preschool Leader is responsible for ensuring all staff understand and follow these procedures.

Method:

The keyperson is responsible for the correct administration of medication to children for whom they are the keyperson. This includes ensuring that parent consent forms have been completed, that medicines are stored correctly and that records are kept according to procedures. In the absence of the keyperson, the manager is responsible for the overseeing of administering medication.

Children taking prescribed medication must be well enough to attend the setting. Staff are only able to administer medication prescribed by a doctor, pharmacist or nurse. It must be in date and prescribed for the current condition. Prescribed medicines should be stored in their original containers, clearly labelled and are inaccessible to children.

Parents are required to give prior written permission for administering medicines. 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 the child and date of birth
- Name of medication and strength
- Who prescribed it
- Dosage to be given in the setting
- How the medication should be stored and expiry date
- Any possible side effects that may be expected
- Signature, printed name of parent and date

Every time the medication is administered, it is to be recorded accurately and signed by staff. Parents sign the record to acknowledge the administration of a medicine. The records should state:

- Name of child
- Name and strength of medication
- The date and time of dose

Administering Medication Policy

- Dose given and method
- Signed by the keyperson and manager
- Verified by parent signature at end of the day.

Storage of Medicines

All medication is stored safely out of the reach of children or in a marked plastic box in the fridge.

The keyperson is responsible for ensuring medicine is handed back to parents at the end of the day.

For some conditions, it may be appropriate for medication to be kept in the setting. It is the role of the keyperson to check regularly that the medication is in date, and returns out-of-date medication back to parent.

Where administering medicines requires medical knowledge, training is provided for the staff by a health professional.

Children are not allowed to self-administer. Where children are capable of understanding when they need medication, for example with asthma, they should be encouraged to tell their keyperson what they need. However, this does not replace staff vigilance in knowing and responding to when a child requires medication.

Long Term Medical Conditions

Where children have long term medical conditions a risk assessment is carried out. This is the responsibility of the keyperson and Preschool Leader. Other social or medical care personnel may need to be involved in the risk assessment process. Parents may also contribute to the 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 should form part of the risk assessment. It should also include vigorous activities and any other preschool activities that may give cause for concern regarding an individual child's health needs. It should also include arrangements for taking medicine on outings and the child's GP advice is sought if necessary where there are concerns.

A health care plan should be drawn up with the parents, outlining the keyperson'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. It should be reviewed every 6 months or more if necessary. This includes the review of medication e.g. changes to medication or 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 outing

If children are going on trips and outings, staff accompanying the children must include the keyperson for the child with the risk assessment, or another member of staff who is fully informed about the child's needs and/or medication.

Administering Medication Policy

Medication for a child is taken in a sealed plastic box clearly labelled with the child's name and name of medication. Inside the box should be a copy of the consent form, and a card to record when it has been given.

On returning to the setting, the card should be stapled to the Administering Medicine Record and the parent signs it.

If a child on medication needs to be taken to hospital, the child's medication is taken in a sealed plastic box, clearly labelled with the child's name, name of medication, inside a copy of the consent form signed by the parent.

Non-Prescribed Medicines

Non-prescribed medicines are not normally administered by Playdays Preschool staff. When prior consent is given we may administer one dose of paediatric paracetamol to reduce a fever (over 38C) to reduce the risk of febrile convulsions. Meanwhile the parent should be contacted to come and collect their child.

Administration of non-prescribed medicines are given at the discretion of the Business Manager and Preschool Leader.

Legal framework

Medicines Act 1968

Further Guidance

Managing Medicines in Schools and Early Years Setting (DfES 2005)