



Totterdown Preschool Administering Medicines Policy

Statement of Intent

Whilst it is not Totterdown Preschool policy to care for sick children, who should be at home until they are well enough to return to pre-school, we will agree to administer medication as part of maintaining their health and well-being or when they are recovering from an illness.

Aim

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 preschool. If a child has not had a medication before, we ask that the parent keeps the child at home for the first 24 hours to ensure no adverse effect occur, as well as to give time for the medication to take effect.

Procedures

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.

The child's key worker is responsible for the correct administration of medication to children. This includes ensuring that parent consent forms have been completed, that medicines are stored correctly and that records are kept according to procedures. They will also need to make the other members of staff aware. If however the medication is an Epi-pen then all members of staff will need to be trained on how to use it.

- Children taking prescribed medication must be well enough to attend Totterdown Preschool.
- Only prescribed medication 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 placed in the green box in the kitchen, 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
 - Parental details
 - Name of medication a
 - GP details



- Dosage to be given in the preschool
 - frequency and date course is to be completed
 - How the medication should be stored and expiry date
 - Any special instructions or allergies
 - other prescribed medicines taken at home.
 - Signature and date.
- The administration is recorded accurately each time it is given and is signed by manager or deputy. Parents sign the record book to acknowledge the administration of a medicine. The medication record book records:
 - Name of child
 - Name and strength of medication
 - The date and time of dose
 - Dose given and any adverse reactions
 - Signed by key person and parent

Storage of medicines

- All medication is stored safely in the original packaging and kept in the green medicine box in the kitchen, which is kept out of children's reach, or is refrigerated.
- The key person is responsible for ensuring medicine is handed back at the end of the day to the parent. If unavailable then the manager/deputy is responsible.
- For some conditions, ie asthma, medication may be kept in preschool. Key workers check that any medication held is in date and returns any out-of-date medication back to the parent.
- If the administration of prescribed medication requires medical knowledge, 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 their key person 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 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 manager/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 preschool, 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 Preschool 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 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 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 pouch clearly labelled with the child's name, name of the medication, Inside the pouch 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 preschool the card is stapled to the medicine record book and the parent signs it.
- If a child on medication has to be taken to hospital, the child's medication is taken in a sealed plastic pouch clearly labelled with the child's name, name of the medication. Inside the box is a copy of the consent form signed by the parent.
- As a precaution, children should not eat when travelling in vehicles
- This procedure is read alongside the outings procedure.

Agreed by Claire Childs, Shamira Lumsden, Melissa Chantry, Diana Khatib

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STAFF ACKNOWLEDGEMENTS

I have read this policy and will adhere to it in future practice: