



Starlings Preschool Administering Medicines Policy

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 will agree to administer medication as part of maintaining their health and well-being or when they are recovering from an illness. We ensure that where medicines are necessary to maintain health of the child, they are given correctly and in accordance with legal requirements.

In many cases, it is possible for children's G P'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 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.

Our staff are responsible for the correct administration of medication to children for whom they are the key person responsible for the correct administration of medication to children who attend the setting. 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.

We notify our insurance provider of all required conditions, as laid out in our insurance policy.

Procedures

- Children taking prescribed medication must be well enough to attend the setting.
- We only administer medication when it has been prescribed for a child by a doctor (or other medically qualified person). 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. On receiving the medication, the member of staff checks that it is in date and prescribed specifically for the current condition.
- Parents must give prior written permission for the administration of medication. The staff member 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;
 - name of medication and strength;
 - who prescribed it;
 - The dosage and times to be given in the setting;
 - how the medication should be stored and expiry date;

- any possible side effects that may be expected; and
 - The signature of the parent, their printed name of parent and date.
- The administration is recorded accurately in our medication record book each time it is given and is signed by the person administering and a witness. Parents are shown the record at the end of the day and asked to sign the record book to acknowledge the administration of the medicine. The medication record book records the:
 - name of child;
 - name and strength of medication;
 - Name of the doctor that prescribed it
 - the date and time of dose;
 - dose given and method; and
 - Signature of the person administering the medication and a witness who verifies that the medication has been given correctly.
 - Parents signature at the end of the day-to-day
 - We use the Pre-school Learning Alliance *Medication Administration Record book* for recording administration of medicine and comply with the detailed procedures set out in that publication.
 - If the administration of prescribed medication requires medical knowledge we obtain individual training by a health professional
 - We monitor the medication record book it is monitored to look at the frequency of the medication given in the setting; 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.

Storage of medicines

- All medication is stored safely in a cupboard or refrigerated. Where the cupboard or refrigerator is not used solely for storing medicines, they are kept in a marked plastic box.
- The child's keyperson 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 to be administered on a regular or as-and-when-required basis. Key persons check that any medication held in the setting, is in date and return any out-of-date medication back to the parent.

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

- A risk assessment is carried out for each child with a long term medical condition that require 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 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.

- The risk assessment includes arrangements for taking medicines on outings and the child's G P's advice is sought if necessary where there are concerns.
- An individual health 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 individual health plan should include the measures to be taken in an emergency.
- The health care plan is reviewed every six months or more frequent 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 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 box clearly labelled with the child's name, the original pharmacist's label and the name of the medication, Inside the box is a copy of the consent form and a card to record when it has been given, to record when it has been given, including all the details that need to be recorded in the medication record as stated above For medication dispensed by a hospital pharmacy, where the child's details are not on the dispensing label, we will record the circumstances of the event and hospital instructions as relayed by the parents.
- On returning to the setting the card is stapled to the medicine record book and the parent sign it.
- If a child on medication has to be taken to hospital, the child's medication is taken in a sealed plastic box clearly labelled with the child's name and name of the medication. Inside the box is a copy of the consent form signed by the parent.
- The procedure should be read alongside the outings procedure.

Legal framework

- The Human Medicines Regulations (2012)

Further guidance

- Medication Administration Record (2015)
- Daily Register and Outgoings Record (2015)

This policy was adopted at a meeting of Starlings Pre-school	(name of provider)
Held on _____	(date)
Date to be reviewed _____	(date)
Signed on behalf of the provider _____	
Name of signatory _____	

Role of signatory (e.g. chair, director or owner) _____