

St Marychurch Pre-school

Administering Medicines Policy

Statement of intent

We believe that sick children should be looked after at home until they are well enough to return to the setting, although we will agree to administer prescribed medication as part of maintaining their health and well-being, or when they are recovering from a non-infectious illness. Administering medicines during a child's session will only be carried out, if absolutely necessary.

Aim

It is possible in many cases for the child's GP to prescribe medicine that can be taken at home in the morning, or evening. Administering medicines will only be done where it would be detrimental to the child's health if not given in the setting. Also if the child has had medication prescribed by the doctor for an infectious illness or complaint we ask the parents to administer the first dose at home and for the child to remain under the care of the parent for the first 48 hours to ensure that there is no adverse effect and for the medication to take effect, before returning them to the setting. After diarrhoea we ask parents to keep children home for 48 hours following their last episode to stop the spread of the infection.

Method

Administration of medication

Only a person with parental responsibility, or a foster carer can give consent. A grandparent, childminder, parent's partner who does not have parental responsibility, cannot give consent.

- Only prescribed medication by a doctor or other medically qualified person may be administered. It must be in-date, named and prescribed for the current condition.
- Children taking prescribed medication must be well enough to attend the setting and fever free for 24hrs
- Medication prescribed by a hospital pharmacy will not have the child's details on the label but should have a dispensing label. Practitioners must check with parents and record the circumstances of the events and hospital instructions as relayed to them by the parents.
- Children's prescribed medication is stored in their original containers, are clearly labelled with the child's name and are inaccessible to the children.
- Parents must give prior written permission for the administration of medication. This states the name of the child, name/s of parent(s), date the medication starts, the name of the medication and the prescribing doctor, the dose and times, or how and when the medication is to be administered.
- The administration is recorded accurately each time it is given and is signed by a practitioner. Parents must sign the record book to acknowledge administration of the medicine in the setting.
- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant practitioner by a health professional.
- Calpol, or any painkilling medicine will not be administered by the practitioners of the Pre-school, for everyday infections, aches and pains, coughs and colds, even if is prescribed by the child's GP. However, if a child has to take long term prescribed pain killers as part of their treatment for a medical condition, the Pre-school will review the policy in discussion with parents/carers.
- The medicine will only be administered in the presence of 2 members of staff. The name, date and dosage will be checked again before administration.

- No Pre-school 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 vigilance by practitioners in knowing and responding to when a child requires medication.

Parents need to inform practitioners if they have administered any medication to their child prior to coming into pre-school and sign the record book if the medication is logged in the medicine booklet eg for inhalers.

Storage of medicines

All medication is stored safely within the pre-school, out of reach of the children, or in the fridge if the medicine has to be refrigerated. The kitchen is out of bounds of the children and only accessed with an adult when passing through to the outside area.

Life-saving medication such as an Epi-pen, or asthma inhalers will be kept out of reach of the children in the setting. All practitioners are aware of where it is kept.

For some conditions, medications such as an inhaler may be kept overnight in the setting. The health and safety officer will check that any medication held to administer, on an as and when required basis, or on a regular basis, is in date and will return any out-of-date medication back to the parent.

Children who have long term medical conditions and who may require on-going medication.

- A risk assessment is carried out for each child with long term medical conditions that require on-going medication. This assessment is carried out by the Manager, key person and other medical or social care personnel may also be involved in the risk assessment.
- Parents will contribute to the risk assessment. They will be shown around the setting, be given information about the routines and activities and point out anything which they think may be a risk factor for their child.
- For some medical conditions key practitioners 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 practitioner's is part of the risk assessment.
- The risk assessment includes any activity that may give cause for concern regarding and individual child's health needs.
- The risk assessment will also include arrangements for medicines to be taken on outings, advice will be sought from the child's doctor, if necessary, where there are concerns.
- The health care plan form is completed fully with the parent, outlining the key person's role and what information is shared with other practitioners who care for the child.
- The plan will be reviewed when necessary and will include the reviewing of medication such as change in dosage, times or side effects will then be noted.

Managing medicines on trips and outings

If children are going on outings, practitioners accompanying the children must include the key person for the child with a risk assessment, or another practitioner who is fully informed about the child's needs and/or medical needs/background. This person will remain with the child throughout.

Medication for a child is taken in a sealed plastic box, carried by practitioners, clearly labelled with the child's name, name of medication and dosage. Inside the box is a copy of the consent form and record sheet.

On return to the setting the record sheet is stapled to the medicine record book and the parent must sign it.

Administering medicines policy continued.....

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, name of medication. Inside the box is a copy of the consent form signed by the parent.

Sickness

Our policy for the exclusion of ill or infectious children is discussed with parents. This includes procedures for contacting parents – or other authorised adults – if a child becomes ill while in the setting.

- We do not provide care for children who are unwell, have a temperature, or sickness and diarrhoea, or who have an infectious disease.
- Children with head lice are not excluded but must be treated to remedy the condition.
- Parents are notified if there is a case of head lice in the setting.
- Parents are notified if there is an infectious disease, such as chickenpox. We refer to Public Health England information and to Managing Medicines in Schools and Early Years Setting (DfES)
- HIV (Human Immunodeficiency Virus) may affect children or families attending the setting. Practitioners may or may not be informed about it.
- Children or families are not excluded because of HIV.
- Good hygiene practice concerning the clearing of any spilled or bodily fluids is carried out at all times, following the Health and Hygiene policy

Practitioners taking medication

Practitioners taking medicine must inform the manager. The medication must be stored in a secure area away from the children. The manager must be informed of any contra-indications for the medicine so that they can risk assess and take appropriate action as required.

- PHE will be informed of any infectious disease within 3 days of the outbreak.
- OFSTED is notified of any infectious disease that a qualified medical person considers notifiable and if we have two or more cases of illness these will be reported with 14 days.

Parents sign a consent form at registration allowing practitioners to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital.

Legal framework
 The Human Medicines Regulations
 Managing Medicines in Schools and Early Years Settings

Signed _____ Position _____

Dated _____

We aim to provide a safe, stimulating, caring, happy Pre-school where all children and their families are welcome. We provide a curriculum based on the Early Years Foundation Stage using individual children’s interest and needs.

