

## St Michael's Pre-school

### Safeguarding and Welfare Requirement: Health

Providers must have and implement a policy, and procedures, for administering medicines. It must include systems for obtaining information about a child's needs for medicines, and for keeping this information up-to-date.

## Promoting health and hygiene

### 1.15 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 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 GP's to prescribe medicine that can be taken at home in the morning and evening. 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.

The key person is responsible for the correct administration of medication to children for whom they are the key person. 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 key person, 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.

## EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.4 Health and well-being	2.2 Parents as partners 2.4 Key person	3.2 Supporting every child	

### Procedures

- Children taking prescribed medication must be well enough to attend the setting.
- Only medication prescribed by a doctor (or other medically qualified person) is administered. It must be in-date and prescribed for the current condition.
- Non-prescription medication, such as pain or fever relief, will not be administered at pre-school.
- Children's prescribed medicines are stored in their original containers, are clearly labelled and are inaccessible to the children. On receiving the medication, the key person, or manager in her absence, 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 receiving the medication must ask the parent to sign a consent form (care plan) 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;
  - dosage to be given in the setting;
  - the method of administration
  - how the medication should be stored and expiry date;
  - any possible side effects that may be expected should be noted; and
  - signature and printed name of parent and date of signing

*Medication will be received by the Key person or the Manager in their absence. They will ask the parent to complete a consent form, taking into account all the above. Staff will be made aware of this in their induction.*

- The administration is recorded accurately each time it is given and is signed by the person administering the medication and a witness. A copy is made of this for the child's records and the original is signed by the parent at pick up and goes home with the child. The record sheet detailing the medication given will state:
  - name of child;
  - name and strength of medication;
  - the date and time of dose;
  - dose given and method; and is
  - signed by key person/manager; and is verified by parent signature at the end of the day.
- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member 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.

#### *Storage of medicines*

- All medication is stored safely, in a marked zipped pocket in the locked medicine cabinet or refrigerated in the office.
- The child's key person is responsible for ensuring that parents are aware that they must ensure that medicine is handed back to them at the end of a session, if needed
- For some conditions, medication may be kept in the setting to be administered on a regular or as-and-when- required basis. The key person checks that any medication held in the setting is in date and returns any out-of-date medication back to the parent.

*Refrigerated medicines are stored in a named container in the fridge. All other medication is kept in a named zipped pouch, showing a photograph of the child in the safe lockable cupboard in the classroom. A picture and details of the medicine may be placed on the front of this cupboard.*

*Children who have long term medical conditions and who may require 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 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 form part of the risk assessment.
- The risk assessment includes vigorous activities and any other 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 advice is sought from the child's GP if necessary, where there are concerns.
- A care plan for the child is drawn up with the parent; outlining the key person's role and information will be shared with other staff who care for the child.
- The care plan will include the measures to be taken in an emergency.
- The care plan is reviewed every six months, or more frequently 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 zipped pouch clearly labelled with the child's name and the name of the medication. Inside the pouch is a copy of the care plan and medication given forms to record when it has been given,
- On returning to the setting medication given forms are copied and the procedure for record keeping/notifying parents above is followed
- If a child on medication has to be taken to hospital, the child's medication is taken in the zipped pouch clearly labelled with the child's name and the name of the medication. Inside the pouch is a copy of the care plan signed by the parent.
- This procedure is read alongside the outing's procedure.

### Legal framework

- The Human Medicines Regulations (2012)

### Further guidance

- Medication Administration Record (2017)
- Daily Register and Outings Record (2018)

This policy was adopted at a meeting of

St Michael's Pre-school

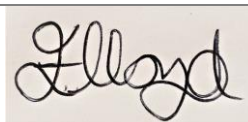
Held on

\_\_\_\_\_ (date)

Date to be reviewed

\_\_\_\_\_ (date)

Signed on behalf of the management committee



Name of signatory

Ellena Lloyd

Role of signatory (e.g. chair/owner)

Chair of the Management Committee