

# **Little Bears Pre-school**

## **Administering Medicines Policy**

### **Statement of Intent**

The CIO and Pre-school staff wish to ensure that children with medication needs receive appropriate care and support at the setting.

Whilst 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.

***Please note: Parent should keep their children at home if acutely unwell or infectious.***

### **Aim**

We aim, as far as possible to only administer medicines where it would be detrimental to the child's health if not given in the setting. If a child has not had the medication before, it is advised that the parent keeps the child at home for the first 48hrs to ensure no adverse effect as well as to give time for the medication to take effect.

This policy is written with due regard to current guidance namely "Supporting Pupils at School with Medical Conditions December 2015, 'Managing Medicines in Schools and Early Years Settings' and the Early Years Foundation Stage 2014 – the manager is responsible for ensuring all staff understand and follow these procedures.

The First Aider is responsible for the correct administration of medication to children for whom they are the key person. This includes ensuring that parent/carer consent forms have been completed, that medicines are stored correctly and that records are kept according to procedures.

### **Procedures**

- Parents are responsible for providing the Manager with comprehensive information regarding the child's condition and medication. This information should be provided on the Registration Form and in the child's Individual Care Plan which will be completed along with the parents/carers.
- Children taking prescribed medication must be well enough to attend the setting
- Only prescribed medication is administered and will not be accepted in the setting without complete written and signed instructions from the parent. 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. Only reasonable quantities of medication should be supplied to the setting.
- Each item of medication must be delivered to the First Aider and must be clearly labelled with the following information:
  - Child's name
  - Name of Medication
  - Dosage
  - Frequency of administration
  - Date of dispensing
  - Storage requirements (if important)
  - Expiry date

Please note: The setting will not accept of medication in unlabelled containers.

- Parents give prior written permission for the administration of medication. The staff receiving the medication must ask the parent to sign a consent form – please see our Registration Form.
- The administration is recorded accurately each time it is given and is signed by staff.
- Parents/Carers will always be contacted if the child is feeling unwell and be advised to collect their child from the setting.

## **Storage of medicines**

- All medication is stored safely in a locked cupboard or refrigerated. Where the cupboard or refrigerator is not used solely for storing medicines, they are kept in a marked plastic box.
- The First Aider is responsible for ensuring medicine is handed back at the end of the day to the parent/carer.
- For some conditions, medication may be kept in the setting. The First Aider will check that any medication held to administer on an 'as and when' required basis or on a regular basis, is in date and returns any out-of-date medication back to the parent.
- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.
- No child may self-administer. Where children are capable of understanding when the need medication, for example with asthma, they should be encouraged to tell their First Aider what they need. However, this does not replace staff vigilance in knowing and responding when a child requires medication.
- It is the responsibility of the parent to notify the setting in writing if the child's need for medication has ceased. Preschool staff will not dispose of medicines. Medicines, which are in use and in date, should be collected by the parent at the end of each term. Date expired medicines or those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal.
- It is also the parent's responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.

## **Children who have long term or complex medication needs**

- 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 First Aider. Other medical or social care personnel may need to be involved in the risk assessment.
- Parents/carers 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 and the Individual Care Plan.
- 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 also includes arrangements for taking medicines on outings and the child's GP's advice is sought if necessary where there are concerns.
- An Individual Care Plan for the child is drawn up with the parent/carer; outlining the key person's role and what information must be shared with other staff who care for the child.
- The Individual Care Plan should include the measures to be taken in an emergency.
- The Care Plan is reviewed every six months or more if necessary. This includes reviewing the medication (*changes to the medication or the dosage, any side effects noted etc*).
- Parents/carers receive a copy of the Individual Care Plan and each contributor, including the parent/carer, signs it.

## **Managing medicines on trips and outings**

- Medication for a child is taken in a sealed plastic box clearly labelled with the child's name and the name of the medication. Inside the box is a copy of the consent form.
- 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 the medication. Inside the box is a copy of the consent form signed by the parent.
- This procedure is read alongside the outings procedure.

## Related Policies

- Safeguarding Policy
- Educational Visits and Outings Policy

## Legal Framework

- Medicines Act (1968)
- Early Years Foundation Stage Statutory Framework 2014
- SEND Code of Practice 2014

## Further Guidance

- Supporting pupils at school with medical conditions 2014 <https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

Approved.....: **(CIO Chair's signature)**

Adopted on ..... Review Date .....