



Promoting health and hygiene

Administering medicines

Policy statement

While it is not our policy to care for children who are unwell, they 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.

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 the setting. If a child has not had a medication before, especially a baby/child under two, 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.

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 Manager and the key person are responsible for the correct administration of **prescribed 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. In the absence of the Manager, the Deputy manager is responsible for the overseeing of administering medication.

If in any circumstances where the child is suffering, such as pain or a reaction from an insect bite or pollen, and/or a sudden high temperature from 38.5°C, then the Manager and the key person will give the child Over-the-counter medication Calpol (Children Paracetamol) for a high temperature, and Benadryl (Antihistamines) for reactions to an insect bite or pollen. The

Statutory Framework recommends that children under 16 should NEVER be given medicines containing aspirin.

Procedures

- Children taking **prescription medication** must be well enough to attend the setting.
- **Only prescribed medication to be 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 inaccessible to the children.
- Parents must give prior written permission for the administration of prescribed 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 and date of birth;
 - name of medication and strength;
 - details of the prescribe medication, doctor's name, expiry date;
 - when to administer it;
 - dosage to be given in the setting;
 - how the medication should be stored;
 - any possible side effects that may be expected should be noted;
 - any general allergies to medicine
 - signature, printed name of parent and date.

All fully qualified members of staff can receive medication from parents. They must complete a medical consent form and inform all other members of staff

- The administration is recorded accurately each time it is given and is signed by the Manager with Key Person as witnessing. Parents sign the Medication administration sheet to acknowledge the administration of a medicine. The medication record sheet records:
 - name of child;
 - name and strength of medication;
 - the date and time of dose;
 - dose given and method; and is

- signed by administrator and witness; and is verified by parent signature at the end of the day.

Storage of medicines

- All medication is stored safely in a locked cupboard or in the refrigerator. Where the cupboard or refrigerator is not used solely for storing medicines, they are kept in a marked plastic box.
- The child's key person 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. Key person to check that any medication held for administration on an as when required basis, or on a regular basis, is in date and returns any out-of-date medication back to the parent.

Medicine is stored on the top shelf in the classroom cupboard. If it needs to be refrigerated it will be kept in the fridge in the kitchen area. ALL MEDICINE MUST BE CLEARLY MARKED WITH THE CHILD'S FULL NAME.

- If the administration of prescribed medication requires medical knowledge (e.g. EpiPens), 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 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 alongside the key person and the parents, 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 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 box clearly labelled with the child's name, name of the medication. Inside the box 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 setting 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 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.
- As a precaution, children should not eat when travelling in vehicles.
- This procedure is read alongside the outings procedure.

This policy was adopted and practiced at	Village Montessori Nursery School Ltd
Effective date	July 2021
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Name of the manager who prepared	Mrs Kwai Fong Purchase

Read and acknowledge by member of staff	Cristina (Deputy), Vicky, Svitlana (Room Leader), Magdalena
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Legal framework

Medicines Act (1968)

Further guidance

- Managing Medicines in Schools and Early Years Settings (DfES 2005)
<http://publications.teachernet.gov.uk/eOrderingDownload/1448-2005PDF-EN-02.pdf>

Other useful Pre-school Learning Alliance publications

- Medication Record (2006)
- Register and Outings Record (2006)