



### **Medicines Policy (Administering)**

In many cases, it is possible for children at the URC pre-school that have been prescribed medication by the GP to take it at home in the morning and evening. Where agreed, administering medicines will be done where it would be detrimental to the child's health if not given in the setting. These procedures are written in line with the 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 is responsible for the correct administration of medication to children. This includes ensuring that parents' consent forms have been completed, that medicines are stored correctly and that records are kept according to procedures.

#### Procedures

- Children taking prescribed medication must be well enough to attend the setting.
- When prescribed medication is 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 give prior written permission for the administration of medication. The staff receiving the medication must ask the parents 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
- Dosage to be given in the setting.
- How the medication should be stored and expiry date. Any possible side effect that may be expected should be noted
- Signature, printed name of parent and date.
- The administration is recorded accurately each time it is given and is signed by 2 members of staff.
- Parents sign the record sheets to acknowledge the administration of a medicine.
- Please see parent consent for administration of medications.

### Storage of medicines:

- All medication is stored safely in the first aid box on the wall or in the refrigerator.
- They are always kept in a marked plastic box or bag with a picture of the child, name and dose of the medicine.
- One of the fully trained first aiders will be 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. One of our fully qualified First Aiders will keep a check on any medication that is held by us to ensure that it is in date. They will also return any out-of-date medication back to the parent.
- If the administration of prescribed medication requires medical knowledge, individual training will be provided to all of the fully qualified First Aiders by a health professional.
- All medication given to the children in the pre-school setting will be given by a fully qualified first aider and a second member of staff will co-sign the recorded sheet.
- No child may self-administer.

### 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 child's keyperson. Other medical or social care people may need to be involved in the risk assessment.

Parents may also need to contribute to the risk assessment before their child starts at the United Reformed Pre-school, so that they are aware of the routines and activities and are able to point out anything which they think may be a risk factor for their child. The risk assessment includes vigorous activities and other pre-school activities that may give cause for concern regarding an individual child's health and needs.

### Managing medicines on trips and outings

If children are going on an outing, staff accompanying the children must include a fully qualified First Aider for the child with a risk assessment.

Medication for the child must be taken in a sealed plastic box clearly labelled with the child's name on 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 pre-school the card is stapled to the medicine sheet and the parent is asked to sign it.

### Managing Children with allergies, or who are sick or infectious

At the United Reformed Church pre-school, we provide care for all children. We recognise that some children have allergies and will put procedures in place to prevent them becoming in contact with the allergenic substance they may be allergic to. We also try to prevent cross infection of viruses and bacterial infections.

### Procedures for children with allergies

When parents start their children at the United Reformed Pre-School they are asked if their child suffers from any known allergies. This is recorded on the registration form.

### If a child has an allergy, a risk assessment form is completed to detail the following

- The allergen (i.e., the substance, material or living creature that the child is allergic to for example nuts, eggs, bee stings. cats etc.)
- The nature of the allergic reactions for example anaphylactic shock reaction, including rash, reddening of the skin swelling, breathing problems.
- What to do in the case of allergic reactions any medication used and how it is to be used (for example an EpiPen)
- Control measures – such as how the child can be prevented from becoming in contact with the allergen.

### Oral Medication

Asthma inhalers are now regarded as “oral medication”

- Oral medication must be prescribed by a GP and have the manufacturer’s instructions clearly written on them.
- The United Reformed Pre-School must be provided with clear written instructions on how to administer such medication.
- All risk assessment procedures need to be adhered to from the correct storage and administration of the medication.
- The United Reformed Pre-School must have parents/guardians’ prior written consent; this consent must be kept on file.

### Lifesaving medication & invasive treatment

Adrenaline injections (EpiPens) for anaphylactic shock reaction (caused by allergies to nuts, eggs, etc) or invasive treatment such as rectal administration of Diazepam (for epilepsy).

### The United Reformed Church Pre-School must have:

Written consent from the parents or guardian allowing First Aid staff to administer medication and proof of training in the administration of such medication by a specialist or community paediatric nurse.

### Procedures for children who are sick or infectious

- If a child appears unwell during the session – have a temperature, sickness, diarrhoea or pains particularly in the head or stomach- the manager/ keyperson will call the parent and ask them to collect the child or send a known carer to collect them on their behalf.
- Their temperature will be taken using a digital thermometer kept in the first aid box.
- If a child has a temperature, they are kept cool, by removing top clothing, sponging their heads with cool water, but kept away from draughts.
- If a child has a temperature the of 37.5 or above, the parent/ carers will be asked if they want a member of staff to administer Calpol to the child whilst we are waiting for them to be collected. If there is no answer from any of the emergency contacts, the staff will administer Calpol to the child as directed on the box. A form giving prior consent to the administration of Calpol is completed before the child starts at the setting.
- If a child has an allergic reaction whilst at preschool, parents/ carers will be contacted to come and collect the child. A member of staff will administer Piriton to the child as directed on the box. A form giving prior consent to the administration of Piriton is completed before the child starts at the setting.
- In extreme cases of emergency, the child should be taken to the nearest hospital and the parent informed.
- Parents are asked to take their child to the doctor before returning them to the pre-school; the pre-school can refuse admittance to children who have a temperature, sickness, diarrhoea or a contagious infection or disease.
- Where children have been prescribed antibiotics, parents are asked to keep them at home for 48 hours before returning to the pre-school.
- After diarrhoea or sickness parents are asked to keep their child at home for 48 hours after the last episode.

### Reporting of notifiable diseases

If a child or adult is diagnosed suffering from a notifiable disease under the Public Health (Infectious Diseases) regulations 1988, the GP will report this to the Health Protection Agency.

When the pre-school becomes aware, or is formally informed of the notifiable disease, the Manager will inform Ofsted and acts on any advice given by the Health Protection Agency.

### HIV/AIDS/Hepatitis procedure

HIV virus, like other viruses such as Hepatitis (A B and C) are spread through body fluids. Hygiene precautions for dealing with body fluids are the same for all children and adults.

- Single use vinyl gloves and aprons are worn when changing the children's nappies, pants and clothing that are soiled with blood, urine, faeces or vomit.
- Protective rubber gloves are used for cleaning/slauicing clothing after changing.
- Soiled clothing is rinsed and bagged for parents to collect.
- Spills of blood, urine, faeces or vomit are cleared using a mild disinfectant solution and mops; cloths used are disposed of with the clinical waste.
- Tables and other furniture, furnishing or toys affected by blood, urine, faeces or vomit are cleaned using a disinfectant.

### Nits and Head Lice

Nits and head lice are not an excludable condition, although in exceptional cases a parent may be asked to keep the child away until the infestation has cleared. On identifying a case of head lice, all parents are informed and asked to treat their child and all the family if they are found to have head lice.

### Legal frame work

Medicines Act 1968

Last Reviewed: January 26