

Administering Medication

The aim of this policy is to promote good health and hygiene by taking necessary steps for safe procedures in the administration of medicine in our provision and for while children are ill or have long term conditions.

Only prescribed medication, including Calpol or Ibuprofen, etc. Inhalers, Epipens will be administered.

It must be named, in-date and prescribed for the current condition.

There may be occasion with babies, or children with long- term conditions that may need painkillers, e.g. teething, It will at Owner, EY Advisor or Manager discretion to allow to administer non prescribed painkillers. Bottle must be always supply new and unopened.

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 may agree to administer medication as part of maintaining their health and well-being or when they are recovering from an illness. In such circumstances parent/carers will need to discuss and seek agreement with the Manager, Owner, EY Advisor who will take into account risks to other children and the settings ability to meet any additional needs of the child.

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, we will ask parent/carer to keeps the child at home for the first 24 hours after first dose to ensure no adverse effect as well as to give time for the medication to take effect.

If a child is familiar with medication and had them in the past it is acceptable to bring them after 12 hours from first dose providing child is well enough to be in the preschool and nursery.

- These procedures are written in line with current guidance in Supporting pupils at school with medical conditions. Statutory guidance for governing bodies of maintained schools and proprietors of academies in England DfES 12.2015 "Supporting pupils at school with medical condition", which replace Managing Medicines in Schools and Early Years Settings;

The key person or anyone with First Aid is responsible for the correct administration of 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. Management is responsible for the overseeing of administering medication.

Procedures

- Children taking prescribed medication must be well enough to attend the setting in professional judgement of staff.
- If possible the child's parent will administer medicine on the premises.

- Parents must inform provision if their child has been given nurofen, calpol or any other medication, e.g piriton, antibiotics, prior to start, this is so if we are to contact 999 for a medical emergency, we can inform the paramedic if the child has already had medication.
- Sterile items will be kept sealed until needed
- Staff prescribing medicines are first aid trained
- 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 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;
 - who prescribed it – name of the doctor;
 - dosage to be given in the setting and time, method of administering and time;
 - how the medication should be stored and expiry date;
 - circumstances in which medication is to be given (if for Emergency use)
 - any possible side effects that may be expected should be noted; and
 - signature, printed name of parent and date.

The administration is recorded accurately **each time** it is given and is signed by staff. Parents sign the form at the end of the session to acknowledge the administration of a medicine. The administration records:

- Parent consent on the top of the page;
 - name and dosage of medication;
 - the date and time of each dose; and is
 - signed by key person/person who administrated and witness; and is
 - verified by parent signature, print name and date at the end of the day.
- Outside play- We are a free flow play setting, therefore we are not able to keep children inside because they are feeling unwell. If a child in their parent's view is too poorly for outside play then they are too poorly to be at preschool and nursery. Please respect this.

Storage of medicines

- All medication is stored safely in our locked first aid box or refrigerated as required. As the refrigerator is not used solely for storing medicines, they are kept in a marked plastic box.
- Usually 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 persons 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, then the procedures are recorded and clarified with the parent and the management committee.

- 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/or who may require on ongoing medication

- An IHP- Individual Healthcare Plan (relevant information are stored in evacuation bag) along with risk assessment is carried out for each child with long term medical conditions that require ongoing medication and attention. This is the responsibility of the Manager alongside with the child's Key person. Other medical or social care personnel may need to be involved in the Individual Healthcare Plan and 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.
- Medication Record for prescribe medicines form must be completed if necessary , even if it is only for emergencies, e.g epipen
- 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 the child's GP's advice is sought if necessary where there are concerns.
- A Individual 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 Individual health care plan should include the measures to be taken in an emergency.
- The Individual 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 can request a copy of the health care plan and each contributor.

Managing medicines on trips and outings

- If children are going on outings, staff accompanying the children must include the key person for or another member of staff who is fully informed about the child's needs and/or medication.
- Medication, that includes any life saving medication like epipens or inhalers, for a child is taken in a sealed plastic box clearly labelled with the child's name, name of the medication. Medication for teething, or antibiotics will not be taken on outings.
- 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.
- As a precaution, children should not eat when travelling in vehicles.
- This procedure is read alongside the outings procedure.