

## 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 Chudleigh Pre-School, 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 GPs to prescribe medicine that can be taken at home in the morning and evening. 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 there are no adverse effects, as well as to give time for the medication to take effect.

The manager is responsible for ensuring all staff understand and follow these procedures.

Someone who is qualified in first aid will be responsible for the administration of medicine. This includes ensuring that parent 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 Chudleigh Pre-School.
- Only medication prescribed by a doctor (or other medically qualified person, including a pharmacist) is administered. It must be in-date and prescribed for the current condition (medicines containing aspirin will only be given if prescribed by a doctor). Remember Children's paracetamol (un-prescribed) is administered only for children in pain or with a high temperature. Usually while awaiting collection by their parents/ carer.
- 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:
  - the full name of child and date of birth.
  - the name of medication and strength.
  - Reason for the medication

- who prescribed it.
  - the dosage to be given in Chudleigh Pre-School.
  - how the medication should be stored and its expiry date.
  - The signature of the parent, their printed name and the date.
- The administration of medicine is recorded accurately on the medical form each time it is given and is signed by the staff member administering and a staff witness. Parents are shown the record at the end of the day and asked to sign the form to acknowledge the administration of the medicine. The medication form includes the:
    - name of the child
    - name and strength of the medication
    - Reason for the medication
    - date and time of the dose
    - dose given
    - signature / initial of the person that administered and the person that witnessed
    - Parent's signature.
  - We use a Medication form for recording the administration of medicine and comply with the detailed procedures set out in this policy.

#### *Storage of medicines*

- All medication is stored safely.
- Staff are responsible for ensuring medicine is handed back at the end of the day to the parent.
- For some conditions, medication may be kept in Chudleigh Pre-School to be administered on a regular or as-and-when- required basis. Staff check that any medication held in the setting, is in date and return any out-of-date medication back to the parent.

Depending on medication type, should be stored in fridge or in designated area in the

All staff informed of the medication stored.

- 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 they need medication, for example with asthma, they should be encouraged to tell staff 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 ongoing medication*

- A risk assessment or protocol may be completed for children 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 / protocol. They should be shown around Chudleigh Pre-School, understand the routines and activities and point out anything which they think may be a risk factor for their child.
- For some medical conditions, 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 protocol plan should include the measures to be taken in an emergency.

*Managing medicines on trips and outings*

- If children are going on outings, staff accompanying the children must include staff that are aware of the child's needs.
- Medication for a child is taken on the outings.
- If a child on medication must be taken to hospital, the child's medication is taken with them.
- This procedure is read alongside the outing's procedure.