



WARF Preschools
Swallows, Sampford Arundel
Stawley Under Fives



ADMINISTERING MEDICINES & SUN PROTECTION

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 will agree to administer medication as part of maintaining their health and well-being or when they are recovering from an illness.

As far as possible, staff will only administer medicines where it would be detrimental to the child's health if not given in the setting.

Staff are responsible for the correct administration of medication to children. This includes ensuring that parental consent forms have been completed prior to and after, that medicines are stored correctly and that records are kept according to procedures. Staff cannot administer any medication without the parent recording the time and dosage.

Procedures

- Children taking prescribed medication must be well enough to attend the setting.
- Medication must be in-date and prescribed for the current condition (medicines containing aspirin will only be given if prescribed by a doctor).
- 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- The Manager keeps a written record of when medications go out of date, such as inhalers, and informs the parents to give them enough time to replace the medication before the old one goes out of date.

We use the Pre-school Learning Alliance's publication *Medication Record* for recording administration of medicine and comply with the detailed procedures set out in that publication.

- The staff receiving the medication must ask the parent to complete and sign the appropriate section in the *Medication Record* book
- No medication will be given until this has been completed
- The administration of medication is overseen by two members of staff and recorded accurately each time it is given. Parents sign the record book to acknowledge the administration of a medicine. The medication record book records:
 - name of child;
 - name and strength of medication;
 - the date and time of dose;
 - dose given and method;
 - signatures of staff verifying correct administration of medication.
 - verified by parent signature at the end of the day.



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Storage of medicines

- All medication is stored safely in a marked plastic box kept in the cupboard out of children's reach.
- Parents are responsible for ensuring medicine is collected at the end of the day.
- For some conditions, medication may be kept in the setting. Parents are responsible for checking that any medication kept in the setting is in date and for replacing it as necessary.
- If the administration of prescribed medication requires medical knowledge, training will be sought from a health professional; children may be unable to attend the setting until this training is completed.
- If rectal diazepam is given another member of staff must be present
- 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 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. 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 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 a member of staff who is fully informed about the child's needs and/or medication.



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- Medication will be taken in a sealed plastic box clearly labelled with the child's name, along with a photocopy of the Medication Record as detailed above.
- On returning to the setting the photocopy 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 box will be taken.
- As a precaution, children should not eat when travelling in vehicles.
- This procedure is to be read alongside the outings procedure.

Administration of Sun Protection

- Within the Registration Form there is a Sun Cream consent form which parents complete before their child starts Preschool.
- Parents are expected to apply sun cream to their child before their session, signing that they have on the available sheet at drop-off. If they do not, they should inform a member of Staff so that appropriate action can be taken (i.e. if consented, apply the child's labelled sun cream or the Preschool's own supply of Factor 50 Children's suncream).
- Parents are requested to bring in labelled sun cream for their child's exclusive use. Continual checks will be made for expiry dates and parents informed if out of date.
- Preschool Staff will re-apply sun cream after lunch.
- If a Parent does not want a child to have sun cream applied then they must supply cool clothing that covers arms and legs and a sun hat. If the child is not provided with the suitable clothing they will be unable to play outside during that Preschool session.
- The Preschool provide legionnaire sun hats for all children to use throughout sunny periods during outdoor play.