Version: 1

**Medications Policy**

Introduction

At Reepham Pre-school we promote the good health of children attending our setting and take necessary steps to prevent the spread of infection. We recognise that there may be times when children require medication to be administered during their time in the setting. If a child requires medication we will obtain information about the child’s needs for this, and will ensure this information is kept up to date.

Aims

* To inform staff and parents/carers of the procedures used for administrating medication to children whilst attending our setting.
* To inform staff of the procedures for storing medication within our setting.

Procedures

When dealing with medication of any kind, strict guidelines will be followed as stated:

* Reepham Pre-school will only administer medication that has been prescribed for that individual child.
* Staff will ensure that a new medication form is completed by parent/carer for each session that the medication is expected to be administered.
* On the medication form parents will give signed permission for administration of medication including
  + - *The name of the child,*
    - *The name of the parent,*
    - *Date,*
    - *Name of medication,*
    - *The dose and time that medication was last given,*
    - *The dose and times to be administered,*
    - *How the medication is to be administered*.
* The medication is clearly marked with the child’s name and is in date, in the original container with prescriber instructions for administration.
* No medication will be given to the child unless provided by the parents.
* The medication is stored in accordance with the products instructions and out of reach of children at all times.
* The administration of medication is recorded in the medications book and includes the signature (the administrator of the medication) and counter-signature (witness to medication being given), date, time, dosage. Parents must sign this before they leave the premises, to acknowledge they know the medication has been administered.

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* If a child refuses to take the appropriate medication then a note will be made on the form and parents will be contacted.
* Any medication (prescribed and non-prescribed) given to a child **prior** to a Pre-School session by **parents** needs to be recorded on the “medications given” form.

Administration of Specialist Medication

We recognise that there may be times when children require specialist medication to be administered for long term medical needs during their time in our setting. In order that this is regulated we will ensure that:

* Specific permission, instruction and training will be obtained before an agreement is reached with a parent to administer specialist medications (e.g. nebuliser), and life-saving / emergency medications (such as adrenaline injections) and a health plan is established .This will include a letter from the child’s G.P./consultant stating that the child is fit enough to attend the provision and sufficient information about the child’s condition.
* We will discuss with parents the medication that their child needs to take and support required, instructions on how and when the drug/medicine is to be administered and what training is required.
* Training on the administration of the prescription medication that requires technical/medical knowledge will be arranged for staff from a qualified health professional to ensure medication is administrated safely.
* Written proof of training, if required, in the administration of the medication by the child’s G.P., a district nurse, specialist or community paediatric nurse will be gained.
* A health plan will be developed in partnership with parents and any health professional and will be regularly reviewed to detail the needs and support or any changes.
* Prior written consent from the parent/guardian for each and every medicine will be obtained before any medication will be administered.
* The medications consent form needs to be filled in appropriately, and signed by parents/carers on the day the medicine is expected to be given before they leave the child in the care of the setting.
* On the medication form parents will give signed permission for administration of medication including the name of the child, the name of the parent, date, name of medication, ,the dose and time medication last given, the dose and times to be administered and how the medication is to be administered.
* The medication is clearly marked with the child’s name and is in date, in the original container with prescriber instructions for administration.
* No medication will be given to the child unless provided by the parents.
* The medication is stored in accordance with the product instructions and out of reach of children at all times.

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* The administration of medication is recorded in the medications book and includes the signature (the administrator of the medication) and counter-signature (witness to medication being given), date, time, dosage. Parents must sign this before they leave the premises, to acknowledge they know the medication has been administered.

Storage

All medication for children must have the child’s name clearly written on the original container and kept in a closed box which is out of reach of children. Emergency medication such as inhalers and epi-pens will be within easy reach of staff in case of an immediate need, but will remain out of children’s reach and under supervision at all times. Any antibiotics requiring refrigeration must be kept in an area inaccessible to children.

Relevant Other Policies

Illness and Exclusion

This policy has been adopted by Reepham Pre-School.

Signed on behalf of the setting by:

…………………………………………………………………Committee

…………………………………………………………………Manager

Date:…………………………………….

Review *Date*:………………………......

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