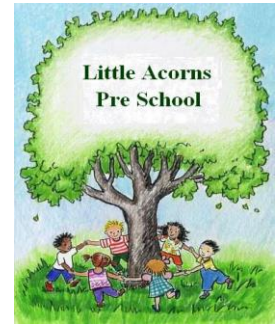


Safeguarding and Welfare Requirement: Health



6.1 Administering medicines

Policy Statement

It is not our policy to care for sick children. Unwell children should be at home until they are well enough to return to the setting. We will agree to administer prescribed 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. 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, 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.

These procedures are written in line with guidance in *Managing Medicines in Schools and Early Years Settings*; the manager is responsible for ensuring all staff understand and follow these procedures.

Staff will ensure 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 the setting.
- Only medication prescribed by a doctor (or other medically qualified person) will be administered. It 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.
- When a staff member takes receipt of the child's medication, the parent will be asked to complete our medication record book. It will be this member of staff's responsibility to ensure that all staff on duty are aware of the medication and procedure for administering.
- The administration of medicine is recorded accurately in our medication record book each time it is given and is signed by the person administering and a witness. Parents are shown the record at the end of the day and asked to sign the record book to acknowledge the administration of the medicine. The medication record book records the:
 - name of the child;
 - name and strength of the medication;
 - date and time of the dose;
 - dose given and method;
 - signature of the administrator & witness; and
 - parent's signature.
- We use the Pre-school Learning Alliance's Medication Record book for recording the administration of medicine and comply with the detailed procedures set out in that publication.

Storage of medicines

- All medication is stored safely in the office or refrigerated as required.
- Staff and parents are responsible for ensuring medicines are returned/collected at the end of the day to the parent.
- For some conditions, medication may be kept in the setting to be administered on a regular or as-and-when- required basis. Key persons check that any medication held in the setting is in date and return any out-of-date medication back to the parent.

