




7.1 Administering Medicines

This policy was adopted at the meeting of Little Thetford Acorns Pre-school and Children's Club. Staff failure to comply with this policy may be considered serious enough to result in the induction of disciplinary procedures.

Date of adoption	July 2018
Reviewed	June 2020
Signed (<i>on behalf of the management committee</i>)	
Name of signatory	Kate Hilton
Role of signatory	Chair
This policy will be reviewed	Annually
Date of next review	July 2021

7.1 Administering Medicines

Safeguarding and Welfare Requirement: Health

Providers must have and implement a policy and procedures for administering medicines, It must include systems for obtaining information about a child's needs for medicines and for keeping this information up to date.

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 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. We ensure that prescribed medicines are given correctly and in accordance with legal requirements.

At the start of taking a prescribed medication (even if the child has had it before), we ask that the parent keeps the child at home for the first 48 hours to ensure no adverse effect, as well as to give time for the medication to take effect.

The child's key person, or a senior member of staff in their absence, is responsible for the correct administration of medication and this is witnessed by the Manager/ Deputy. This also includes ensuring that parental consent forms have been completed, that medicines are stored correctly and that records are kept according to procedures. In the absence of the key person, the Manager/Deputy is responsible for the overseeing of administering medication. We notify our insurance provider of all required conditions, as laid out in our insurance policy.

Procedures

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.

- Children taking prescribed medication must be well enough to attend the setting.
- Only medication prescribed by a doctor (or other medically qualified person) is administered. It must be in-date and prescribed for the current condition - the

medication must include a prescription sticker from the doctor detailing the child's name, their date of birth, name of the medication, dose required and date.

- Prescribed medicines are stored strictly in accordance with their product instructions and in their original container in which dispensed and should include prescriber's instructions for administration. Staff members must ensure that they are clearly labelled with the child's name, that it is in date, prescribed specifically for the current condition and ensure that the medicine is inaccessible to children. Prescribed medicines are stored in accordance with instructions on the label securely in a lidded box labelled with a child's name sticker and out of reach of children.
- Parents must give prior signed written permission for the administration of each required dose of medication. The member of staff being given the medication must ask the parent to complete and sign a Medication Consent form. No medication will be given without the following details being provided:
 - full name of child and date of birth;
 - name of medication and strength;
 - who prescribed it;
 - dosage and times to be given in the setting;
 - method of administration;
 - how the medication should be stored and the expiry date;
 - any possible side effects that may be expected;
 - signature and printed name of parent with date;
 - medication taken within the last 24 hours
- The medication should be given by the child's key person or Manager/Deputy with an additional member of staff present as a witness who should also sign the medication record form. The administration is recorded accurately each time it is given and signed by both staff members. Parents must then sign the medication form at the end of the day/session to acknowledge the administration of a medicine. The medication record form records:
 - name of child;
 - name and strength of medication;
 - name of the doctor/health professional that prescribed it;
 - the date and time of dose;
 - dose given and method;

- signature of key person/manager and witness and verification by parent signature at the end of the day/session.
- If the administration of prescribed medication requires medical knowledge, we obtain individual training 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 a member of staff what they need. However, this does not replace staff vigilance in knowing and responding when a child requires medication.
- We monitor the medication records to look at the frequency of medication given in the setting. For example, a high incidence of antibiotics being prescribed for a number of children at similar times may indicate a need for better infection control.
- If a parent/carer fails to bring in any required medication for their child, such as an inhaler, Epipen etc then the setting has every right to refuse the child into the setting on such an occasion. As this may cause a risk to the child if the medication is not available.

Storage of medicines

- All medication is stored depending on prescriber's instructions; however, it will be stored safely, securely and out of children's reach either on our first aid shelf in the main room or refrigerated.
- Your child's medication must come to us in a named box each morning, boxes need to be labelled up with your child's name, date of birth and photo along with the name of their medication. Please make sure you hand your medication over to either your child's keyperson, Manager or Deputy.
- We are unable to take responsibility for your child's medication and so it must be taken home at the end of every session. It is the responsibility of the child's key person, Manager or Deputy, to ensure that the medication is handed back to parents/carers at the end of the day/session.
- Medication needs to be in its original box that contains the doctor's prescription label on the side, along with any additional equipment i.e spacer.
- Additionally, Medication will then be stored in its box in our secure, designated First Aid area during your child's session at Pre-School.
- Parents/carers with children with inhalers or other emergency life-saving equipment, i.e. Epipens, are asked to hand their child's medication over to their key person or the Manager or Deputy. The medication in a medication box or designated space for the child on or near the Emergency Aid Board. There is an additional laminated sheet

that is removed with the medication in the event of an emergency evacuation or outing to ensure that all staff members have details of the medication with the child at all times.

- The Emergency Aid boxes are on a shelf in the main room by the sink, out of children's reach, and easily accessible in case of an emergency.

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 be required to contribute to a risk assessment. They will 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 basic understanding of the condition, as well as the correct administration of medication. The training needs for staff members will form 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. The child's GP's advice is sought if necessary where there are concerns.
- An 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 health care plan is reviewed at the beginning of every half-term or more frequently 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 individual 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 the key person for the child with a risk assessment, or another member of staff who is fully informed about the child's needs and/or medication.
- Medication for a child is taken in a sealed plastic box clearly labelled with the child's name and photo for easy identification, along with the name of the medication. Inside the box is a copy of the signed consent form and a card to record when it has been given, along with the required details outlined above. This box would also be taken with the child to hospital if emergency treatment was required.
- On returning to the setting the card is stapled to the medicine record form and the parent signs it.
- On major trips where parents/carers attend, the parent/carer has sole responsibility of administering medication.
- This procedure also works alongside the Outings procedure.

COVID-19 Update

Staff will assess children's medical needs in light of Covid-19 and ensure that the correct consents are in place. Staff will be trained in the use of PPE, to be used when required.

Legal Framework

- The Human Medicines Regulations (2012)

Other useful publications

- Medication Administration Record (Pre-school Learning Alliance 2017)
- Daily Register and Outings Record (Pre-school Learning Alliance 2018)